

## Clinical Placement Agreement

This CPE student site clinical placement agreement (“Agreement”) is applied to any ministry sites for students of Uplift. It is a working agreement between the CPE program, the CPE student, and the site. The “Site Mentor” is the onsite person directly responsible for the regular, ongoing supervision of the student during clinical time. The “Site Representative” is the person responsible for executing the Agreement, which, in some cases, is a different person than the Mentor. Per ACPE accreditation standards, the Site Mentor’s resume should accompany this agreement when returned to the Certified Educator.

Whereas Uplift offers an ACPE accredited educational program that trains ministers, pastors, theology students, and interested laypersons such as \_\_\_\_\_ (CPE Student), to minister to individuals in or served by various settings; and

Whereas, as part of the ACPE accredited Clinical Pastoral Education Program, CPE students are placed in ministry sites to gain practical experience in ministering to such persons;

Now, therefore, in consideration of the terms and conditions set forth below the Parties agree as follows:

I. **Uplift** agrees to fulfill the following general responsibilities:

1. Select the named CPE Student, with ministry site’s consent, for placement at ministry site.
2. Supervise and evaluate the quality of the student's ministry practice during the unit.
3. Designate an ACPE Certified Educator who will supervise the student's placement experience and communicate with ministry site representative regarding the placement as needed.
4. Provide general orientation to clinical pastoral education and other related requirements to prepare the student for ministry to persons and families.

II. **The Ministry site** agrees to fulfill the following general responsibilities:

1. Meet with criteria for communities of service in the “Guidelines for Community of Service” in the Student Handbook.
2. Allow the student to minister to patients, parishioners, residents, care recipients, or clients it serves for 300 hours during the unit dates below.
3. Allow the student access to appropriate records for the implementation of care.
4. Provide a Site Mentor to oversee the student's ministry at the ministry site.
5. Provide a description of the placement setting below.

III. **The named CPE Student** agrees to fulfill the following general responsibilities:

1. Comply with ministry site’s policies and procedures, including those involving confidentiality and the rights of clients, patients, or parishioners.
2. Plan and review day-to-day, week to week activities with Site Mentor.
3. Notify the Site Mentor and the ACPE Certified Educator, in advance, of any absences.



## **Guidelines for Contexts of Service**

UPLIFT offers a consortium model of CPE and capitalizes upon the rich particularity of options where students live for clinical service. This approach enables great diversity among care-seekers and among approaches to spiritual care. Of the 400 hours expected to complete a unit of CPE, 100 hours is composed from group and individual process education with an ACPE certified educator and peers. Further, 300 hours is completed through clinical ministry in a designated context of service. Given this, coming into this education, Level I and Level II CPE students carry a significant amount of pastoral and professional responsibility. The following guidelines are placed for the context/site of service.

Ministry sites can include a variety of venues such as emergency personnel agencies, hospitals, addiction recovery facilities, governmental organizations, shelters, correctional facilities, housing and/or residential programs, and not-for-profits. Congregational and parish-based settings that emphasize care can also suffice. Students will either match with an existing context of service or work with their educator to have a clinical placement agreement fostered between Uplift and their preferred site. CPE students will receive or negotiate their community/site of service after being notified of acceptance into the program. Ministry positions may be volunteer or paid. Students can have a site in mind during each application step, prior to acceptance, as this enables a relationship to be up for development as soon as possible. Prior to beginning to work in and with a site, the CPE student must confirm with the certified educator that program guidelines are met.

### **Criteria for Communities of Service (i.e., Ministry Sites)**

1. The proposed community of service must be appropriate to the stated goals and specializations of the ministry program offered at UPLIFT, namely focusing on spiritual care.
2. Students must spend a minimum number of hours per week to complete the required 300 hours (by the unit's end), working with a clearly defined set of tasks that adequately contributes to the student's learning goals and a clearly defined area of ministry (e.g., education, pastoral care, youth ministry, advocacy).
3. The community of service must provide sufficient lines of accountability within the organizational structure of the site. If there are multiple leaders, the student must be assigned a staff person to provide oversight, mentorship, and leadership (i.e., a site mentor).
4. Students are encouraged to choose sites that maintain (a) policies and procedures to protect the rights of the student and (b) provide a safe environment for learning and service, free of harassment or coercion.
5. The site agrees to support the student's CPE experience by providing access to educational resources in the direction of the student's learning goals and learning objectives.

### **Clinical Placement Agreement**

Each CPE student will receive a clinical placement agreement from UPLIFT. The agreement will outline a mutually agreeable relationship between the student, the site representative, the ACPE certified educator, and a site mentor. Agreements must be signed before the beginning of the CPE unit.