

Clinical Psychospiritual Education (CPE) Application Package

The Recognized Professional Training Program for Clinical Spiritual Care

Provided by: Horizon Health Network in conjunction with the Canadian Association for Spiritual Care/ L'Association canadienne de soins spirituels (CASC/ACSS).

Horizon Health Network offers both an **Intensive** and an **Extended CPE program**.

- The **Intensive Program** is a full time 11-week program that begins in late May or early June.
- The **Extended Program** is two days per week from October through April or from January to July.

Please note: The January to July program will only be offered if there were not enough successful applicants for the October unit.

Location: Southern New Brunswick with **clinical placements** in Moncton, Saint John, Fredericton, Woodstock, or Miramichi.

Classroom/Group Supervision:

- Location: The Moncton Hospital
- For the **Intensive Program**, students living more than an hour from Moncton will be expected to be in Moncton in person 3 of every 10 days.
- For the **Extended Program**, classroom days are every Monday and alternate between online and in-person. All students must attend in-person two days per month.

Application Package

This application package consists of 3 parts:

1. Information about the CPE Program

- a. The setting
- b. What is CPE?
- c. Application deadlines
- d. Program schedule
- e. Costs
- f. Supervisor/Educator, Provisional Supervisors, and Mentors
- g. Prerequisites
- h. Admission policy
- i. Contact Information

2. The Application

- a. Details regarding what must be included in your application
- b. The application form

3. Guidelines for people providing your letters of reference

There are two additional forms that you will need if you are accepted into the unit. These forms will be attached to this email.

a. **The immunization check list**

Please note that it can take several weeks to complete the testing for the immunization check. Please make an appointment with your doctor sooner rather than later.

b. **A letter to be taken to the police department to request a criminal record check**

Please make sure to enter the date and your name on the letter before printing; this is a new requirement on their end and may reject the letter otherwise.

Part I: Information about the CPE Program

a. The setting

[Horizon Health Network](#) is the largest regional health authority in New Brunswick and the second-largest health authority in Atlantic Canada with expertise in diverse areas of health and community services.

With a collaborative, team approach to offering services in English and French, Horizon delivers sustainable, safe, and quality healthcare services to residents of New Brunswick, as well as northern Nova Scotia and Prince Edward Island.

Horizon provides healthcare to Indigenous people living in what is now known as New Brunswick. The Horizon Health Network is on the traditional and unceded territory of the Mi'kmaq, Wolastoqiyik and Passamaquoddy Peoples. Horizon is working to improve services for Indigenous individuals living within and outside First Nation communities.

Horizon Health Network has five regional hospitals. CPE students may request placement at any one of these hospitals. Below you will find descriptions of each hospital along with a web link.

- [The Moncton Hospital](#) is located in the city of Moncton. Situated in the centre of this vibrant and city, The Moncton Hospital is a leader in healthcare delivery and health promotion.

The hospital is a level 2 trauma centre that includes tertiary care for neurosurgery, neonatal intensive care, and maternal fetal medicine services. It serves as a referral centre for these tertiary services and other specialty services across New Brunswick, Prince Edward Island, and northern Nova Scotia.

The Moncton Hospital is among Canada's leading centres for neurosurgery, neurology, and active advanced-stage oncology (cancer) services. It is home to the NB Child and Adolescent Psychiatric Unit, the NB Organ and Tissue Program, and the Perinatal NB Program.

The Moncton Medical Education Program, affiliated with Dalhousie University and Memorial University of Newfoundland, offers the following fully accredited teaching programs, and are administered through The Moncton Hospital: Dietetic Internship Program, the School of Radiologic Technology and Research, and the Pharmacy Residency Program.

The area's health services cover a catchment population of approximately 192,000 people.

- [The Saint John Regional Hospital](#) is the largest tertiary care hospital in New Brunswick and is the health care referral centre for this area and to all New Brunswickers for major trauma and cardiac care.

The New Brunswick Trauma Program, New Brunswick Heart Centre, and the New Brunswick Stem Cell Transplant Centre are located within the hospital, as are Radiation Oncology and Nephrology services. This site offers autologous stem cell therapy and a stem cell processing laboratory.

The Saint John Regional Hospital also serves as the centre for Dalhousie Medicine New Brunswick's distributed medical education program.

The hospital services a catchment population of 170,000 people.

- [The Dr. Everett Chalmers Regional Hospital](#) is in the city of Fredericton, the capital of New Brunswick. regional hospital is recognized as a centre of expertise for reconstructive and restorative medicine and a leading plastic surgery centre.

The DECRH provides undergraduate and graduate education experience for approximately 20 health disciplines and is a certified partner of the Dalhousie University Family Medicine program and the University of New Brunswick nursing program and houses the Veterans Health Unit.

- [The Upper River Valley Hospital](#) is situated west-centrally in New Brunswick. The Upper River Valley includes the Town of Woodstock and the Town of Hartland.

Horizon's Upper River Valley Hospital serves a catchment population of 45,000. Many sites in this region are situated along the majestic Saint John River valley and all sites are within driving distance of the province's historic capital, Fredericton.

The hospital provides services to the Town of Woodstock, Town of Hartland several villages and other surrounding communities. The community's economy is mainly based on natural resources and farming industries. The area has a diverse population distribution that is 60% rural and 40% urban.

- [The Miramichi Regional Hospital](#) is situated in the northeastern part of New Brunswick in the city of Miramichi.

The hospital provides health care services to the city of Miramichi and its surrounding communities, which have broad roots in Irish and Scottish descent, and includes four vibrant Francophone communities and three progressive First Nation communities covering a catchment population of 46,000.

The hospital is a partner of the Dalhousie New Brunswick Distributed Medical Education Program and was the inaugural site for the Dalhousie Longitudinal Integrated Clerkship Program, an innovative 48-week clinical experience for third year medical students which has since expanded to include other sites in New Brunswick and Nova Scotia. The hospital also supports the clinical experience of nursing, therapeutic and diagnostic students.

The hospital offers a full complement of health care services, including General Surgery, Urology, Internal Medicine, Psychiatry, Orthopedics, Ophthalmology, and Oncology services. A large variety of ambulatory care services are also provided including a Healthy Kids Pediatric Ambulatory Care program.

b. The CPE Program: What is CPE?

- Theoretical education and practical training that fosters the progressive development of nationally standardized competencies in the provision of spiritual care in a clinical setting
- An experience-based approach to learning spiritual care and reflective practice
- Clinical experience combined with qualified supervision and structured reflection
- Combines theology, spirituality, and psychology.
- Fosters professional, personal, and spiritual development.
- Each CPE unit is a minimum of 400 hours:
 - 50% patient and family care,
 - 50% didactic presentations, group supervision using case conferences, interpersonal relations (IPR) group to develop reflective practice skills, and individual supervision

Supervisor/Educators are certified by the Canadian Association for Spiritual Care/L'Association canadienne de soins spirituels (CASC/ACSS). Please refer to the [CASC/ACSS website](#) for further details.

Students taking either a basic or advanced¹ unit in CPE in the Horizon Health Network will find a rich, supportive learning environment where they can engage with patients, families, and staff in an interfaith, multi-cultural milieu. Through experiential learning they will deepen and broaden their understanding of spiritual needs and of how to respond effectively and authentically to those needs. The learning is designed to be transferrable to various contexts: clinical practice for healthcare professionals, current or future work in a faith community/congregational ministry, and preparation for certification as a Spiritual Care Practitioner by the Canadian Association of Spiritual Care/L'Association canadienne de soins spirituels.

Developing a Clinical Expertise in Mindfulness Practice that recognizes the spiritual foundations of moment-by-moment awareness and mindful inquiry is one of the goals of the New Brunswick Spiritual Health Network. This program will intentionally incorporate mindfulness practices into Interpersonal Relations (IPR), individual, and group supervision in relationship to managing stress and increasing awareness of emotional and physiological responses to difficult or unpleasant situations.

c. Application deadlines

- Applications for the summer intensive program must be received **by February 15**.
- Applications for the October to April extended program must be received **by July 15**.
- Applications for the January to July extended program must be received by **November 15**.
- Interviews for all programs will be held 2 to 4 weeks after the application deadline.

¹ CASC/ACSS is in the process of transitioning to a three-level model of CPE. Students will be working at a *foundation, integrative, or contextual level*.

d. Program schedules

Each Unit will begin with a 3-day retreat, exact dates to be determined.

The **Intensive** unit will meet Monday to Friday each week for an 11-week period.

Classroom days for the **Extended** unit will be on Mondays. Each student will also schedule a weekly clinical shift of 8 hours. This may be scheduled as one full day or two half-days.

There will be a two week break over the Christmas holiday period.

All students are required to complete the Horizon student placement requirements – which include a series of e-learning modules - before the start of the unit.

e. Cost

- \$1,150.00 Tuition
- CASC/ACSS student membership
- CASC/ACSS student insurance paid directly to CASC/ACSS.

* Financial assistance is available.

f. Supervisor/Educator

Pam Driedger, M. Div. is a CASC/ACSS-certified Spiritual Care Practitioner and a CASC/ACSS-certified CPE Supervisor/Educator. She is the Manager of Spiritual Care for the Moncton Area of Horizon Health Network and a Clinical Spiritual Care Practitioner at the Moncton Hospital. Pam`s areas of expertise and specialized training include mental health, trauma informed care, palliative care, mindfulness, self compassion, and grief recovery. She also has significant experience in strategic planning, ethics, and critical incident stress management.

Provisional Supervisors/Educators

CPE units within Horizon may also have a Provisional Supervisor/Educator, who is working alongside the Certified Supervisor/Educator learning the skills of individual and group supervision. Additional information about the Provisional Supervisor for a particular unit will be provided at the time of the interview and at the beginning of the CPE unit.

Mentors

Students whose clinical placement is in a hospital other than the Moncton Hospital will be mentored by the Area Manager of Spiritual Care. Mentors will provide guidance regarding hospital-specific practices and issues. Mentors will review student charting and provide feedback to the Supervisor/Educator and Provisional Supervisor/Educator regarding the student`s functioning within the clinical setting.

Kelly Hudson-Lewis is the manager for the Saint John Area.

Margaret Evans is the manager for the Fredericton and Upper River Valley Area.

Denise Wilson-Sonderegger is the manager for the Miramichi Area.

g. Prerequisites

Normally, applicants will have a minimum of a BA or professional education and experience in a health field and have completed some coursework in theology or spirituality and some coursework in psychology or counseling. It is important to note that students going on in their CPE training will need a master's degree in theology, religious studies, or a related field in order to become a Certified Spiritual Care Practitioner (for more information on CASC/ACSS prerequisites, please refer to the [CASC/ACSS website](#)).

h. Admissions policy

In accordance with CASC/ACSS Code of Ethical Conduct, the Horizon Health Network CPE Program accepts applications from all individuals irrespective of colour, age, gender identity, sexual identity, physical ability, ethnic or religious group affiliation. The CPE program shall admit students on the basis of their training goals and the service needs of the hospital. If the number of applicants exceeds the number of available placements, preference will be given to students who intend to live and work in New Brunswick after the unit.

All students accepted into the program will be expected to sign and abide by the CASC/ACSS Code of Ethics and Professional Conduct.

All students accepted into the program must be willing to provide patient and family centered spiritual care to individuals whose belief systems may be very different from their own.

i. Contact information

For more information contact:

Pam Driedger
CPE Supervisor/Educator
506-857-5347
Pam.Driedger@HorizonNB.ca

Part II: Application to CPE Program

Instructions for those applying for CPE

The admission process for CPE is designed to acquaint the applicant with CPE and determine the suitability of the applicant for supervised clinical education.

1. In one or more short essays:

- a. Provide a reasonably full account of your life, including important events and relationships that have shaped your development, your values, and your way of responding to the world around you.
- b. Talk about the relationships, commitments, or roles that give definition to your life today.
- c. Describe the development of your spiritual life and your current spiritual care aspirations.
- d. Describe an incident in which you responded to a significant need expressed by another person.
- e. Describe a significant challenge that you have encountered in your life.
- f. Outline your impression of CPE and your expectations of the program to which you are applying.

2. Complete and sign the application form.

3. Provide a brief resume of work experience.

4. Provide copies of your self-evaluation and your supervisor's evaluation from previous CPE Units (if applicable).

5. List the names and addresses of those persons to whom you have requested letters of reference (space is provided on application form).

Please provide a copy of the *Letter of Reference Guidelines* (included at the end of this application package) to those persons from whom you have requested letters of reference.

The three reference letters are to be placed in a sealed envelope by the referee, initialed across the seal by the referee, and sent by the applicant along with all other application material. Another option is the references can be sent directly to the Supervisor of the CPE Program either by email or by Canada Post (address at the end of these instructions).

6. Enclose a \$250.00 deposit (includes a \$50.00 non-refundable application fee).

- a. Make cheque or money order payable to *Friends of the Moncton Hospital – Spiritual Care Account*.
- b. To pay electronically, contact *Friends of the Moncton Hospital* at (506) 857-5488 or Friends@HorizonNB.ca. Include a receipt with your application indicating that you have paid \$250.00 to the Spiritual Care Fund.
- c. The \$200.00 deposit will be returned to the student should he/she not be accepted into the program.

Cost Breakdown

The tuition for the unit: **\$1150.00.**

- Application Fee: \$250.00 (\$50.00 non-refundable)
- First payment at the start of unit: \$450.00
- Second payment at the unit midpoint. \$450.00

Students must also purchase a CASC/ACSS student membership and CASC/ACSS student insurance.

Bursaries are available for students who will be living and working in New Brunswick following the unit and who do not have access to another source of funding.

Bursaries are also available based on financial need through the CASC/ACSS Foundation (see [CASC/ACSS website](#)).

7. Send the above materials as requested as one complete package to Pam Driedger at the address below.

All materials submitted (including letters of reference) will be used for application purposes only and treated as confidential. All written materials (except the letters of reference) will be returned to the applicant or shredded/deleted if he/she is not accepted into the program or if the student withdraws their application and does not want it held for a future program. Letters of reference will be shredded/deleted if a student is not accepted into the program. The deposit minus the non-refundable application process fee, will be returned to the applicant if he/she is not accepted into the program.

- 8. You will be contacted in March for the Intensive Unit and in July for the Extended Unit regarding an interview.**
- 9. Qualified applicants are granted an interview in the order in which their applications are received.**
- 10. Please Note: the immunization form that accompanies this application is not necessary for the application, but if you are accepted into the unit, it will need to be completed before the beginning of the unit.**

Please forward your completed application materials and letters of reference by email to:

Pam.Driedger@HorizonNB.ca.

Or send by post to:

Pam Driedger,
Manager of Spiritual Care
The Moncton Hospital
135 MacBeath Avenue
Moncton, New Brunswick, E1L 6Z8