

MIRAVIDA LIVING
Formerly Lutheran Homes of Oshkosh
CPE-ACPE Residency Program

225 N. Eagle St. Oshkosh WI 54902
(920) 232-5242 email- drumbold@miravidaliving.com
Chaplain David Rumbold, CPE Supervisor

Placement Opportunities: We have study grants available for placements with:
Affinity Health Systems- Offering placements at mercy Medical Center in Oshkosh and St. Elizabeth's Hospital in Appleton
Agnesian Health Care – Offering a placement at St. Agnes Hospital in Fond du Lac
Holy Family Memorial – Offering a placement at Holy Family Memorial Medical Center in Manitowoc
Miravida Living- Offering a placement at Bethel Home in Oshkosh

Ministry Opportunities at Miravida Living include:

- Long Term Relationships
- Worship Leadership
- Small group spiritual programs (development and leadership)
- Christian Ed. for the older adult
- Grief and Loss
- Working with an established Spiritual Services Team in a faith based organization.
- Ministry among those with chronic illness, dementia, stroke, and other sudden life altering health crisis

Ministry Opportunities at Affinity Health System include:

- A broad variety of patients from the Fox Valley Area
- Specialty Centers include: Cancer, Women and Family, Cardiac and Neurology.
- Shared responsibility for On- Call and the Emergency room
- Opportunity to be part of a palliative care team
- Working with an established Spiritual Services Team in a faith based organization.

Ministry Opportunities at Agnesian Health Care include:

- Working in a continuum of care complex with services including; medical and surgical care, a cardiac center, a cancer center, rehab and behavioral health services, skilled nursing home, assisted living residences, and hospice program including a residential Hospice Home.
- Clients from a diverse social economic and spiritual background.
- Working with an established Spiritual Services Team in a faith based organization.
- Shared responsibility for on-call

Ministry Opportunities at Holy Family Memorial include:

- Working in a regional Hospital with a family health care emphasis.
- Specialty areas include a Cancer Care Center, and a Heart and Vascular Center
- Shared responsibility for On- Call and the Emergency room
- Clients from a diverse social economic and spiritual background.
- Working with an established Spiritual Services Team in a faith based organization.

Strengths of the Lutheran Homes Residency Program:

- As a member of an established Pastoral Care Team the CPE Resident will minister to staff, patient's/facility residents, and family members, while developing specialized skills for the particular setting.
- The diversity of clinical settings adds richness to our ministry reflections and a depth to the types of issues we regularly address. Justice, grief, tragic illness, loneliness, dementia, ethical conflicts, the implications of different ethnic backgrounds, societal attitudes, church life, faith and practice.
- The opportunity to become a significant part of a chaplaincy team.
- We are creative problem solvers. We have been able to provide training for a number of people needing to continue their ministry employment while pursuing clinical training.

Challenges unique to this program

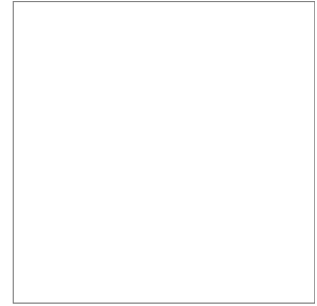
- Our students must operate independently. The student peer group meets twice a week and other opportunities for getting together are greatly limited.
- It requires intentionality to develop a sense of commonality.
- People come from a distance to meet- scheduling and time management are often concerns.

The Nitty Gritty

1. To apply: send the standard application to Chaplain David Rumbold at Miravida Living.
2. The application fee of \$25 must accompany the application to be considered. The application fee will be applied to the tuition costs of those who are accepted and participate in LHO programs.
3. Applications are reviewed when received and those passing the first review are invited to a round robin interview in May. Those who interview will be informed of the outcome of the interview before they leave on that date.
4. The tuition is \$750 for the first unit and \$250 for each subsequent unit for those working in one of our placements. Students using their own ministry settings for their clinical work are charged \$750 for each unit.
5. The Year-long CPE Residency includes a study grant of \$26,000.
6. Single student housing is available at the rate of \$275 per month . (This is a shared house arrangement with three private bedrooms)

Miravida Living is in the community of Oshkosh, Wisconsin which sits on Lake Winnebago about 50 miles south of Green Bay and 80 miles north of Milwaukee. The surrounding area is known as the Fox Valley and is home to a number of universities and colleges as well as a minor league Baseball team- the Timber Rattlers. The Fox valley has a small town feel with all the convenience of a metropolitan area.

Application for Clinical Pastoral Education



Association for Clinical Pastoral Education, Inc

Name _____ email address _____

Present Mailing Address _____ Telephone _____

Permanent Address _____ Telephone _____

Denomination/Faith Group Affiliation _____

Association, Conference, Diocese, Presbytery, Synod _____

Present Position _____ Ordained ? _____ Date: _____

EDUCATION: _____ Degree

College _____

Seminary _____

Graduate Study _____

PREVIOUS CLINICAL PASTORAL EDUCATION:

Dates	Center	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES AND ADDRESSES:

Denomination/Faith Group _____

city/state/zip _____ Telephone _____

Academic _____

city/state/zip _____ Telephone _____

Other _____

city/state/zip _____ Telephone _____

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A **reasonably full account of your life**, including important events, relationships with people who have been significant to you, and the impact these events and relationships have had on your development. Describe your family of origin, your current family relationships and your educational growth dynamics.
2. A description of the development of your religious life, including events and relationships that affected your faith and currently inform your belief systems.
3. A description of the development of your work (vocation) history, including a chronological list of positions and dates.
4. A **recent** account of an incident in which you were called to help someone, including the nature of the request, your assessment of the "problem", what you did, and a summary evaluation. If you have had previous CPE, include this information in verbatim form.
5. Your impression of Clinical Pastoral Education and your educational goals, including how this training will be used to meet your goals for doing ministry.
6. Application fee of \$25.
7. Admissions Interview: **The interview must be done in person for our residency program.** The interview date will be Mid-May. If you are not able to attend these interviews you must request special considerations and negotiate another time to meet with the interview team.

THOSE WITH PREVIOUS CPE SHOULD COMPLETE THE FOLLOWING: *

1. Copies of previous CPE evaluations written by you and your supervisor.
2. What are your personal and professional goals and how will continued training aid that process?

SIGNATURE OF APPLICANT _____

DATE _____

Accredited by: Association for Clinical Pastoral Education
One West Court Square, Suite 325
Decatur, GA 30030
404-320-1472
email: acpe@acpe.edu
www.acpe.edu

We are a training Center. The attached Agreement for Training is a required agreement for acceptance into our program.

AGREEMENT FOR TRAINING

CPE is conducted as an “education for ministry experience”. This document and acceptance into our program, authorizes you to visit residents as a Chaplain Intern or Chaplain Resident, to be informed of their situation (physically, spiritually, emotionally, psychologically, and sociologically), to have access to their clinical records, and to write materials that would be most beneficial to your educational process based on your visits under the direct supervision of an assigned ACPE Supervisor, Associate Supervisor, or Supervisor-in-Training. Confidentiality is basic to professionalism and any communication regarding patients outside our professional treatment and/or training circles is prohibited, except as required for the safety of residents, families or others. Breach of this standard of professional confidentiality is determined by our management team and may result in your immediate termination.

Intern/Resident Initials: _____

The material submitted to your assigned supervisor concerning you and your ministry as a Chaplain Intern/Resident may be used in the learning process of supervisors-in-training and/or discussion among the supervisors with the understanding that these persons are part of the professional training circle. Your materials may also be used by your assigned supervisor with other ACPE Supervisors and other professionals from whom he/she may seek consultation as a part of her/his professional development or as part of research intended to contribute to the field of clinical pastoral education and/or clinical pastoral care. In all instances of use beyond this center’s professional training circle, unless full disclosure of the documents is required by law, every effort will be made to sufficiently alter the material to obviate your being identified as the Chaplain Intern/Resident.

Intern/Resident Initials: _____

Your written evaluation and your supervisor’s written unit evaluation may be shared with individuals invited by you, or your supervisor, to participate in your evaluation process. All other instances of sharing your evaluation material, or your training experience, will require a written release signed by you, unless 1) the evaluations are being used exclusively within the professional training circle of the center or 2) full disclosure of the documents is required by law. When used for training, the material will be altered to obviate your being identified as the Chaplain Intern/Resident.

Intern/Resident Initials: _____

You have received and reviewed the Student Handbook and the ACPE Standards governing Clinical Pastoral Education as provided you during your orientation. You have had opportunity to review the policies and ACPE Standards with your supervisor during orientation and now understand their importance for you as a Chaplain Intern/Resident.

Intern/Resident Initials: _____

You understand that each unit's tuition must be paid by the beginning of the unit unless otherwise negotiated and agreed to, in writing, by your assigned supervisor. Failure to pay-in-full the tuition will be handled according to the Financial Policy.

Intern/Resident Initials: _____

In all of your activities during your Chaplain Internship/Residency you agree to function professionally and within the Code of Professional Ethics as contained in ACPE Standards 100. A copy of the ACPE Standards containing the Code of Professional Ethics has been provided to you and reviewed with you during your orientation so that you now understand its intentions and requirements of you professionally.

Intern/Resident Initials: _____

I agree to the video or audio taping of my individual or group sessions. They will be used for educational purposes only and will not be available to others without my written consent. I understand that I may request the termination of taping at any time. The tapes may be kept on file for a period of not longer than one (1) year and then will be destroyed.

I understand and agree to the conditions of this Agreement for Training.

Signature of Chaplain Resident/Intern

(date)

Signature of Primary Supervisor

(date)

Signature of Director of CPE

(date)

APPENDIX 5

CONSENT FORM

This Consent Form (Appendix 5) must be reviewed, signed, and dated by the CPE student prior to formal admission to a Clinical Pastoral Education Program supervised by a Supervisory Candidate or Associate Supervisor. The specific program and dates of the unit must be included as well. **This Consent Form is to be included in the CPE student’s formal acceptance packet. The student is then asked to sign and return the Appendix 5 Consent Form if he/she decides to join the unit. A student’s acceptance in the CPE program unit is not finalized until the signed Appendix 5 Consent Form has been received.**

Note: Only the Appendix 5 Consent Form is acceptable for obtaining a student’s written permission to use personally identifiable materials.

Confidentiality (Std. 101.5): Persons seeking certification are not to use personally identifiable materials about CPE students. Supervisory Candidates and Associate Supervisors will inform a CPE student in the initial interview(s) and any follow-up interview(s) that the CPE student’s clinical materials and recorded and/or live observation media that are pertinent to the supervisor’s process toward certification as an ACPE Supervisor will be used from the unit.

If CPE students indicate they are not okay with this during the interview(s), they will be informed during the interview(s) of other CPE groups either in the Learning Center and/or in the greater area to which they could apply that are not supervised by Supervisory Candidates or Associate Supervisors.

I, _____, understand that
Student
_____ will use
Supervisory Candidate or Associate Supervisor

my written evaluation, the above-named supervisor’s written evaluation of me, and other clinical materials pertinent to the above-named supervisor’s process toward certification as an ACPE Supervisor, and I understand that such materials may identify me. I understand that the above-named supervisor will use recorded and/or live observation media that are pertinent to the above-named supervisor’s process toward certification as an ACPE Supervisor, and I understand that such media may identify me. I understand that this use is solely for the purpose of the above-named supervisor’s professional development and certification. I understand that my written materials and live/recorded observation media that may identify me may be read, heard, viewed, and discussed by the above-named supervisor’s professional colleagues as they assess the above-named supervisor’s professional development and competence as an ACPE Supervisor.

My signature grants consent to all of the above.

This consent form has been reviewed, signed and dated prior to formal admission to a Clinical Pastoral Education Program supervised by a Supervisory Candidate or Associate Supervisor.

Signature Date

Type of Unit (Residency, Summer, Extended) Dates of the Unit

These records are comprised of two types of information: **Directory information** which is student information not generally considered harmful or an invasion of privacy if released; and **Non-directory information** which would be considered harmful or an invasion of privacy if released.

Directory Information:

Lutheran Homes of Oshkosh, Inc. Clinical Pastoral Education Program considers the following to be Directory Information about a student:

Name
Address
E-mail
Telephone
Date of Birth
Religion
Previous Education
Photograph

By annually posting this policy and procedure and notification of rights under FERPA on its website and by providing each student a copy of this policy in the student handbook and specifically introducing students to it during their initial orientation, the Lutheran Homes of Oshkosh, Inc. Clinical Pastoral Education Program reserves the right to disclose directory information to a third party without the written consent of the student unless the student exercises the option to restrict the release of directory information by submitting a formal request to limit disclosure at any time prior to entering or while participating in the program. (Which restrictions must be honored even after a student's departure from the program, former students cannot initiate new restrictions after departure.)

Unless it receives a formal request to not do so, the program will also forward the student's name, address, denomination, and unit of CPE successfully completed to the national office of the Association for Clinical Pastoral Education, Inc., where it will be recorded and from which a transcript may be issued to the student or a student designated third party upon the student's written request. (Transcripts are deemed to be non-directory information under the definition below and, therefore, require written consent of the student to be released. There is a form for requesting a transcript on the ACPE website www.acpe.edu.)

Non-Directory Information:

Any other records (paper, electronic, video, audio, biometric, etc.) that are directly related to the student from which the student's identity can be recognized that are maintained by the program or by another institution on the program's behalf are considered Non-Directory Information.

Non-directory information is not released to anyone without the prior written consent of the student. Prior written consent must include the following elements:

- Specification of the records to be disclosed
- Specification of the party or class of parties to whom the disclosure is to be made
- Statement of the purpose of the disclosure
- The date
- The signature of the student whose record is to be disclosed.

Exceptions and clarifications:

Prior written consent is not required to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or for the purpose of ACPE accreditation or complaint review.

Prior written consent is also not required when disclosure is made directly to the student or to a program official or agent who has a legitimate educational interest. Such an official is deemed to have a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the program.

Faculty notes, data compilation, and administrative records kept exclusively and separate from the student's educational records by the maker of the records that are not accessible or revealed to anyone else are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines.

Student health records (mental and physical) and criminal background checks are kept in locked, limited access files separate from student educational records. They are subject to ADA and HIPPA regulations.

Materials written by students, such as verbatim and case histories that contain information about other persons, including other students, will either be destroyed after use in the educational process, or will have the identifiable information about everyone other than the student in whose educational record they are maintained redacted.

If information in student records is considered of research value, and the CPE Center or ACPE desires to collect and use such material for research, all personally identifiable material will be redacted unless the student who would or could be identified signs a release.

Applicable materials of students admitted and matriculated are considered part of the student non-directory record and are subject to FERPA disclosure guidelines. These materials are maintained until the student has received, signed, and returned the supervisor's end of unit evaluation, at which time they will be destroyed with the exception of the face sheet that, along with the student's final self-evaluation and the supervisor's evaluation, becomes part of the student's permanent record where it is maintained in accordance with the program's guidelines for retention of records which follows.

Guidelines for Retention of Records and the Handling of Supervisor final Evaluations:

After a unit is concluded, education records are maintained by Lutheran Homes of Oshkosh, the accredited ACPE Center.

The education record of a student who has graduated will contain the face sheet with directory information, the student's own final evaluations of units undertaken, the supervisor evaluations of units undertaken, and any written objections to the contents of the record the student has provided. The record will be kept for a minimum of 10 years, after which it may be destroyed.

Subject to the exceptions noted above, the record shall not be open to anyone outside the CPE Center without the student's written request. This includes theological schools and faith group adjudicatory.

A copy of the supervisor's final evaluation will be provided students within 45 days of the completion of the unit. If the student has concerns about the content, the supervisor will expediently provide opportunity for the student to discuss concerns and negotiate changes. If agreement is not reached, the student is invited to write a response that will be appended to the supervisor's evaluation and become part of the educational record.

Students are strongly encouraged to keep their own copy of their educational record and to treat it as though it is both permanent and the only copy in existence. Many times students decided to undertake CPE decades after

taking initial units and are disappointed to learn that their records (which they themselves did not maintain) are not available from the initial site either by accident, circumstance, or intention.

Contingency Handling of Student Records

If the CPE Center should close, the regional accreditation chair arranges the secure storage of all the student records. The Accreditation Commission Chair and the ACPE office will be informed of the location of the records, and students seeking access to or release of material from their records should contact them for guidance.