

## **Student rights and responsibilities, including individual supervision and consultation**

Students in CPE at AWH Center for Spiritual Care CPE have certain rights and responsibilities.

Student Rights: Students participating in the accredited ACPE learning processes occurring in AWH Center for Spiritual Care CPE program shall have the right to:

- A. An orientation process, including a review of all center and ACPE policies.
- B. A student handbook, which contains written documentation of the above policies.
- C. A learning contract negotiated with the primary CPE supervisor.
- D. A course syllabus outlining curriculum requirements.
- E. Access to a population that provides significant opportunity for ministry and learning.
- F. Access to interdisciplinary educational resources.
- G. Protection of his/her professional privacy, through confidential protection of professional records as well as respect for confidentiality of training processes and conversations by supervisors, peers, and interdisciplinary mentors.
- H. Supervision (individual and group) and evaluation by a certified ACPE Supervisor, Associate Supervisor, or Supervisory Education Student who is under the direct supervision of an ACPE Supervisor.
- I. A written evaluation report within twenty-one (21) days of completion of the unit.
- J. Access to and use of the complaint/mediation/grievance process. See the complaint policy and procedure in the “complaints” section of this handbook and current ACPE Standards.
- K. Access to library and other educational facilities based on their assigned duty AF base
- L. Respectful treatment from supervisors and other staff without disparagement, exploitation, or imposition of beliefs.
- M. Request consultation regarding his/her educational process after completing at least one unit of CPE.
- N. Does not participate in aspects of ministry that are in conflict with his/her personal and/or professional ethic.

### **Student Responsibilities:**

Students participating in the accredited ACPE learning processes occurring in the AWH Center for Spiritual Care CPE programs shall assume the following responsibilities:

- A. The delivery of professional services to assigned institutional populations in accord with the base assignment, parish/congregation, or other civilian setting conducive to provide ministry.
- B. The negotiation with peers and supervisors of a learning contract for each unit of CPE.
- C. Abide by the curriculum requirements in the CPE Course Syllabus unless renegotiated with supervisor.

- D. The protection of peer and patient rights, including maintenance of privacy in reference to person, diagnosis, treatment plans, personal information, and peer identity.
- E. Active and appropriate participation in his/her clinical learning experience.
- F. Maintenance of good standing in his/her faith group.
- G. Respectful treatment of those served, without disparagement, exploitation, or imposition of beliefs.
- H. Adherence to all AFRC/HC policies, guidelines, and procedures if providing care in the context of an Air Force Base. Otherwise, adherence to the policies, guidelines, and procedures of the clinical placement.
- I. Pay tuition fees as specified in Financial Procedures contained within this handbook.
- K. Call and report directly to the ACPE Supervisor and by 0730 each day of an unscheduled absence.
- M. Compile weekly (or other periods of time as directed) an accurate and updated record of spiritual care data for clinical hours