Prisma Health CPE-Admission Policy

Prisma Health's admission policy that does not discriminate against persons because of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, or disability.

According to the admission policy of Prisma Health, this policy notwithstanding, all students accepted in the program shall be able, with reasonable accommodation, to physically perform the duties as contained in the job description for the following: Supervisory Resident, Chaplain Resident, Chaplain Intern, and Chaplain Extern. At all levels, the CPE student needs to sustain physical and emotional health to deliver spiritual care. The student must demonstrate the capacity to consistently establish and maintain relationships at significant levels and be open to learning, change and growth. The CPE student must demonstrate a capacity to endure at least moderate amounts of chaos, which is a normal part of the hospital culture.

Prisma Health Policy Statement Disclaimer:
NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL TEAM MEMBERS ARE EMPLOYED " AT WILL" MAY BE DONE ONLY BY WRITTEN AGREEMENT SIGNED BY THE CEO OF PRISMA HEALTH.

REQUIREMENTS:
For all CPE Programs:

An applicant's suitability for admission to any CPE program is a matter of professional judgment by the Prisma Health CPE Center in accordance with our admission policies. Requirements for admission to CPE programs include but are not limited to:

- a completed ACPE application.
- an admission interview with a qualified interviewer, for persons applying for an initial unit of CPE, to determine readiness for clinical learning. *A qualified interviewer is an ACPE Certified Educator or other person who is knowledgeable about current ACPE standards, procedures, practices, and objectives; objective as to the interests of the applicant, religious/spiritual community, seminary/theological/rabbinical school, center, and CPE; able to recognize those qualities of well-being, personality and congruence of beliefs/behaviors/belonging to one's religious/spiritual tradition which will enable an applicant to develop in CPE; able to dynamically engage the*

applicant and assess readiness for CPE; and able to assess the applicant's potential to benefit from CPE in the center(s) to which application is being made.

- either graduation from high school/completion of a GED or ordination by a religious/spiritual tradition or commission to function in spiritual care by an appropriate religious/spiritual authority as determined by ACPE.
- fulfillment of education or experience requirements established by the Prisma Health.
- a signed Use of Clinical Materials Consent Form, which is provided as a part of the acceptance packet into a CPE Unit/Program

Additional Requirements for Certified Educator Programs:
Please note that there are two parts to the Admission Process for Certified Educator Programs: Local center admission and the ACPE Certification Process.

- A completed Application for Certified Educator Programs
- College graduation
- Graduate theological degree or its equivalent
- Ordination or commissioning to function as a spiritual care provider by an appropriate religious/spiritual authority as determined by ACPE
- Endorsement/statement of accountability from an appropriate religious/spiritual authority as determined by ACPE
- Successful completion of a minimum of four units of Level I/Level II ACPE CPE
- Demonstration of spiritual care and conceptual competence as evidenced by the attainment/completion of Level I/Level II Outcomes
- Evaluation of the competencies for admission to a Certified Educator Program

PROCEDURE:

1. A student submits a completed ACPE application for the desired program and component site. There is no application fee.
2. Receipt of application is acknowledged by System CPE Manager and reviewed. Application materials are processed and letters of reference are sent out by the Business Analyst responsible for admissions.
3. An interview time is established that is convenient for both the ACPE center and the student. (For CPE interns and externs, a student may submit a formal CPE interview conducted by a qualified person as outlined by the Standards of ACPE.) Each person participating in the interview is asked to complete a CPE Interview Input Form. In

person interviews are considered best practice, and required for residency positions. Prisma Health also possesses the ability to conduct interviews by tele-conference.

4. The applicant is presented in faculty for a decision regarding admission. The CPE Interview Input Forms are reviewed, along with the student's references and written materials. A decision is made on the basis of educational ability and readiness, personal and professional maturity, ability to provide basic spiritual care to persons in crisis, the learning needs of the peer group in terms of size and diversity.

5. An acceptance packet is sent to the applicant, with the ACPE Annual Notice included, as well as the Use of Clinical Materials Consent Form, requesting the applicant accept the invitation in writing within two weeks. The applicant is also requested to pay a tuition deposit of $100 for processing to secure the position being offered. If the applicant is denied, a letter is sent along with the written materials the student prepared as part of their admission application.

6. Acceptance to the ACPE program is contingent on the hospital employment policy, which includes for Chaplain Residents and CEC's, Background check, Employee Health screening, and completion of New Team Member Orientation. Extended students and Summer Interns are processed in through MyClinicalExchange to the Clinical Learning Environment of Prisma Health.