

# THE MIDWEST CPE PROGRAM

CLINICAL PASTORAL EDUCATION  
PROFESSIONAL PRACTICE AND PROTOCOL

## CONFIDENTIALITY AGREEMENT

REGARDING PATIENT CARE, EDUCATION, STUDENT RIGHTS PER EDUCATIONAL RECORD

By admittance into our CPE program, you inherit significant trust as a chaplain member of a treatment team. You will provide pastoral care for patients, their family and friends, and medical center staff. In the process, you will be given private information regarding another's physical, emotional, and religious life protected by HIPAA and confidentiality law. You may share information with members of our health care team and Department colleagues to help enhance the quality of care we provide and education you receive. Always, manage protected information professionally as a matter of law, respect for integrity, ethics, boundary keeping, and honesty.

In the same manner, those who supervise you are entrusted information and knowledge related to your educational experience. At times, some information will be used by Center CPE Supervisors and/or Students in Supervisory Education (SISE) to receive consultation/supervision for continuing education. We regard use of consultation/supervision by a Chaplain Supervisor/an SISE as a principal way to ensure the proficiency and excellence of training we offer. Consultants utilized consist of full-time and/or adjunct faculty, ACPE CPE Supervisors from other centers, or interdisciplinary members of the Admission and Consultation Sub-Committee of our Professional Advisory Group (PAG). All information is used so student confidentiality is protected.

In accomplishment of routine duties, the department secretary manages confidential student materials, e.g., copying application materials and their collation and distribution; filing/typing written reports/minutes, auditing files to ensure compliance with ACPE Standards, mailing, etc. Our secretary will manage all confidential material with respect for privacy.

During training, a Chaplain Supervisor and/or an SISE may video-tape select educational sessions. This practice is a helpful instructional method. Tapes are erased after use unless a Supervisor/an SISE gets signed consent for retention, e.g., an SISE needs a video record that demonstrates his/her supervisory competence to request ACPE certification. We only release written material with signed consent that specifies its use and evidences your authorization for release. As admission protocol, we send a form to your references for them to complete and to return.

**A student record is:** (1) any record (paper, electronic, video, audio, biometric etc.) directly related to you that your identity can be recognized; and (2) maintained by the education program / institution or a person acting for the institution. **Directory Information**, like on the face sheet of your application, is not considered harmful or an invasion of privacy if released. This ACPE CPE center guarantees your rights to inspect and review your education records, to seek to amend them, to specify control over the release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights. You have the right to object to the content of your record. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right. Violations of these protocols may be reported to the Chair of the Accreditation Commission at: ACPE, One West Court Square, Suite 325, Decatur, GA 30030. [www.acpe.edu](http://www.acpe.edu). Email: [acpe@acpe.edu](mailto:acpe@acpe.edu)

Your signature on this document:

1. Certifies your acceptance of our confidentiality policy/practice
2. Grants us permission to contact your references directly
3. Grants your references permission to release information about you
4. You understand this ACPE center guarantees your rights per your student record

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Student's Signature

Date