



**CLINICAL PASTORAL EDUCATION (CPE) CENTRE
CPE PROGRAMME APPLICATION FORM**

The St John of God Healthcare WA and Victoria Clinical Pastoral Education (CPE) Centres are registered under the standards of the Associations of Clinical Pastoral Education in the states in which programs are delivered i.e. WA and Victoria.

PART A: APPLICATION DETAILS

Please select:

Part Time / Full Time

CPE Centre Victoria / Western Australia

Date of preferred programme: _____

Please check closing date on the flyer and forward your completed written application (Part A & B) - marked confidential - and either mail or email to the CPE Centre to:

cpe.west@sjog.org.au for WA

cpe.east@sjog.org.au for Victoria

Or Mail (2 hard copies) and mark Confidential to:

Eleanor Roderick, Group Manager Pastoral Services SJGHC

PO Box 508

West Perth

WA 6872

Title: _____

Name: _____

Address: _____

Contact : (phone): _____ email: _____

Do you have Australian Citizenship or permanent residency? Yes No

Do you have any learning/communication/access requirements? Yes No

Please describe: _____

Current employer: _____

Faith or spiritual community: _____

Education: (please state *institution*, level, diploma degree, trade or other)

Secondary: _____ level: _____ date: _____

Tertiary: _____ level: _____ date: _____

Graduate study: _____ degree: _____ date: _____

Previous CPE units including where undertaken:

_____ Year _____

_____ Year _____

If you have applied for CPE at other CPE Centre's please list in order, your preference:

Are you enrolled or seeking to enroll with a University in order that your unit of CPE is accredited with your course of study? Please specify. (*The University of Notre dame*

Fremantle WA will consider an application for advance standing to a person enrolled in a specific degree. <http://www.nd.edu.au/fremantle/courses> You may also receive recognition from Murdoch University WA Theological Studies <http://www.murdoch.edu.au/Courses>. You may also receive recognition from University of Divinity Victoria <https://www.divinity.edu.au/study/our-courses/>)

PART B: WRITTEN REQUIREMENTS:

1. A reasonably full account of your life, including important events and relationships, and the impact of these significant relationships and events on your emotional and spiritual development. (2000 words, minimum).
2. Current Resume (please attach to your application).
3. A description of the development of your spiritual and or religious life, including events and relationships currently informing your belief systems (1000 words, minimum)
4. A description of the development of your employment and or significant voluntary roles including a chronological list of positions and dates.
5. A description of and reflection on your experience of hospitalization, or illness, or disability, or bereavement.
6. A description of an incident in which you helped someone, the nature of the request, your understanding of the request and your response.
7. Your current understanding of Clinical Pastoral Education, your educational goals for this training, and how you hope to use the training in your ongoing work and professional development.
8. Copies of evaluations from previous CPE programmes, if applicable.
9. Referees: Verbal references are required by the CPE Supervisor from two persons who know you well enough to evaluate your work and character. Please provide the names of two referees. (Please refer to *Attachment A - The referee checklist* - so you are aware of the questions the CPE Supervisor will ask.)
10. A letter of endorsement from a spiritual or religious body.
11. A copy of your photo identity i.e. Driver's License/Working with Children

PART C: ADMISSION INTERVIEW:

1. An admission interview is required of all CPE applicants and this will be arranged for you should your written application be successful. Interviews are conducted by the CPE Centre Director/Supervisor and another person e.g. Supervisor and Pastoral Manager/Coordinator from Clinical Placement site.
2. For the purpose of the admission interview your application paperwork will be photocopied for the Pastoral Manager/Coordinator who will be involved in the placement interview process with the Supervisors. Copied documents will be shredded on completion of the interview process and all emails will be deleted.
3. Areas for discussion at this interview will include one or more of the following:
 - An exploration of the written material included in the application.

- Motivation for participation in CPE at this time.
- Learning goals for CPE.
- Perception of pastoral ministry and spirituality in healthcare.
- Perception of pastoral strengths and limitations.
- Ability to engage in exploration of learning in the context of your placement
- Perception of life events which might influence learning in this context. E.g. family deaths, illness.
- An exploration of the applicant's emotional responses to the CPE interview process.
- Perception of pastoral supervision.
- Practical matters concerning the CPE programme.
- Criminal and Health screening requirements.

PART D: INFORMATION

- 1. Demands of the CPE Program:** The CPE program demands a great deal of students, in both time and emotional investment. The encounters with others can be challenging and reflection on those encounters may be confronting. The discipline of writing up journals, case studies and verbatims enhances personal integration which makes the CPE program a demanding but enriching process. Students who are new to hospital or healthcare settings or multi-faith and multi-cultural settings may find challenges confronting. You are encouraged to speak to the CPE Supervisor prior to considering applying for a unit of CPE.¹
- 2. Participation in the programme is conditional upon:**
 - a. The admission interview.
 - b. Completion of Financial and Cancellation form (for non-SJGHC Caregivers);
 - c. Copy of a current Police Clearance and Working with Children Check (for non SJGHC Caregivers);
 - d. Completion of Permission To Use Material Agreement;
 - e. Completion of Clinical Placement Agreement;
 - f. Completion of Insurance Form for placements external to SJGHC (for non SJGHC Caregivers);
 - g. Pre-employment immunisation and Screening Form (for non SJGHC Caregivers).

SIGNATURE _____
CPE Applicant

DATE _____

¹ Taken from University Divinity Melbourne Victoria website

Attachment A:

**CPE Program Applications
Telephone Reference Check Form**

Applicants Name: _____

Referee's Name and Phone number: _____

Profession: _____

Background

CPE is designed to prepare persons to respond competently and professionally to the spiritual and emotional needs of persons during hospitalization, investigation, trauma, death, crisis, loss and grief.

Clinical Pastoral Education (CPE) uses a dynamic interpersonal process for learning pastoral ministry, within the context of St. John of God Hospitals. Working alongside health professionals from various disciplines, the learning for interns in CPE takes place both through the practice of ministry, and the critical reflection and evaluation of this ministry.

The pastoral skill development occurs within a small peer group accompanied by an accredited clinical supervisor.

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Criteria to consider when obtaining reference check:

1. Interns in CPE are required to function as Pastoral interns within their placement and are required to sustain sufficient physical and emotional health to deliver pastoral care - how
2. The role of the Pastoral Intern requires an ability to communicate clearly.
3. The CPE intern must demonstrate the capacity to consistently establish and maintain therapeutic pastoral relationships and be open to learning, change and growth.
4. The CPE intern must endure a vigorous personal/professional growth experience that may include adapting to chaos, ambiguity and confrontation
5. The CPE intern must demonstrate a capacity to reflect on experience and own life story.

² Taken from University Divinity Melbourne Victoria, Stirling College Website

Questions:

1. Length of time you have known CPE applicant.

2. Relationship/connection to the applicant.

3. CPE Applicant's ability to integrate faith and/or philosophical heritage with own life story.

4. CPE Applicant's ability to engage in experiential learning.

5. CPE Applicant's gifts or skills relevant to pastoral care.

6. CPE Applicant's area of growth or learning relevant to Pastoral Care.

7. Would you recommend this person for CPE? Yes No

8. Please comment on your recommendation:

Signature of CPE Supervisor

Date