SECTION I

ADMINISTRATION

HISTORY

AND

ORGANIZATION

2015

THIS HANDBOOK CONTAINS EDUCATIONAL INFORMATION CONCERNING THE ACPE PROGRAM AT THIS CENTER. IT IS PROVIDED TO ACCEPTED STUDENTS AND CAN BE USED TO HELP OTHERS UNDERSTAND THE ACPE LEARNING STYLE USED AT THIS CENTER. THIS HANDBOOK IS NOT A CONTRACT.
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Mercy Medical Center Satellite of SVCMC
Vacant

Accredited by

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FOR LEVEL I, LEVEL II, AND SUPERVISORY CPE
Standard 306 and 301.1 - Administration - Structure of the System

The ACPE SYTEM program at Sisters of Charity Health System (SCHS) furthers the mission of the Sisters of Charity of St. Augustine to educate and foster the healing ministry of Jesus Christ. This center consists of four Components and one Satellite Center. The CPE programs offered at each component are accredited by The Association for Clinical Pastoral Education, Inc. The ACPE Accreditation Commission is recognized as an accrediting agency by the United States Department of Education.

The four components include: the SCHS in Ohio, St. Vincent Charity Medical Center (SVCMC) in Ohio, St. John Medical Center (SJMC) in Ohio, and Providence Hospitals in South Carolina (PH), along with a Satellites program at Mercy Medical Center (MMC) in Canton, Ohio and Trinity Community of Beavercreek, Ohio. The SCHS system hospitals serve as components in placement of students and financial support of the ACPE SYTEM Program. Each Medical Center individually owns, operates and controls the ACPE SYTEM program at the component. This program of education is congruent with the mission of SCHS and each individual medical center.

The CPE educational program is under the Senior Vice President of Ministry and Mission, Sr. Rosemarie Carfagna, OSU. Sr. Rosemarie Carfagna and Sr. Nancy Beckenhauer plan the ACPE SYTEM System budget and oversee the long-term viability of the ACPE System program within SCHS. Two hospitals provide significant components in the ACPE System program for the residency program. Each Medical Center administers the program through the Vice President of Mission and Ministry oversees the daily operation of the ACPE system program at the component. The Vice Presidents report directly to the President and CEO of each Medical Center. The one component is St. Vincent Charity Medical Center, where Sr. Miriam Erb, CSA is the Vice President of Mission and Ministry and Julie Campbell serves as the Director of Pastoral Care. The second component is St. John Medical Center, where Ms. Lynn Maitland serves as the Vice-President for Mission and Ministry and Sr. Kendra Bottoms, SND, serves as the director of Pastoral Care. The third component is Providence Hospitals where Joan Bumpus serves as the Vice-President of Mission and Ministry and Rev. Roger Rich is the Director of Pastoral Care. Other institutions serve as placement sites and some of those sites are noted in the organization sheet on pages 9-10. A statement (found on page 6) by the CEO of the SCHS specifies the commitment to the students and program. (Standards 302.1, 302.2 and 302.3)

The structure of the SCHS depends on collaboration and accountability. The ACPE System accountability structure is as follows:

1. The ACPE System Supervisor is accountable to the Senior Vice-President of Mission & Ministry. In his/her role as the System Supervisor s/he relates and communicates regularly with the Directors of Pastoral Care and Vice-Presidents of Mission and Ministry of SVCMC, SJMC, MMC and PH.

2. Supervisory Education Students (SES) are accountable to their training supervisor who oversees their educational process. For issues of training agreements, stipends and other administrative matters the SES relates to and is accountable to the ACPE System Supervisor.

3. All members of the supervisory staff report to the ACPE System Supervisor in terms of accountability for all aspects of the ACPE System program. To accomplish this, the Supervisory team meets together twice each year in person and twice yearly using telephone conferences. Regular phone and email contact is maintained between the supervisory staff.
4. Contract supervisors report to the ACPE System Supervisor for accountability for all matters related to the ACPE System programs. Supervisors coordinate with the Directors of Pastoral Care and Vice-President of Mission & Ministry at the Component or Satellite they serve. March 1st, 2015 Sr. Nancy Beckenhauer, OSU, was named ACPE System Supervisor.

The ACPE System program developed from the Saint Luke Hospital’s ACPE program was accredited in 1984. The program served that hospital until 1996 when the UHHS/CSAHS-Cuyahoga, Inc.-St. Vincent Charity Hospital moved the program and assumed the administration of the program. Two hospitals, St. Vincent Charity Hospital and St. John West Shore Hospital formed a partnership to maintain the ACPE SYTEM program with offered training to ordained, lay and vowed students of all faith traditions. This center offered Level I, Level II and Supervisory education through extended and residency programs. The Rev. Dr. Robert McGeeney, D. Min., ACPE SYTEM Supervisor, came to St. Vincent Charity Hospital and St. John West Shore Hospital in September of 2001 to direct the training program. (Standards 303.1; 303.4 and 308.3) In 2005, a Satellite Center was added at Walsh University which provides a university quality library, classroom and office space. In 2008, the program began to develop into a system and Walsh University serves as the Satellite Center. In June 2012, the Walsh Satellite closed and was relocated to Mercy Medical Center where it provides two extended units each year in September-December and January-June. Currently, the Mercy Medical Center Satellite is serving as a placement site for students from SVCMC until a supervisor is contracted. The fourth component was established in September 2008 in Columbia, South Carolina, where Rev. Rose Bryant, ACPE System Supervisor, provides supervision and program development for this component. In February 2014, a second Satellite Program was added at the Trinity Community of Beavercreek, Ohio under the supervision of Rev. Greta Wagner, ACPE SYTEM Supervisor. In May 2014 a second Supervisor was added to the staff at SCHS. Sr. Nancy Beckenhauer, OSU supervises students in the extended program and contributes to the administration of all ACPE System programs. In December 2014, Rev. McGeeney resigned and Sr. Nancy Beckenhauer became the Interim ACPE System Supervisor.

The system arrangement meets several direct needs. First, it brings greater pastoral services to each of the participating institutions. Second, it provides a wider range of clinical opportunities for the CPE students. Third, it mirrors the functioning of other departments in the system, which administratively serves the participating health care organizations and parishes in the area.

The CPE Professional Advisory Group (PAG) advises the CPE System Supervisor and the members of the Supervisory faculty to include Supervisors, Associate Supervisors, Supervisory Candidates and SISEs. The PAG is made up of representatives from many of the health care institutions served, community members and representatives of various groups served by the ACPE System program at this center. They are committed to the development of a strong ACPE System program across the system. To that end, each of the member components has committed its support to the maintenance and enhancement of the program. (Standard 305; 305.1 and 305.2)

308.6.4 - Philosophy and Values

The SCHS and ACPE mission statements all articulate values of 1) respect, 2) integrity, 3) quality, and 4) teamwork. The ACPE SYTEM program contributes to growth in the living out of all of these values.

Respect for the universe and all of life is reflected in the ACPE System program’s emphasis on the dignity of the person and the efficacy of communal healing.
Integrity as the continually “making one” of the person and the care process, is fostered by the ACPE System program’s emphasis on emotional and spiritual maturity, its primary methods of fostering accurate feedback on ministry work, and on its own underlying theology of human individual and communal dignity.

Quality in spiritual care is fostered by quality clinical training programs, which provide the basis for the formational educational experience of most professional chaplains in the United States. Quality programs require quality supervisors, trained in programs of excellence.

Teamwork and interdisciplinary learning is central to the relational nature of pastoral and the supervisory learning process.

305 - Administration – Professional Advisory Group

The members of the PAG committee represent SVCMC, MMC, SJMC, PH as well as community members and other stakeholders. They each have an investment in meeting the pastoral needs of the institutions, as well as in the continuation of the ACPE System program. The PAG evaluates the curriculum, student success and all other aspects of the program for the administrations of the ACPE System program. They represent a variety of disciplines and include both men and women.

The members and their institution include:

- Sr. Miriam Erb, CSA  
  Vice President, Mission and Ministry, SVCMC
- Sr. Nancy Beckenhauer, OSU  
  SCHS ACPE Supervisor, SVCMC, SJMC, SCHS
- Vacant  
  Director of Pastoral Care, SVCMC
- Sr. Kendra Bottoms, SND  
  Director of Pastoral Care, SJMC
- Lynn Maitland  
  Vice President, Mission and Ministry, SJMC
- Diane McGregor, RN  
  Staff Development Co-ordinator, SJMC
- Sr. Carolyn Capuano, HM  
  Vice President, Mission and Ministry, MMC
- Sr. Rosemarie Carfagna, OSU  
  Senior Vice President, Mission and Ministry, SCHS
- Sr. Donna Mikula, OSU  
  Director of Pastoral Care
- Kathleen Kolbe  
  Staff Chaplain, MetroHealth, Community Member

In its formal role, the PAG meets with the students near the beginning and at the end of their training to assess the students’ experience. In a less formal way, the members of the committee serve as resources for the ACPE System program. They are available for consultation with the students during their year as issues arise. Some also serve as staff-contact persons on the students’ clinical assignments.

The committee reviews the Student Handbook each year both in terms of the curriculum elements and the policy revisions. They receive the post-unit evaluations of the students. (Standards 305.1 and 305.2)
Memorandum

TO: Sr. Nancy Beckenhauer, OSU, ACPE System Supervisor  
FROM: Mr. Terrence Kessler, President and CEO of Sisters of Charity Health System  
RE: ACPE SYSTEM Program – Statement of Support  
DATE: March 1, 2015

The Sisters of Charity Health System is enthusiastic about the ACPE System program in our health system. We support the program and its effort to provide training in spiritual care and in meeting the spiritual needs of our patients and staff.

We are committed to the CPE students and their endeavors to learn about and enhance their pastoral skills in our hospitals. We expect that, by meeting with our patients and their families in the difficult circumstances of serious illness and death, they will provide valuable care to comfort to those in need. We further expect that this program will provide them with an excellent opportunity to learn fundamental and advanced skills of effective pastoral ministry.
The Sisters of Charity of St. Augustine have served Cleveland, Ohio since 1851. They brought their vision for ministry to the underprivileged and underserved of the greater Cleveland community. Healing and education are foundational aspects of their desire to live out their mission in the world. St. Vincent Charity Hospital, founded in 1865, serves as the center of system. The history of ACPE programs begins in 1984, where the program was first at St. Luke’s Hospital in Cleveland, Ohio. At this center, the supervisory staff offered units of basic, advanced and supervisory education.

In 1997, the Sisters of Charity of St Augustine (CSA) owned a major hospital which needed strengthening. The result of the deal allowed Columbia/HCA to provide the management of the hospitals. The partnership included St. John West Shore Hospital on the west-side of Cleveland and St. Vincent Charity Hospital in the downtown area of Cleveland. Saint Luke’s Medical Center that had been recently owned by a not-for-profit subsidiary of Blue Cross of Northeast Ohio was acquired and joined the Columbia/HCA Healthcare Corp./CSA collaboration. In this new partnership, Saint Luke’s Medical Center would retain its Protestant identity but agreed to follow the Ethical and Religious Directives for Catholic Healthcare Facilities.

In late 1997, the Columbia/CSA Partnership underwent restructuring and Caritas Healthcare Partnership was formed. Caritas Healthcare Partnership consisted of Saint Luke’s Medical Center, St. John West Shore Hospital and St. Vincent Charity Hospital – the three Cleveland components of the larger Columbia/CSA System. In the beginning, each hospital retained its own identity and administrative structure. In early 1998, with the appointment of a new President at St. Vincent Charity Hospital, a plan was begun to establish one administrative structure for Saint Luke’s Medical Center and St. Vincent Charity Hospital. There is now one senior administrative staff for Saint Luke’s and St. Vincent Charity. Over the years a number of changes occurred, which resulted in St. Luke’s Medical Center transforming into a medical office building and other ventures. The changes included a partnership with the University Hospital Health System to form UHHS/CSAHS.

In 2008, the System chose a new name to help them further develop their identity. The Sisters of Charity Health System became an independent health system in 2010 as the partnership with University Hospitals ended. In 2010, with the changes that had taken place St. John and St. Vincent Charity we renamed as Medical Centers rather than hospitals.

The Sisters of Charity of St. Augustine are committed to continuing a strong pastoral care throughout the Health System. This expansion is becoming a reality with the extension of the ACPE program throughout the health system. Each institution shares in supporting the program financially and we have a Professional Advisory Group that represents the each institution with the health system. Each health care center has shown a commitment to this effort by providing funding, time, space, chaplain mentors, and educational resources to support the ACPE program.

This time of change within the department coincided with the change in the status of the medical centers and the system. New executives were appointed and new collaborations established among the hospitals. This process continues today. At the same time, it needs to be stated clearly that the Sisters of Charity of St. Augustine view pastoral care as an essential function within the hospitals of the Health System. In this light, the ACPE program has a strong foundation for the future.
RECENT CLINICAL PASTORAL EDUCATION HISTORY

The ACPE program provides education for those providing spiritual care to patients. The ACPE System program comes with a long history from St. Luke’s Medical Center and the programs offered by UHHS/CSAHS – Cuyahoga, Inc., St. Vincent Charity Hospital. A number of very qualified persons have offered excellent supervision. In the last ten years the following persons have guided the program: ACPE Supervisor; Rev. Robert McGeeney; Sr. Nancy Beckenhauer, NACC/ACPE, Rev. Vasyl Marchak, NACC Supervisor; Rev. Deborah Demore, ACPE Supervisor, Sr. Mary Rae Waller, ACPE Supervisor, Rev. Greta Wagner ACPE Supervisor and Rev. Rose Bryant, ACPE Supervisor.

Throughout our recent CPE history students have served at both SVCMC and SJMC. In 2002, a contract arrangement was made with MMC to become the first a placement site for CPE interns. Since that first placement site, a number of institutions have served as placement sites. Placement sites have included South West General Medical Center, Rainbow Babies and Children’s Hospital, Hillcrest Hospital, Lutheran Hospital, St Luke’s Center, Holy Family Cancer Center, St. Augustine Manor, Summa Health System and other institutions. In addition we have an educational partnership with Ursuline College for the academic training in ministry.

In 2005, a contract was established with Walsh University in North Canton, Ohio to be an accredited Satellite Center, beginning in January 2006. From 2007 - 2010, an ACPE Supervisor, Rev. Deborah Demore, was contracted to supervise students at the Walsh University Satellite. In 2012, Fr. Vasyl Marchak, a NACC Supervisory Candidate, began to supervise extended students while being supervised by Rev. McGeeney. In 2011, it was decided to close the Walsh Satellite and to reestablish it at MMC, while allowing students to receive credit at Walsh University if they so decided. The MMC Satellite is not currently offering CPE due to the supervisory vacancy due to the departure of Fr. Marchak and Rev. McGeeney.

In 2008, the SCHS decided to request accreditation as an ACPE System Center. This SCHS System includes the administration component at the SCHS. Currently, contract supervisor(s) and the SCHS ACPE System Supervisor report to Sr. Rosemarie Carfagna, OSU at the SCHS Component. In 2013, it was decided that the SCHS Component manage the supervisory education program and students enrolled in the SES program will have their units registered at the SCHS Component.

The SVCMC and SJMC components jointly offer four units of residency and two units of extended CPE annually. SVCMC and SJMC are separate components with their own Professional Advisory Group (PAG) and unique placement opportunities. Both medical centers host residents and interns. SVCMC funds three residents and fifty percent of the supervisor’s salary. The MMC satellite is accountable to SVCMC. SJMC funds two residents and fifty percent of the supervisor’s salary. SVCMC functions as the financial center for all SCHS Components.

In January 2009, we began a CPE program at a Providence Hospitals Component in Columbia, South Carolina, where Sr. Mary Rae Waller, ACPE Supervisor, served as the primary supervisor until 2014. Currently, Rev. Rose Bryant, ACPE Supervisor, serves the Providence Hospitals. Rev. McGeeney’s job description was amended so that he became the System Supervisor for the entire SCHS CPE program. The Supervisor at PH is accountable to the System Supervisor for all matters related to the ACPE System Programs.
Sr. Mary Rae Waller was hired and she will implement the CPE program for the PH which is now supervised by Rev. Rose Bryant.

The program at this center is offering extended units of CPE each year and a summer intensive program. Plans are underway to offer a residency program in the near future.

2014 saw two new initiates to the SCHS ACPE System programs. First, in February 2014, a second Satellite program was established at Trinity Community of Beavercreek, Ohio under the supervision of Rev. Greta Wagner, ACPE Supervisor. Second, in May 2014, Sr. Nancy Beckenhauer, OSU, ACPE/NACC Supervisor was hired as the second Supervisor at the SCHS. With the resignation of Rev. McGeeney her duties have expanded to serving as the Interim SCHS ACPE System Supervisor with oversight of the administration aspects of the ACPE programs. March 1, 2015 Sr. Nancy Beckenhauer, OSU, ACPE/NACC was appointed Supervisor at of the SCHS ACPE SYTEM program.
ORGANIZATIONAL CHART
Sisters of Charity Health System (SCHS) ACPE SYSTEM Program

Sisters of Charity Health System
President and CEO
Mr. Terrence Kessler

Sisters of Charity Health System
Vice President of Mission and Ministry
Sr. Rosemarie Carfagna, OSU

Sisters of Charity Health System
Interim ACPE System Supervisor
Sr. Nancy Beckenhauer, OSU
ACPE/NACC Supervisor

Professional Advisory Group

Components

St. Vincent Charity Medical Center
David F. Perse, MD
President and CEO
Vacant
Director of Pastoral Care

St. John Medical Center
Mr. William A. Young, Jr
President and CEO
Sr. Kendra Bottoms, SND
Director of Pastoral Care

- - Supervisory Staff

Sr. Nancy Beckenhauer, OSU
ACPE/NACC System Supervisor

Sr. Nancy Beckenhauer, OSU
ACPE/NACC System Supervisor

Placement Site

Regina Health Care Center
Sr. Donna Mikula, OSU
Director of Pastoral Care
I. ADMINISTRATION, HISTORY AND ORGANIZATION

**Sisters of Charity Health System**
President and CEO
Mr. Terrence Kessler

**Sisters of Charity Health System**
Senior Vice President of Mission and Ministry
Sr. Rosemarie Carfagna, OSU

**Sisters of Charity Health System**
ACPE/NACC System Supervisor
Sr. Nancy Beckenhauer, OSU

**Component Professional Advisory Group**

- **Components Continued**
  - Trinity Community of Beavercreek, Ohio
    - Laura Farrell
      Administrator

- **Satellite**
  - Mercy Medical Center
    - Sr. Carolyn Capuano, HM
      VP Mission & Ministry

- **Supervisory Faculty Continued**
  - Rev. Greta Wagner
    ACPE Supervisor

- **Placement Sites Continued**
  - Trinity Community of Beavercreek, Ohio
    - Rev. Greta Wagner
      Director of Pastoral Care

- **Supervisory Faculty Continued**
  - Vacant

- **Supervisory Faculty Continued**
  - Mercy Medical Center
    - Sr. Carolyn Capuano, HM
      VP Mission & Ministry
I. ADMINISTRATION, HISTORY AND ORGANIZATION

ACPE System

Component

Financial & Administrative Records

Satellite

Placement Site

Sisters of Charity Health System

St. Vincent Charity Medical Center

St. John Medical Center

Mercy Medical Center

Trinity Community

Regina Health Center

July 27, 2015