



CPE POLICY

Issue Date: 02/19/2007

Applies to: Downtown &/or Community

Values: (Drive Innovation & Discovery, Respect People,
Serve our Community, Value Integrity)

Page(s): 1 of 3

Student Rights and Responsibilities

Review Date:	Change Description:
10/26/2015	<i>Updated references, Link to UH policy</i>
Revised Date:	Change Description:
2/8/2016; 3/6/16	<i>Copy Editing</i>
4/5/16	<i>Bring into compliance ACPE standard 303.8</i>
08/02/16	<i>Expanding protection of patient rights.</i>
04/16/18, 1.7.2019	<i>Copy Editing</i>
4/23/19	<i>Addition to Number 11 and 4</i>
1.22.2020	<i>Updated ACPE 2020 Standards</i>
4.22.2021	<i>Copy editing</i>
4/13/22	<i>Added Scope of Role to Number 1 under Student Responsibilities</i>
3/28/24, 11/19/24	<i>Copy editing. Addition of individual supervision & consultation</i>

Policy:

Upstate University Hospital and the Clinical Pastoral Education Program will inform students enrolled in the CPE program of their rights and responsibilities during orientation and through information found in their handbooks.

Students participating in the accredited ACPE learning processes shall have the right to a unit of CPE consisting of 400 hours. Depending on the level of student achievement, students will earn 0, .5, or 1 credit for the unit. Please see policy on Unit Evaluation and Student Achievement for details on assessment and measurement of achievement. Information must include:

- the level (Level IA, Level IB, Level IIA, Level IIB),
- the duration (i.e. number of weeks) of each program,
- the specific dates for each program.

Programs may have students learning at multiple levels within the same unit.

Other Student Rights include: An orientation process that includes a review of all required policies and procedures.

1. A Student Handbook that contains information about the Department of Spiritual Care and the CPE program.
2. A learning contract negotiated with the CPE Certified Educator/ Certified Educator Candidate.

- 3.** Access to a population that provides significant opportunity for ministry and learning.
- 4.** Access to the tools to support training, such as copiers, computers, and shared office space, which includes a mailbox and cubby to keep necessary items.
- 5.** Protection of professional privacy, through confidential protection of professional records as well as respect for confidentiality of training processes and conversations by Educators, peers, and interdisciplinary mentors.
- 6.** Individual and group Supervision and evaluation by a certified ACPE Certified Educator/Certified Educator Candidate. If the certified educator cannot complete their program responsibilities, Upstate University Hospital will make every effort to provide program participants with an ACPE Clinical Educator or Certified Educator Candidate for the remainder of the program or provide full tuition reimbursement (see Completion of Unit Policy). The Educator certifies completion of a leveled CPE unit.
- 7.** A written evaluation report by the ACPE Certified Educator/Candidate within 21 days of completion of the unit, and the opportunity to include a written response. The evaluative assessment reflects professional judgment about students' work, abilities, strengths, & weaknesses. Students may add a written response to the evaluation, which then becomes part of the student's record.
- 8.** Access to, and if needed, use of the complaint/mediation/grievance process as specified by the program's CPE Complaint Policy and the current ACPE Standards.
- 9.** Access to the Department of Spiritual Care library, the library of Upstate Medical University, Upstate web resources and other resources such as the library of the Center for Bioethics and Humanities.
- 10.** The right to appeal if placed on probation or dismissed from the CPE program (refer to Disciplinary Action, Dismissal and Withdrawal Policy).
- 11.** Students have the right to student support services and resources including, but not limited to, a process for educational guidance and recommendations for counseling resources, resume preparation and employment search.
- 12.** Students are entitled to other benefits as described in the Financial Policy and Student Handbook.
- 13.** The right to consultation. Please see policy on consultation.

Student Responsibilities: Students are responsible to carry out duties and learning requirements as specified. These shall include, but not be limited to:

- 1.** The delivery of professional spiritual services to assigned clinical populations, including documentation of visits, functioning within the scope of the role as Chaplain Intern.
- 2.** The negotiation with the ACPE Certified Educator/Certified Educator Candidate of a learning contract for each unit of CPE, and responsible use of clinical pastoral supervision.
- 3.** Reliable attendance for training, patient visits, and interdisciplinary rounds in their assigned clinical area.

- 4.** The protection of peer and patient rights, including maintenance of privacy in reference to person (diagnosis, treatment plans) and personal information. This includes not posting on any social media platform such as Facebook, X, through emails, texts, preaching in public, no taping of patient/family without documented permission about identified patients/families or staff and their circumstances. Students should not disclose any identifiable patient/family information beyond the scope of their role. Students should be aware that all activity in EPIC & Vocera is tracked and that any access beyond their role and need to know to fulfill their clinical duties will result in disciplinary action and possible immediate termination. Students also have a professional obligation to inform their supervisor if confidential information about a patient is disclosed in a public space.
- 5.** Active and appropriate participation in their clinical learning experience.
- 6.** Responsible for all required paperwork as determined by the ACPE Certified Educator/ Certified Educator Candidate and described in the student handbook and syllabus.
- 7.** Responsible to communicate concerns, suggestions, or problems with the ACPE Certified Educator/Certified Educator Candidate in a timely manner. In the event of any complaints concerning functioning, to immediately inform the CPE Certified Educator/Certified Educator Candidate.
- 8.** Accepting monetary donations or gifts for personal use are prohibited. If this occurs, these must be brought to the attention of the CPE Certified Educator as per the directions in the student handbook. Gifts of minimum value are handled case by case with respect for the donor, acknowledged with a thank you note, and deposited in the appropriate Upstate Foundation account or Spiritual Care petty cash fund.
- 9.** Full compliance with all ACPE standards and Code of Ethics as well as all applicable hospital directives and codes of conduct.

Form Name(s) and Number(s): N/A

Originating Department: Spiritual Care

Contributing Department(s): N/A

References: Association for Clinical Pastoral Education (ACPE, January 2025)