



The Ottawa Hospital | L'Hôpital
d'Ottawa

CLINICAL PASTORAL EDUCATION APPLICATION PACKAGE

THIS PACKAGE IS IN THREE PARTS.

PART 1 consists of information that you will need to read before you apply.

- A. Letter of welcome
- B. Prerequisites for admission for CPE Unit
- C. Clinical Pastoral Education (CPE) Unit Registration

PART 2 consists of one form you will need to submit for your application.

- D. [Application for admission](#)

PART 3 consists of information that you will need to read and bring to interview.

- E. The Ottawa Hospital Affiliation Agreement (to sign at interview)



CLINICAL PASTORAL EDUCATION (CPE) The Ottawa Hospital – St. Paul University Program

As one of the largest teaching hospitals in Canada, The Ottawa Hospital provides care to 1.2 million people across eastern Ontario. Spiritual Care Services in partnership with St. Paul University is training the next generation of spiritual care health professionals. These Clinical Pastoral Education units are accredited by the Canadian Association for Spiritual Care (CASC). www.spiritualcare.ca.

With a **vision to provide each patient with the world-class care, exceptional service and compassion that we would want for our loved ones**, The Ottawa Hospital provides a rich learning environment for students to explore and engage in diverse theological, value-based education. Learning is designed to be transferable to various contexts: parish ministry, future ministry in community settings, clinical practice for healthcare professionals, and preparation for certification as a Specialist by the CASC.

Special features of The Ottawa Hospital’s CPE program include:

- Opportunity to partner with St. Paul University either in the Master’s in Counseling and Spirituality program or as a special student.
- Use of a new spiritual care assessment tool which is integrated into the patient’s electronic health records

CPE Unit Schedule	Days and time	Length	Deadline
Intensive Winter Unit	Monday to Friday full days	January 4-April 6/18	Nov 24/17
Intensive Spring Unit	Monday to Friday full days	April 26-July 20/18	Mar 20/18
Extended Fall Unit	2.5 days per week	September 7/18-April 12/18	July 20/18

Teaching Supervisors:

Nicolas El-Kada is the Coordinator of Clinical Pastoral Education at The Ottawa Hospital and a CPE Teaching Supervisor in CASC. He has a BA, Lic, Theology and MA Pastoral Studies. Nicolas has several years of experience at The Ottawa Hospital as Chaplain, specializing in crisis intervention and spiritual care intervention and planning in disaster situations. His teaching style focuses on drawing out the student’s strengths to enhance personal and professional growth.

Vivian Stang, MA, Pastoral Studies is a CPE Provisional Supervisor within CASC. Her clinical work as a Chaplain for the past thirteen years at The Ottawa Hospital has been in physical rehabilitation, nephrology, and surgery. Vivian enjoys bringing the Humanities into her clinical work and teaching in health care settings. Her teaching style is experiential and collaborative.

Martin Rovers, PhD is a CASC certified CPE Teaching Supervisor and Professor in the Faculty of Human Sciences of St. Paul University. He holds a PhD in Counseling Psychology and is a marriage and family therapist in Ottawa. He is the Coordinator for Spiritual Care within St. Paul University. His specific strengths in supervision lie in the integration of personal and professional identity. He has a strong background in individual, couple and family therapy, especially bringing together attachment theory, family of origin theory and spirituality.

Spiritual Care Staff There are 6 additional staff chaplains providing care at The Ottawa Hospital sites. Students will be working and learning alongside these clinicians in the clinical programs.

Contact Nicolas El-Kada, Coordinator of Clinical Pastoral Education, cpe@toh.on.ca 613-737 8899 x 19027



PREREQUISITES FOR ADMISSION TO CLINICAL PASTORAL EDUCATION (CPE) UNITS Spiritual Care Services

The Ottawa Hospital – St. Paul University program combines university courses in theology and psychology with units of CPE.

Prerequisites for special students:

1. Undergraduate or graduate degree with prerequisite courses in:
 - a) At least 3 courses in Psychology, Practical Theology, Sociology, Social Work, Communications, Leadership and Group Interventions, Conflict Studies, Spiritual Care Practice, Pastoral Theology or related field.
 - b) At least 4 courses in theology or religious education for the first basic units of CPE and 6 courses in theology for advanced units of CPE.
 - c) OR, people “in the field of ministry” who have studies in, or have completed a Masters of Divinity (MDiv), Masters of Theological Studies (MTS), Masters in Pastoral Theology (MPTh), Masters in Theology (MTh) or related field of studies.
2. Include all transcripts (official or clear copy), with minimum B average.
3. Student must submit the application form.
4. Three letters of reference highlighting your openness to learning and to all faith traditions; why you would be a good candidate for a CPE unit and your potential for being an effective spiritual care provider. Please ask referees to send letters directly to cpe@toh.ca.
5. Applications need to be received before the deadline.
6. When application is complete (it is your responsibility to see that all requirements are submitted), the CPE supervisor will send you a conditional notice of acceptance, pending a satisfactory interview.
7. Interview will be done by two supervisors. The interview will determine maturity, readiness, emotional integrity and openness to learning.



CLINICAL PASTORAL EDUCATION (CPE) UNIT REGISTRATION Spiritual Care Services

In order to comply with the Ontario Privacy of Personal Information Act and the Canadian Association for Spiritual Care (CASC) requirements, and to maintain safety and security standards The Ottawa Hospital requires:

1. Police Records Check for Service with the Vulnerable Sector (Not older than 3 months).
2. TB Screening (2 steps / four visits). Please complete within 3 months of starting date.
3. Signed Statement of Confidentiality and an Ottawa Hospital Affiliation Agreement.
4. CASC Membership: www.spiritualcare.ca
5. CASC Liability Insurance: www.spiritualcare.ca
6. A \$1,125.00 fee payable by cheque to The Ottawa Hospital, Spiritual Care Services, on the first day of the CPE unit.
7. All fees are expected to be paid before the beginning of the CPE unit.
8. A \$250.00 CASC educational fee (payable to CASC).
9. The intern chaplain may withdraw at anytime from the CPE unit. However, the fees are not refundable unless the withdrawal occurs before the end of the first week of the CPE Unit. In this case, a two hundred dollar administrative fee will be charged by TOH before the amount is refunded to the intern chaplain.
10. The intern chaplain coming to do a CPE unit at TOH who are not registered students at St. Paul University will need to have coverage for Workers Compensation. This will be arranged by the CPE Supervisor prior at the start of the unit. The unit cannot commence until proof of this coverage has been received.
11. The Ottawa Hospital ID badge is necessary for all intern chaplains and must be worn at all times in the Hospital according to the Privacy Policy of The Ottawa Hospital.
12. The intern chaplain will register at St. Paul University as a special student and take one graduate course there during the semester. The cost is approximately \$800.00. The course will be chosen based upon what areas the student is needing more theory in (ie.: psychology or theology) and the student's interest.



THE OTTAWA HOSPITAL AFFILIATION AGREEMENT

Clinical Pastoral Education Unit

The Ottawa Hospital confirms acceptance of the below-named intern chaplain for a Clinical Pastoral Education (CPE) Unit.

NAME of Intern Chaplain:	Operative date of this agreement: Day/Month/Year: _____ to Day/Month/Year: _____
--------------------------	---

Intern chaplains are enrolled in a Clinical Pastoral Education program at the Ottawa Hospital, which offers in depth education and supervision while putting into practice what they are learning with their internship. Clinical Pastoral Education combines the practice of spiritual care with qualified supervision and peer group reflection. Encounters with patients, staff, and the intern chaplains themselves are used in the learning process.

In their clinical placements, intern chaplains provide spiritual care and counseling to patients, families and staff in various life situations and crisis circumstances. Intern chaplains do assessments of spiritual needs and assist persons in connecting with both inner and outer resources to assist with hope and healing. Intern chaplains help enable the healthcare team to recognize and respect the spiritual needs of patients and families. Intern chaplains maintain statistics.

1. It is understood that in providing this CPE unit for intern chaplains, The Ottawa Hospital :
 - a. Retains the overall responsibility for activities involving patients, clients and / or operations;
 - b. Has the right to intervene in those instances where an intern chaplain may be functioning in a manner considered by The Ottawa Hospital to be a potential danger to the well-being of the patient or client, or contrary to the hospital or the Spiritual Care Services' policy and procedures;
 - c. Requires that any problems encountered with the intern chaplain be reported to the appropriate Clinical Pastoral Education Supervisor.
 - d. Provides the intern chaplain with the emergency first aid measures in the event of sudden illness or injury occurring during the hours of learning experience at the hospital. For illness or injury requiring immediate medical attention, transportation will be provided to the nearest medical facility.
2. The intern chaplain shall:
 - a. Be under the supervision of a supervisor certified by the Canadian Association for Spiritual Care (CASC).
 - b. Observe policies and procedures of The Ottawa Hospital and Spiritual Care Services.
 - c. Strictly comply with confidentiality in respect to all information, both written and verbal, to which he / she may have access;
 - d. Perform only those functions for which he / she has been prepared for;
 - e. Follow the Code of Ethics given CASC and by The Ottawa Hospital and as outlined in the orientation to the intern chaplain placement.
 - f. Exercise due care and consideration in the use of any facilities and resources.
3. The Ottawa Hospital shall have no responsibility for the transportation of the intern chaplain.
4. The intern chaplain is required to obtain membership from CASC, before the beginning of the practicum.
5. The intern chaplain is required to purchase and maintain liability insurance from CASC.
6. The intern chaplain is required to obtain proper immunization and vaccination required by the Ontario Hospital Association protocols.
7. The intern chaplain must complete a Police Record Check.
8. Amendments to this agreement shall be made in writing and signed by both parties hereto.

PRINTED NAME	SIGNATURE	DATE
Intern Chaplain		
Clinical Pastoral Education Coordinator		
Spiritual Care Services Director		