THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES CLINICAL PASTORAL EDUCATION PROGRAM POLICY NO. 56

SUBJECT: Students Rights and Responsibilities

Responsibility of: CPE Program Coordinator
Originated: August, 1992 Revised: June, 2012 Reviewed: June, 2012

Purpose

To inform students of their rights and responsibilities regarding their participation within the Clinical Pastoral Education Program.

Procedure

All students participating have a right to have an orientation process that informs them of the working and learning environment. All students have responsibilities to the working and learning environment.

Within the first day of the program, students will receive an up-to-date Student Handbook that meets the Standards of ACPE. Within the first two (2) weeks of the students' learning experience, each student shall be provided with an Orientation inclusive of the following:

- A Chart that shows the Organizational Structure
- Policies and Procedures of The Department of Chaplaincy Services and The Reading Hospital and Medical Center as well as The School of Health Sciences. Emphasis will be placed on those policies for Maintenance of Student Records; Student Rights and Responsibilities; Resolution of Complaints; Code of Professional Ethics; Discipline, Dismissal, Withdrawal from CPE; Agreement for Education; Financial Policy; Admission to CPE; Student Consultation.
- A Description of the Program
- Tour of Medical Center
- Duty Schedule
- Patient Rights
- Disaster and Emergency Codes
- Infection Control policies and the standard OSHA Orientation

Every student has a right to:

- Have his/her human rights protected.
- Have a safe environment in which to practice.
- Retain his/her theological frame of reference.
- An orientation process.
- Supervision by a person qualified under the Standards of ACPE.
- Establish confidential relationships.

- Participate in the planning of his/her learning process.
- A written appraisal of his/her educational and clinical experience.
- Have protection of his/her student records.
- File a complaint and receive due process.

Every student has the responsibility to

- Protect patient rights.
- Deliver professional services to patients, families, visitors, and staff.
- Report to the appropriate authority any information critical to the well-being of patients, families, visitors, staff, and/or the Medical Center.
- Maintain patient privacy in reference to person, diagnosis, treatment plans, or personal information.
- Adhere to the policies and procedures of the Department of Chaplaincy Services and The Reading Hospital and Medical Center.
- Report to the appropriate supervisor any unsafe working conditions.
- Negotiate a learning contract per unit of CPE in consultation with peers and supervisors.
- Participate in his/her own learning experience.
- Maintain peer group confidentiality.
- Participate in the On Duty schedule.
- Maintain documentation of his/her training experience including the Supervisor's Evaluation.