

CLINICAL PASTORAL EDUCATION (CPE).

**INFORMATION
and
ADMISSION POLICY**

**for
2010 PART TIME
EXTENSION PROGRAMS**

of

ROYAL PERTH HOSPITAL



**IN PARTNERSHIP WITH THE COUNCIL OF
CHURCHES WA**

**AT
ALBANY AND PERTH**

•.

In 2010 two part time programs are offered:

Regional: ALBANY

Interviews and Orientation will be arranged on receipt of application forms

Group and individual sessions:

March 17,18, 19

April 21, 22, 23

May 19, 20, 1.

June 16, 17, 18

July: 21, 22, 23

Venue To Be Arranged

Applications close Monday 8th Feb 2010

PERTH

Group and individual sessions will be held on Mondays 8.30am to 5.00pm with the first session on Tuesday March 2nd 2010 and concluding on Monday July 12th 2010

Venue RPH CPE seminar Room or CCWA office.

Applications close Wed Feb 10th

For both programs it is ideal to have six participants

1.0 TRAINING PROGRAM

The training program requires students to commit a significant period of time and energy. A quarter of training consists of 400 hours in either a full-time program or a part-time program. The 400 hours is made up of approximately

200 hours practical ministry which includes actual ministry, worship, peer discussions, meeting with pastoral Coordinator and pastoral support group,

100 hours group and individual supervision and

100 hours reading, writing and reflecting.

1.1 What is Included in the Program?

To enable the student to achieve personal goals the program Includes the following:

- a. *Individual supervisory sessions*
- b. *Group clinical Seminars and didactics*
- c. *Corporate worship including a written homily and it's presentation.*
- d. *Practical ministry in the chosen area*
- e. *Reflective Writing or journalling to assist the Integration of ministry, self and spirituality*
- f. *Regular meetings with Pastoral Coordinator and Pastoral Support Group*
- g. *Informal discussion with peers*

and may include

*Major essay on reflection on faith and ministry
Quiet days or retreat which are encouraged.*

2.0 WHAT MINISTRY PLACEMENTS ARE OFFERED

Students in the Clinical Pastoral Education program will negotiate their Ministry placement. The options available to students are:

- *Continuing their current employment and role if suitable and appropriate.*
- *Negotiating a placement in an institution or organisation of Interest to them and agreed to by the Training Supervisor.*

3.0 WHAT IS THE PASTORAL SUPPORT GROUP?

The Pastoral Support Group provides a supportive environment for personal reflections and is important for the students learning development.

The student, will provide a list of a minimum of six names for approval by the training supervisor

After discussion with the Training Supervisor the student will invite a group of 4 to 6 people to be their pastoral support group. Ideally one or more people are chosen from student's placement, faith community and personal networks.

The group will meet six to eight times during the training.

The members of the group will:

- a. *Provide creative support for the student.*
- b. *Give feedback to the student concerning functioning in ministry*
- c. *Give feedback on the way the student presents in the pastoral Support group*
- d. *Raise areas for reflection regarding the student's sense of 'wellbeing' and functioning in ministry.*
- e. *Participate in the evaluation process.*

4.0 WHAT IS THE ROLE OF THE PASTORAL COORDINATOR?

The Pastoral Coordinator has four main roles.

- facilitation and oversight of the ministry placement,
- orientation,
- Mentoring student and
- completing conference notes and evaluation forms

Their role and function is to:

- 4.1 *Confirm arrangements made between the student and supervisor regarding the field placement contract.*
- 4.2 *Have an initial meeting with the Pastoral Support Group, Training Supervisor and the student to ensure contract and roles are understood by all.*
- 4.3 *Hold short conferences at least fortnightly, of 30 mins duration, with the student which focus on:*
 - 4.3.1 *Contracted tasks*
 - 4.3.2 *Reflection on student's activity related to tasks.*
 - 4.3.3 *Exploration of Models of Ministry.*
 - 4.3.4 *Renegotiating Work Contract if and when required.*
- 4.4 *To send the Conference Notes to Training Supervisor after each Conference.*
- 4.5 *Forward Evaluation Reports in time for the student's mid-term and final evaluation.*

5.0 ADMISSION CRITERIA **

Applicants are accepted for training, when the following abilities are demonstrated:

Committed and self-motivated to engage in a caring role within one's faith community or ecumenical or professional role and to be accountable to one's faith community or sponsoring body for that role.

Spiritually and emotionally mature in terms of being able to offer pastoral care and to engage with learning pastoral care in the midst of ambiguity.

Practising member of a faith community or church.

The applicant whose faith practice is other than Christian will be in good standing with his or her faith tradition and be willing to function within an ecumenical (worldwide) pastoral care team or professional role.

Ready for self-reflection and exploration of one's functioning in pastoral ministry within a small group and with an individual supervisor.

Ability to set learning goals and to work with these goals within an individual learning contract.

Able to enter into and learn through a variety of ministry, with an ability to reflect on that ministry with peers and supervisor.

Adequate communication skills, with the ability to communicate with a multiplicity of persons and their families from different faiths, belief systems and values

In the event that the student has suffered from a major traumatic loss or crisis, a period of 24 months needs to have elapsed between the critical event and application for this training

Special Note:

- *The participant must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change and growth.*
- *The participant must demonstrate a capacity to endure at least moderate amounts of chaos, which is a normal part of ministry and the context of ministry*

Disabilities

Every effort is made to accommodate applicants with disabilities. Applicants should be aware of the physical demands and limitations of the training context.

6.0 ADMISSION PROCESS **

The content of the application material is regarded as completely confidential between the applicant and the Director of CPE/Training Supervisor.

- 6.1 *In addition to the completed application form, the applicant is required to provide*
 - a. *an autobiographical account of his/her perception of significant relationships, significant life events,*
 - b. *religious development,*
 - c. *professional expectations for CPE,*
 - d. *experience of hospitalisation and illness and*
 - e. *a description of an incident where the applicant was called to help someone, and how the applicant responded to the request.*
- 6.2 *An application fee of \$50.00 to accompany all applications.*
- 6.3 *Written references from three referees are sought, in regard to the referees' perceptions of the applicant's ability to engage in the learning processes that CPE offers.*
- 6.4 *Should the written application material meet requirements and the references satisfactory, the applicant is invited to an admission interview where both the applicant and the supervisor can discuss concerns and questions relevant to the applicant's participation in CPE. Where possible, the applicant is informed at the interview of acceptance, rejection or a suggestion that training be delayed*

7.0 ADMISSION INTERVIEW **

The purpose of the Admission Interview is for the applicant and supervisor to meet and in so doing, to assess if the CPE programme and process will meet the learning needs of the applicant. We also assess:

- .7.1 *If the applicant meets the listed criteria for admission to a CPE programme.*

7.2. *If the applicant is capable of fulfilling the ministry and learning requirement*

7.3 *We know that 8-10% of participants in CPE find the programme and the supervision unhelpful. This is due to the intensity of the training context, the anxieties the context arouses, the relational history of the applicant and the emotional impact of having one's pastoral practice and functioning supervised individually and in a peer group. For this reason, the Admission Interview is conducted where some of the following questions and issues are raised with the applicant:*

7.3.1. *An exploration of the written application.*

7.3.2. *Motivation for participation in CPE at this time.*

7.3.3. *Learning goals for CPE.*

7.3.4. *Perception of pastoral strengths and limitations.*

7.3.5 *Ability to engage in exploration of learning issues in the chosen ministry context..*

7.3.6. *Perception of life events which might impinge on learning in this context. eg., family deaths, illness.*

7.3.7. *An exploration of the applicant's emotional responses to the CPE interview process.*

7.3.8 *The applicant's perception of pastoral supervision.*

7.3.9. *Practical matters concerning this CPE programme.*

8.0 APPLICANTS WHO ARE NOT ACCEPTED FOR CPE **

Are offered the opportunity to discuss the reasons why they were not accepted.

9.0 ACCEPTANCE PROCESS **

On being notified in writing of acceptance for participation in CPE, applicants receive a copy of the learning objectives for CPE. To complete the acceptance process, applicants are asked to confirm in writing their acceptance of this training opportunity.

10.0 ONCE THE ACCEPTANCE PROCESS IS COMPLETE **

The applicant will be asked to provide current National Criminal screening card and Working With Children card as well as fulfilling any other requirements of the agency they will be ministering with.. E.g. hospitals will require Mantoux test to be done and health records screened. They may also require the student to have inoculations before commencing work on wards.

10.1 In the event that a CPE applicant should manifest a criminal record of a serious nature, involving imprisonment for at least 12 months, or is convicted of serious sexual or drug offences, the CPE applicant will be invited by the RPH Liaison Officer or person approved of by the RPH Liaison Officer to attend an interview where the information can be checked, and assessed in terms of risks to patient care.

10.2 The applicant may appeal to an appointed panel against a negative ruling by the RPH Liaison Officer or their approved appointee.

10.3 The final decision of RPH to reject the CPE applicant because of a criminal record is conclusive and beyond the jurisdiction of the CPE Centre.

**** Sections 5 to 10 are adapted from RPH full time course brochure**

*Attachments
Application Form*

*RPH CPE Centre
Original June 2006
Revision for extension program Dec2009
Next revision Dec 2012*

I:\Pastoral Care\admin\C P E\2007 CPE extension program\admission policy