

**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.**

- A. Application is available on the website
- B. Copy of transcripts sent with application
- C. Three letters of reference sent directly to [cpe@toh.ca](mailto:cpe@toh.ca)

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

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

## **CLINICAL PASTORAL EDUCATION (CPE)**

### **The Ottawa Hospital Intern**

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 different universities of Canada is training the next generation of spiritual care professionals. These Clinical Pastoral Education units are accredited by the Canadian Association for Spiritual Care (CASC) [www.spiritualcare.ca](http://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 interns to explore and engage in value-based education. Learning is designed to be transferable to various contexts: parish ministry, clinical practice for healthcare professionals, preparation for certification as a Spiritual Care Practitioner by CASC, and for applying to the College of Registered Psychotherapists of Ontario (CRPO).

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

- Opportunity to partner with other universities in Canada either in the Master's in Psychotherapy and Spirituality programs, diploma in Theology or as a special intern.
- Use of a spiritual care assessment tool which is integrated into the patient's electronic health record.

#### **Teaching Supervisors:**

Nicolas El-Kada has a BA, Licentiate in Theology and MA Pastoral Studies. He is the Professional Practice Coordinator for Spiritual Care Services at The Ottawa Hospital and a CASC Certified Supervisor-Educator and Registered Psychotherapist and Clinical Supervisor with the CRPO. Nicolas has several years of experience at The Ottawa Hospital as Spiritual Care Practitioner, specializing in crisis intervention and spiritual care intervention and planning in disaster situations. Nicolas teaches courses at St. Paul University in Grief and End-of-Life Pain Management as part of the Palliative Care Diploma. His teaching style focuses on drawing out the intern's strengths to enhance personal and professional growth.

Vivian Stang, MA, Pastoral Studies is a CASC Certified Supervisor-Educator. Her clinical work as a Spiritual Care Practitioner for the past eighteen years at The Ottawa Hospital has been in physical rehabilitation, nephrology, surgery and ICU. Vivian enjoys bringing the Humanities into her clinical work and teaching in health care settings. Her teaching style is experiential and collaborative. Vivian is a Registered Psychotherapist and Clinical Supervisor with the CRPO.

**Spiritual Care Staff** There are 5 additional staff Spiritual Care Practitioners providing care at The Ottawa Hospital sites. Spiritual Care interns will be working and learning alongside these clinicians in the clinical programs.

**Contact** Nicolas El-Kada, Professional Practice Coordinator, [cpe@toh.on.ca](mailto:cpe@toh.on.ca) 613-737 8899 x 19027

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

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

### **Prerequisites for non-vocational interns:**

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. Intern 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](mailto:cpe@toh.ca).
5. Application package with above documentation needs 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-educator will send you a conditional notice of acceptance, pending a satisfactory interview.
7. Interview will be done by two supervisor-educators. The interview will determine maturity, readiness, emotional integrity and openness to learning.

## **CLINICAL PASTORAL EDUCATION (CPE) UNIT REGISTRATION**

### **Spiritual Care Services**

Upon acceptance into the program and 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](http://www.spiritualcare.ca)
5. CASC Liability Insurance: [www.spiritualcare.ca](http://www.spiritualcare.ca) (if you do not have liability insurance through your university or work).
6. Fees will range from \$1400-\$2200 per CPE unit, depending on the academic institution registration requirement.
7. A \$250.00 CASC educational fee (payable to CASC).
8. The Spiritual Care Intern may withdraw at any time 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 Spiritual Care Intern.
9. The Ottawa Hospital ID badge is necessary for all Spiritual Care Intern and must be worn at all times in the Hospital according to the Privacy Policy of The Ottawa Hospital.

## THE OTTAWA HOSPITAL AFFILIATION AGREEMENT

### Clinical Pastoral Education Unit

**The Ottawa Hospital confirms acceptance of the below-named  
Spiritual Care Intern for a Clinical Pastoral Education (CPE) Unit.**

NAME of Spiritual Care Intern	Operative date of this agreement: Day/Month/Year: _____ to Day/Month/Year: _____
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Spiritual Care interns 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 during their internship. Clinical Pastoral Education combines the practice of spiritual care with qualified supervision and peer group reflection. Encounters with patients, staff, and the Spiritual Care interns themselves are used in the learning process.

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

1. It is understood that in providing this CPE unit for Spiritual Care interns, 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 a Spiritual Care Intern 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 Spiritual Care Intern be reported to the appropriate Clinical Pastoral Supervisor-Educator.
  - d. Provides the Spiritual Care Intern 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 Spiritual Care Intern shall:
  - a. Be under the supervision of a Supervisor-Educator 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 Spiritual Care Intern 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 Spiritual Care Intern.
4. The Spiritual Care Intern is required to obtain membership from CASC, before the beginning of the CPE unit.
5. The Spiritual Care Intern is required to purchase and maintain liability insurance from CASC, before the beginning of the CPE unit.
6. The Spiritual Care Intern is required to obtain proper immunization and vaccination required by the Ontario Hospital Association protocols.
7. The Spiritual Care Intern 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
Spiritual Care Intern		
Supervisor-Educator		
Professional Practice manager		