

Admission Policy 2017

Scope: This policy applies to persons who express interest, wish to apply, or have applied to a Royal Perth Hospital (RPH) CPE program.

Purpose: To provide clear and effective processes for responding to and maintaining records of inquirers and applicants to Clinical Pastoral Education programs offered at RPH

Policy: It is the policy of RPH CPE Centre to communicate with and respond to inquirers and applicants in a consistent, transparent, and non-discriminatory manner (consistent with the WA Department of Health, and the accrediting CPE Association, non-discrimination policies) following the steps listed in this policy.

Procedures

Admission Criteria:

- Completed RPH CPE application, including all required personal details, essays and reference letters
- Completion of an admission interview which, in addition to written application, demonstrates:
 - Capacity to establish and maintain professional relationships
 - Willingness to engage in self-reflection and learning related to emotions, impact of life experiences, and spiritual, religious or philosophical perspectives
 - Aptitude for providing compassionate, theoretically-informed care to people in spiritual distress
 - Potential to make meaningful contributions to the services provided by the Centre for **Wellbeing and Sustainable Practice**
 - Personal and professional values which are consistent with RPH values
- Graduation from high school, or endorsement for participating in a unit of CPE by the applicant's employing, ecclesiastical or professional body

Posting and Marketing:

- Each year's course offerings will be posted online during the first half of the previous year
- Application materials and instructions will be posted online at all times. These will include:
 - An Expression of Interest (EOI) form for inquirers who are considering CPE at some point more than a year in the future
 - An application for those who have not completed a unit of CPE since 2015 or in the past five years, whichever is more recent.
 - An application for those who have completed a unit of CPE since 2015 or in the past five years, whichever is more recent.

Responding to Inquirers, Applicants and Students

- Upon receipt of a communication from an inquirer, we will make every effort to respond within five workdays via email, phone or SMS message

- Upon receipt of a completed EOI or application, we will make every effort to acknowledge receipt within five working days, and will communicate the approximate time when interviews will be scheduled. In the case of incomplete documents, we will make one written request for the missing documents
- Applicants whose written application materials do not indicate the potential to meet the majority of the admission criteria listed above may not be offered the opportunity to interview; this decision will be communicated at the time interviews are being scheduled
- Interviews will be conducted by the Centre Director plus another RPH Supervisor, or a Chaplain, or another person knowledgeable with the CPE process. The applicant has the right to include another person of his or her choice in the interview
- Interviews will be conducted in person whenever possible, typically at RPH. However, distance or other factors may warrant conducting the interview in another location or via teleconference
- The final decision to accept, reject or defer rests with the Centre Director, and will be communicated within ten working days of the interview
 - An acceptance is an offer of placement within the upcoming unit of CPE
 - A rejection is for all upcoming units of CPE. If rejected, an applicant has the right to re-initiate the application process
 - A deferral is an acceptance for a specified or unspecified unit following the immediate upcoming unit. Applicants receiving deferrals will be offered the opportunity to participate in each subsequent unit

Pre-enrolment:

- Upon acceptance to a specific unit, a letter of acceptance will be emailed to the applicant, who will be required to respond with a statement of intent to participate in the unit within five working days. Upon receipt of that statement, the applicant will be considered a student
- The acceptance letter will include instructions, documents and the due date for submitting completed pre-enrolment documents, including the required WA Health Department requirements related to health and legal matters. Students who do not submit their complete pre-enrolment materials by the due date may not be permitted to enrol in the course
- Following a review of the pre-enrolment documents, students may be asked to provide additional information. The student will be informed that it is their responsibility to provide the estimated time to provide the additional information, along with regular updates on their progress. Students who do not provide the additional information may not be permitted to enrol in the unit
- Final decisions regarding health and legal fitness to enrol in the course rests with RPH Occupational Health and/or RPH Administration
- When all required pre-enrolment requirements have been met, students will be informed within five working days
- Any pre-reading materials will be sent to applicants no later than three weeks prior to the start of the program
- Final details about the unit will be sent by email no later than ten working days prior to the first day of the unit

Related matters:

- Processes for invoicing and payment of fees are located in the Financial Policy
- Processes for maintaining and destroying application and admission documents are located in the Student Records and Privacy Policy
- Students must be prepared to complete a minimum of 80% of designated classroom time in order to complete the course (see the Rights and Responsibilities Policy). All required clinical hours must be completed prior to the end of the course; if submitted in writing and approved by the centre director, up to 10% of required clinical hours may be completed within two weeks of the final day of the unit

References:

RPH employee Handbook (excerpts)

ACPEWA Standards for accredited CPE programs (www.acpewa.org)

Student Records and Privacy Policy

Financial Policy

Rights and Responsibilities Policy