

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES CLINICAL PASTORAL EDUCATION PROGRAM POLICY NO. 54

SUBJECT: Completion of Programs in Progress

Responsibility of: CPE Program Coordinator

Originated: May, 1996

Revised: June, 2012

Reviewed: June, 2012

Purpose

This policy establishes the Commitment of the School of Health Sciences and the Clinical Pastoral Education program to provide for the continuation of a CPE students' educational program in the event that the primary supervisor is unable to complete the unit.

Program Policy

The Reading Hospital School of Health Sciences ~ Clinical Pastoral Education will provide for the completion of CPE units in progress should its supervisory faculty become ill or disabled or enrollment fall below the requisite three students. The School's Program Agreement informs Students of the Schools commitment to complete units in progress.

Procedure

The School's commitment to complete CPE units in progress is subject to the following definitions and limitations.

1. A "unit of CPE" is at least 100 hours of structured group and individual education accompanied by the supervised clinical practice of ministry. ACPE Standard 308.1 requires that the sum of credited instructional and clinical hours total no less than 400 hours.
2. A unit is "in progress" from the first scheduled day of class through the final evaluation as specified in the program syllabus.
3. The School limits its commitment to the completion of the current unit only. The School makes no commitment to provide for the continuance of a student's program beyond the current unit.
4. Continuation of a unit in progress is subject to the availability of qualified ACPE certified supervisors.
5. The School reserves the right to suspend a CPE unit in progress until such time that a substitute ACPE supervisor is available.
6. The School will make reasonable efforts to secure a substitute supervisor in the case of the supervisor's illness or to recruit a qualified third person to participate in peer group activities before suspending a program.