

**CPMC CPE PROGRAM INFORMATION**  
**California Pacific Medical Center**  
**Institute for Health & Healing**  
*January 2011*

CPMC is fully accredited by the National Association for Clinical Pastoral Education, Inc (ACPE) to offer Level I, Level II, and Supervisory Education programs.

**CPMC Clinical Pastoral Education (CPE) History**

- **1965** – Rev. Jack Humphreys began the fully-accredited CPE program at Pacific Presbyterian Medical Center (PPMC), now known as California Pacific Medical Center (CPMC.)
- **1978** – Rev. Jack Humphreys retires and Rev. George Fitzgerald is hired as Director of Pastoral Care and Chaplain Supervisor for CPE at CPMC.
- **1989** – Rev. Dennis Kenny is hired as Director of Pastoral Care and Chaplain Supervisor.
- **1994** – The Pastoral Care Department, the Program in Medicine and Philosophy, and the Planetree program merged to become the Institute for Health & Healing. Rev. Dennis Kenny became the IHH Director while remaining the Director of Pastoral Care and Clinical Pastoral Education.
- **1998** – Department of Spiritual Care named and formalized under IHH structure.
- **2007** - Sat Kartar Khalsa-Ramey, ACPE Supervisor, is hired as Director of Hospital Chaplaincy and Clinical Pastoral Education.

**Our Current CPE Reporting Structure**

Sat Kartar Khalsa-Ramey is the Director of Hospital Chaplaincy and Clinical Pastoral Education Programs, ACPE Supervisor, and IME Clinical Faculty. Her staff includes Landon Bogan, Manager of CPE Programs and ACPE Supervisor; Blake Arnall, Chaplain SES, ACPE Supervisory Candidate; Susan Leeds, Program Coordinator; and five Staff Chaplains.

**Department of Spiritual Care Mission & Values**

The Department of Spiritual Care provides internationally recognized clinical pastoral educational opportunities at all levels. We offer spiritual care of the whole person, whether religious or non-religious, ministering to adults, children, families, and staff on all four of our CPMC campuses. Program excellence is measured by CPMC consistently achieving in the 80<sup>th</sup> percentile in Press Ganey national rankings for questions pertaining to spiritual care.

**Our Mission is to:**

- Provide excellent professional spiritual care to patients, families and staff inclusive of all religious traditions, cultural backgrounds, and spiritual expression throughout CPMC.
- Provide excellent educational opportunities for people preparing for professional chaplaincy and all levels of ACPE training.

- Participate as partners and integrate our services into the mission of IHH and the four campuses of CPMC.

**Our Mission is carried out through the following values:**

- **Inclusiveness** The department and its CPE program will be multicultural, multiethnic, interdenominational, interfaith and holistically oriented.
- **Justice** The department and its CPE program will be justice-oriented in all its affairs, specifically but not limited to persons and issues of race, culture, faith, gender, sexual orientation and able-bodiedness.
- **Community Ministry** The department and its CPE program will see its ministry as extending beyond CPMC, maintaining networks and relationships with community clergy and faith communities to provide educational resources and outreach to the community.
- **Research and Publication** The department and its CPE program will encourage scholarship related to Spiritual/Pastoral Care and will promote research projects and publication as valuable ministries.

**CPMC CPE Programs Offered**

**Year-Long, Full-Time Residency (Levels I & II)** offers four units of CPE approximately twelve-week each, beginning at the end of August and ending the following August. Acceptance into this program requires a full year commitment and provides four units of CPE credit. Students are required to fulfill 300 clinical hours and 100 educational hours per unit for a total of 1,200 clinical hours and 400 educational hours for the program.

**Full-Time Summer Single Unit (Level I)** – an 11-week full-time unit offered from June-August for those seeking one unit of Level I focused education in a compact amount of time. Students are required to fulfill 300 clinical hours and 100 educational hours at the completion of this program.

**Part-Time Spring & Fall Extended Unit (Levels I and II)** – a 17-25 week unit of part-time offered in Spring and Fall each year, designed to meet the needs of people who are considering career change, work in parishes, or other areas of ministry and cannot do a full-time CPE program. Students are required to fulfill 300 clinical hours and 100 educational hours at the completion of this program.

**Supervisory CPE** – a unit of Supervisory CPE consist of a clinical supervisory practicum of at least 400 hours, which includes no less than 100 hours of structured group and individual education along with supervisory work and/or spiritual care ministry. A half unit of Supervisory CPE consists of a clinical supervisory practicum of at least 240 hours, which includes no less than 60 hours of structured group and individual education along with supervisory work and/or spiritual care ministry.

**CPMC CPE Satellite Program, Sojourn Chaplaincy at San Francisco General Hospital (SFGH)** In addition to our programs at CPMC, we also offer Part Time Extended Units and a Full Time Summer Unit at Sojourn Chaplaincy at SFGH. Students

are required to fulfill 300 clinical hours and 100 educational hours at the completion of these programs.

### **Policy for Admissions to CPMC CPE**

CPMC does not discriminate against any individual for reasons of race, gender, age, faith group, national origin, sexual orientation, or physical disability. Equal access to educational opportunities is extended to all qualified persons. All members of CPMC (staff and volunteers) are expected to cooperate in making this policy valid in fact.

This policy notwithstanding, all students accepted in the program shall be able, with reasonable accommodation, to physically perform duties necessary to fulfill the obligations of the CPE program and pastoral responsibilities on the clinical areas assigned to the student.

CPE students are expected to sustain sufficient physical and emotional health to deliver spiritual care to others - patients, their visitors, and staff. Students must demonstrate the capacity to establish and maintain relationships in which spirituality and emotions are discussed, and to be open to learning new skills and knowledge, and well as to change behaviors that are deemed unprofessional or inappropriate. Students must demonstrate the capacity to endure moderate amounts of challenge and change which are normal aspects of a professional formation process.

### **Procedure for Admissions to CPMC CPE**

- A. All applicants must submit the following materials:
  1. A completed ACPE application form.
  2. The required written material, as specified on the application form (including essays and student and supervisor evaluations from any previous CPE experience.)
  3. An application fee \$30.00.
  
- B. Criteria considered in the selection of CPE students:
  1. Level I and Level II CPE programs (summer internship and residency year)
    - a. Academic preparation: Graduation from high school or GED equivalent required; a bachelor's degree or higher academic training is preferred.
    - b. Formal theological training: A Master of Divinity degree or its equivalent, such as a Masters level education in a recognized Jewish seminary, is preferred.
    - c. Active participation and membership in good standing with a faith community. Endorsement by one's faith community as a religious leader is preferred.
    - d. Educational readiness: motivation, openness to clinical learning, capacity for self-reflection and for participation in individual and group supervision is required.
    - e. Aptitude for interpersonal work: capacity to function professionally in the hospital environment and ability to provide spiritual care in a multicultural, multi-faith context is required.

- f. Writing and word-processing skills sufficient to use the hospital's computerized information systems and to produce the weekly written assignments is required.
  - g. Ability to fulfill program schedule requirements, including clinical assignments and on-call responsibilities.
  - h. Ability to speak, read, and write fluently in the English language is required.
2. Admission to supervisory CPE training entails the following additional criteria:
- a. Previous ministry experience to demonstrate pastoral competence, as evidenced by recommendations and by the helping incident portion of the written application materials.
  - b. Satisfactory completion of four units of CPE, with successful attainment of Level II CPE outcomes, as evidenced by prior CPE evaluations.
  - c. Consultation on Readiness for the student and primary certified CPE supervisor with a regional consultation committee, including at least one current member of the regional certification committee, arranged by the CPE Supervisor.
  - d. Clinical membership in the ACPE, as documented by the ACPE national office.
- C. General considerations in handling all applications:
1. Applications for all levels of CPE may be submitted at any time and applicants are notified by the center and informed of next steps within 30 days.
  2. Applicants are encouraged to apply 6-8 months prior to the start of the program.
  3. The applicant must have graduated from high school /GED, hold a baccalaureate (bachelor's) degree, and be in good standing with his or her faith community. It is preferred that he or she be ordained (or hold the equivalent of ordination) by a faith community or be commissioned to function in ministry by an appropriate religious authority.
  4. Applicants will be contacted within 30 days to schedule in-person admission interviews. In most cases, an in-person interview is preferred. Any travel expenses are the applicant's responsibility.
  5. When an in-person interview is not possible, applicants may be interviewed by videoconference.
  6. In the unusual event that a program cannot recruit at least three students for a training unit, that unit will not begin. We will invite the admitted persons to enroll in a future scheduled unit of training, or if possible, assist the students in finding appropriate placement at another CPMC CPE program.
  7. Applicants accepted into one of the CPE programs (internship, residency year, or supervisory CPE) will be informed in writing within 2 weeks of the interview.
  8. To reserve a place in the program, successful applicants must confirm in writing their intent to participate in the program within 2 weeks of the mailing of the acceptance letter. They must also provide a nonrefundable

deposit of \$150.00, which is retained even if the prospective student later decides not to enter the program.

9. Applicants not accepted will be notified in writing within 2 weeks or the interview. Reasons or explanations for decision about admission are not disclosed.
10. Once an admissions decision has been made, the applicant's written materials are disposed of in the following manner:
  - a. The materials of accepted applicants are kept in confidential files, along with their student records.
  - b. If an applicant is accepted and later decides not to enroll in this center's CPE program, all application materials will be destroyed.
  - c. If an applicant is not accepted, all application materials are destroyed.
11. The CPE program is conducted in the English language, and therefore it is important that the applicant fluently speaks, reads, and writes in English.
12. Any applicant who is invited to participate in a CPMC CPE program must successfully pass a background check and hold U.S. citizenship or a valid U.S. visa before he or she can enroll in the program.

**The completed ACPE application with original signature** along with a **\$30 non-refundable processing fee check** made out to Sutter West Bay Hospitals is sent to:

Rev. Landon Bogan, ACPE Supervisor  
Manager of CPE Programs  
Institute for Health & Healing  
Department of Spiritual Care  
2300 California Street, Suite 201  
San Francisco CA 94115

Applicants may send the essay materials via email to [cpmc-cpe@sutterhealth.org](mailto:cpmc-cpe@sutterhealth.org), but the application materials will not be considered complete until the application and fee are received.