

Cedars-Sinai Medical Center Spiritual Care Department

2018 Winter-Spring Extended CPE Program

January 15th 2018 – May 18th 2018

ACPE Certified Educator: Rev. Pamela Lazor – 310-967-4306 (office); 424-298-7209 (cell)
ACPE Certified Educator Candidate: Rabbi Sarah Barukh – 310-967-8584 (office); 310-990-3233 (cell)

* All Group Meetings in Thaliens Conference Room E119 (Thaliens Building, Plaza Level) unless stated otherwise.

Week 1

During Week One:

- **Review CPE Student Handbook** and make notes of any questions that you have. Especially, be sure to read Chart Note Documentation Guidelines (pp. B-13 – B-16).
- Begin to prepare your **Statement of Spiritual Care/Ministry** (See p. E-19 for instructions) for presentation to the group during week 2. Make copies for everyone in the group.
- Please be sure to sign up for on-call. Sign-up sheet is in the Annex. See Sunny with any questions.

January 16th (Tuesday)

9:00 – 9:10	Meet in Plaza Lobby
9:10 – 10:00	Introductions to CPE Group
10:00 – 10:45	Tour of CPE offices and Chapel – <i>Cathy O’Krent & Sunny Garcia</i>
10:45 – 12:15	Hospital Tour – meet outside the Chapel on the Plaza Level – <i>Returning students to lead the tour.</i>
12:15 – 1:15	Lunch Break – Hospital Cafeteria (<i>meal tickets provided</i>)
1:15 – 3:00	CPE Handbook Review: <i>Focus on Chart Note Documentation Guidelines; Learning Goals; Statement of Ministry/Spiritual Care</i> (Thaliens Building E-119)
3:00 – 4:00	Spiritual Care Department Meeting; Interfaith Spiritual Reflection Department welcome and introductions
4:00 – 5:00	Welcome from Rabbi Jason Weiner, BCC, CS Senior Rabbi and Manager of the Spiritual Care Department

Week 1 (Continued)

* All Group Meetings in Thaliens Conference Room E119 (Thaliens Building, Plaza Level) unless stated otherwise.

January 17th (Wednesday)

- 9:00 – 10:00 CPE Handbook Review: *Focus on Chart Note Documentation Guidelines; Statement of Spiritual Care/Ministry; Learning Goals*
- 10:00 – 11:00 Didactic Seminar: “*Initiating Spiritual Care Visits*” – Rev. Pam Lazor
- 11:00 – 12:00 Didactic Seminar: “*Active Listening*” – Rabbi Sarah Barukh
- 12:00 – 1:00 Lunch
- Ethics Noon Conference* – Brain Illnesses and Complicated Ethical Choices, Paul J. Ford, Ph.D- *Attendance is not mandatory, but highly encouraged. Lunch is provided. (Harvey Morse Auditorium)*
- 1:00 – 3:00 Didactic Seminar: “*Introduction to Group Learning/Group Covenant*” – Rabbi Sarah Barukh
- 3:15 – 4:15 Welcome from Jonathan Schreiber, Director of Community Engagement, & Tour of the Cedars-Sinai Historical Conservancy Permanent Exhibit (*Meet in the South Tower Lobby “Starbucks Lobby”*)

January 18th (Thursday)

- 12:00 – 1:00 Lunch
- Schwartz Rounds* - a multidisciplinary forum where employees reflect on the social & emotional issues faced in providing compassionate care to patients – *Attendance is not mandatory, but highly encouraged. Lunch is provided. (Thaliens Auditorium)*

Week 2

During Week Two (between 1/23 and 1/30):

- Bring your **Statement of Spiritual Care/Ministry** (CPE Handbook p. E-18) to share with your supervisor and peers during CPE Group this week. Please make a copy for everyone in the CPE group.
- Set up a time with Sunny to meet your **Staff Chaplain Mentor** for orientation to Progression of Care Rounds and your clinical unit.
- Set up an appointment with a Chaplain George Baghdassarian to be oriented to the Emergency Department before your first on-call shift. (CPE Handbook pp. B-51 – B-54).
- Please be sure to sign up for on-call. Sign-up sheet is in the Annex. See Sunny with any questions.
- Clinical hours begin – Introduce yourself to staff and patients on your floors. Begin visiting your patients.
- Start writing Chart Notes of your visits with patients. (CPE Handbook, pp. B-13 – B-16, B-17 – B-48) – please call Pam/Sarah to consult if you have any questions.
- Be sure to swipe your ID Badge in and out every time you are at CS.
- Schedule a 30 minute Individual Supervisory Conference (ISC) with your Supervisor
- Read assigned reading for next week
- Prepare your **Learning Goals** (CPE Handbook, p. E-18).
Goals should fit within ACPE Objectives. For Level I CPE see p. E-3.
Bring a draft of your Learning Goals to your Individual Supervisory Conference (ISC) this week or before group next week to share with your supervisor. You will present your Learning Goals to your CPE Group during week 3. Please make a copy for everyone in the CPE group.

January 23rd (Tuesday)

8:00 – 9:00	Check in/Handbook Questions
9:00 – 10:00	Didactic Seminar: “ <i>Pastoral Authority & Progression of Care Rounds</i> ” – Rabbi Sarah Barukh
10:00 – 12:00	<i>CS-Link Training</i> – Ray Charles Cafeteria Conference Room-C
12:00 – 1:00	Lunch
1:00 – 2:45	Didactic Seminar: “ <i>Spiritual Care: Responses & Choices</i> ” – Rev. Pam Lazor
3:00 – 4:00	Spiritual Care Department Meeting and Spiritual Reflection
4:00 – 5:00	Didactic Seminar: “ <i>Spiritual Care in Crisis and Emergency Situations</i> ” – George Baghdassarian, BCC, CS Christian Chaplain

January 24th (Wednesday)

2:00 – 2:30 Check in & Questions

3:30 – 5:00 Student Presentations: *Statement of Spiritual Care/Ministry – 5 x (30 min each) (Rena and Jonathan only: Theology/Spirituality of Suffering)*

January 25th (Thursday)

9:00 – 9:30 Check in & Questions

9:30 – 5:00 Student Presentations: *Statement of Spiritual Care/Ministry – 5 x (30 min each)*

Week 3

During Week Three (1/30-2/2):

- **Prepare your first verbatim presentation.** Verbatim Format: CPE HB p. E-23-25 (template on CPE memory stick).
- Set up an appointment with Chaplain George Baghdassarian to be oriented to the Emergency Department before your first on-call shift (**CPE Handbook pp. B-51 – B-54**).
- On-Call shifts begin this week. Sign up for on-call. Sign-up sheet is in the Annex.
- Keep your cell phones on and with you during your clinical hours.
- Participate in Progression of Care Rounds on your assigned floors.
- Chart Note Documentation (CPE Handbook, pp. B-13 – B-16, B-17 – B-49).
- Swipe your ID Badge at the beginning and end of your shifts
- Schedule a bi-weekly Individual Supervisory Conference (ISC) with your supervisor. Fill out an “Individual Supervision Agenda” form (p. E31) and bring to ISC.

January 30th (Tuesday)

9:00 – 9:30 Check in & Questions

9:30 – 12:00 Student Presentations: *Learning Goals – 5 students x25 min each*

12:15 – 1:00 Lunch

1:00 – 1:15 Research Article Discussion:

*Level I: “*What do I do? Developing a taxonomy of chaplaincy activities and interventions for spiritual care in intensive care unit palliative care*”

*Level II: *What do Chaplains really do? III Referrals in the New York Chaplaincy Study*”

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- 1:15 – 2:45 Didactic Seminar: “*Spiritual Assessment*” – Rev. Pam Lazor
- 3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection
- 4:00 – 5:00 Didactic Seminar: “*Introduction to Clinical Social Work*”
Samantha Stewart, MSW, CPE-PAG Member
Location: HMCC 1-2

*Level I and Level II reading will be assigned throughout the unit. If you are a Level I student who has already read the Level I reading during a previous unit, you may choose to reread that reading or read the assigned reading for Level II.

January 31st (Wednesday)

2:00 – 5:00 *Introductory Personal Story Sharing – 6 Stories 25 min. each*

February 1st (Thursday)

9:00 – 12:00 *Introductory Personal Story Sharing – 6 Stories 25 min. each*

From this week on:

Every week:

Written/Reading and Reflection Assignments:

- Check the schedule to see when your assignments are due for presentation/turn in. Make sufficient copies for everyone in your CPE group ahead of time.
 - **Verbatim Format:** CPE HB p. E-23-25 (template on CPE memory stick). Please note Verbatim #4 instructions below.
 - **Story Theology** description on p. E-13.
- Complete a page summarizing what you have learned and what questions have arisen for you each week from patient visits, encounters with staff, peers and supervisors, and from your CPE presentations (verbatim, story theology, etc.) and reading. Bring these summaries on Tuesdays to hand in to your supervisor and to discuss in Open Agenda Learning Group time or individual supervision.
- Pay attention to schedule for assigned readings.

Clinical Assignments:

- Keep your cell phones on and with you during your clinical hours.
- Continue to visit patients and families on your assigned floors – both following up on referrals and self-initiating visits. Chart your spiritual assessment immediately after every patient encounter.
- Participate in Progression of Care Rounds on your assigned unit/s. Send all referrals to central office coordinator.
- Swipe your ID Badge at the beginning and end of your shifts.

Every other week:

- Schedule an Individual Supervisory Conference (ISC) with your Supervisor. Fill out an “Individual Supervision Agenda” form (p. E-31) and bring to ISC, along with your timesheets.

Monthly:

- Arrange to do Tea for the Soul for your unit (CPE Handbook, p. E-33).

As Assigned: Interfaith Spiritual Reflection at Staff Meeting – see CPE Handbook p. E-32 for guidelines.



Verbatim #4: Per this CPE schedule, 3 verbatims per student are scheduled for presentation to your CPE group. Students need to prepare a 4th verbatim as well. This 4th verbatim needs to be presented to one of your CPE peers no later than April 20th, 2018. After presenting your verbatim to your peer, write a summary of what you learned from this verbatim, and submit a copy of the verbatim along with your summary of what you learned to your supervisor – no later than Monday, April 23rd, 2018.

Additional Assignments:

Mid-Unit Evaluation – See instructions in Week 7

Genogram – instructions to be given during didactic on February 20th

Final Evaluations – Instructions written in Week 14

Week 4

During Week Four (2/6-2/9):

- If you have not already done so, set up an appointment with a Chaplain George Baghdassarian to be oriented to the Emergency Department before your first on-call shift (**Read:** CPE Handbook Pp. B-51 – B-54).
- [Watch “How to Speed-Read a Research Article” Webinar](#) – ask Sunny for access
- [Read: “Health Care Chaplaincy as a Research-Informed Profession”](#) by Fitchett & Grosseohme, in *Professional Spiritual and Pastoral Care*, Ch. 30. **Include a paragraph of what you learned from the reading and webinar in your weekly page summary of your learning for the week.**

February 6th (Tuesday)

9:00 – 9:30	Article Discussion: <u>Level I:</u> “Caring for Bereaved Patients: ‘All the Doctors Just Suddenly Go” <u>Level II:</u> “I’m Still me’ Instructions from Individuals with Brain Cancer”
9:30 – 11:00	Didactic Seminar: <i>Spiritual Care during Loss and Grief</i> – Sarah Barukh
11:00 – 12:00	Didactic Seminar: “Introduction to Research Summary Method” – Rev. Pam Lazor and Rev. Christina Shu, BCC, Lead Interfaith & Supportive Care Chaplain
12:00 – 1:00	Lunch

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- 1:00 – 1:45 Open Agenda Learning Group Seminar
- 1:45 – 2:45 Student Presentation: Verbatim - *Jonathan*
- 3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection
- 4:00 – 5:00 Didactic Seminar: *Spiritual Care with Roman Catholic Patients* – Father Lester Avestruz, BCC, Lead Catholic Chaplain

February 7th (Wednesday)

- 2:00 – 4:00 Students Presentations: Verbatims – *Rena, Uche*
- 4:00 – 5:00 Student Presentation: Story Theology – *Rodney*

February 8th (Thursday)

- 9:00 – 11:00 Students Presentations: Verbatims – *B, C*
- 11:00 – 12:00 Student Presentation: Story Theology – *D*

Week 5

From this week on Complete a “Rush Research Summary”/“Case Study Summary” for each assigned research article. These summaries are due to be turned in the day of the discussion. Optional: you may work in groups of 2-3 students to complete these research article summaries.

February 13th (Tuesday)

9:00 – 10:00 Didactic: *Spiritual Care with Geriatric Patients* – Pam Lazor

10:00 – 11:45

Research Article Discussion:

Level I: *If the US had 100 people: Charting Americans’ religious affiliations*, Alper & Sandstrom, 2016

Why America’s ‘nones’ left religion behind, Lipka, 2016

Americans may be getting less religious, but feelings of spirituality are on the rise, Masci & Lipka, 2016

Level II: *Understanding of the Word “Spirituality” by Theologians Compared to Lay People: An Empirical Study from a Secular Region*, La Cour & Gotke, 2012

End of Life Preferences for Atheists, Smith-Stoner, 2007

Didactic Seminar: “*Spiritual Care with Religiously Unaffiliated and Non-Religious Patients*” – Rev. Christina Shu, BCC, Lead Interfaith & Supportive Care Chaplain

11:45 – 12:45 Lunch

12:45 – 1:15 Open Agenda Learning Group Seminar

1:15 – 2:45 Level I Reading: [Testing the Efficacy of Chaplaincy Care](#)

Level II Reading: [Recent Progress in Chaplaincy-Related Research](#)

Research Didactic TBD (Webinar or Part of Research Didactic Day)

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

February 14th (Wednesday)

2:00 – 4:00 Student Presentations: [Verbatims – Rodney and Valentine](#)

4:00 – 5:00 Student Presentation: [Story Theology - Jonathan](#)

February 15th (Thursday)

9:00 – 11:00 Student Presentations: [Verbatims – D and E](#)

11:00 – 12:00 Student Presentation: [Story Theology - A](#)

Week 6

February 20th (Tuesday)

9:00 – 12:00 Didactic Seminar: “*Family Systems and Genogram*” – Rabbi Sarah Barukh and Rev. Pam Lazor

12:00 – 1:15 Lunch

1:15 – 2:30 Didactic Seminar: “*The Chaplain’s Role in Family Meetings*” – Rev. Christina Shu, BCC, Lead Interfaith & Supportive Care Chaplain

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

4:00 – 5:00 Didactic Seminar: “*Spiritual Care with Muslim Patients*” – Khurram Ahmed

[Research Article Discussion: How Islam Influences End of Life Care: Education for Palliative Care Chaplains](#)

February 21st (Wednesday) – Thaliens E-117

12:00 – 1:00 *Ethics Noon Conference – Speaker TBA - Attendance is not mandatory, but highly encouraged. Lunch is provided. (Harvey Morse Auditorium)*

2:00 – 3:00 *Student Presentation: Verbatim – Jonathan*

3:00 – 4:00 *Student Presentation: Story Theology – Rena*

4:00 – 5:00 Open Agenda Learning Group Seminar

February 22nd (Thursday)

9:00 – 10:00 *Student Presentation: Verbatim – A*

10:00 – 11:00 *Student Presentation: Story Theology – B*

11:00 – 12:00 Open Agenda Learning Group Seminar

Week 7

During Week Seven (2/27-3/6):

Begin to prepare for your **Mid-Unit Evaluation Collage** responding to the questions on p. E-36. *This is a creative assignment, not a written assignment. It is designed to give you the opportunity to process your CPE experience from a “right brain” (creative) perspective:*

- *Make a **collage** using pictures (from magazines, internet, photos, etc. – you may also make a video or PowerPoint collage if you choose, but it needs to be no longer than 10 minutes long in total) to answer the questions on p. E-36. You will use your collage to talk about your CPE experience thus far.*
- *In addition, choose a picture/s for each of your peers and supervisor that represents how you experience your peer/supervisor and how you experience/understand your relationship with your peer/supervisor.*
- *Have FUN.*

February 27th (Tuesday)

9:00 – 11:00 *Student Presentations: Verbatims – Rena and Uche*

11:00 – 11:45 Open Agenda Learning Group Seminar

11:45 – 1:00 Lunch with CPE Professional Advisory Group
Lunch provided; Location: ECC-A
(During the PAG meeting, the PAG members will introduce themselves to you. You will be asked to introduce yourself to the PAG. Please plan to speak for about 2 minutes and include the

following in your sharing: Name; Faith tradition; Home country/cultural background; What brought you to CPE; Your clinical assignments; What are your plans after the unit ends?)

1:15 – 2:45 Didactic Seminar: “*Spiritual Care with Patients of Varying Sexual Orientations*” – Rev. Dan Smith, Pastor, West Hollywood United Church of Christ, CPE-PAG Member

Case Study Reading: “*My Family Wants me to see a Priest*” – Case Study, Ch. 8 in *Spiritual Care in Practice*

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

February 28th (Wednesday) – Thaliens E-117

2:00 – 4:00 Student Presentations: *Verbatims – Rodney, Valentine*

4:00 – 5:00 Student Presentation: *Story Theology – Uche*

March 1st (Thursday)

9:00 – 11:00 Student Presentations: *Verbatims – D, E*

11:00 – 12:00 Student Presentation: *Story Theology – C*

Week 8

During Week Eight (3/6-3/9):

- Prepare **Mid-Unit Evaluation Collage** using questions on p. E-36. *This is a creative assignment, not a written assignment. It is designed to give you the opportunity to process your CPE experience from a “right brain” (creative) perspective:*
- Make a **collage** using pictures (from magazines, internet, photos, etc. – you may also make a video or PowerPoint collage if you choose, but it needs to be no longer than 10 minutes long in total) to answer the questions on p. E-36. You will use your collage to talk about your CPE experience thus far.
- In addition, choose a picture/s for each of your peers and supervisor that represents how you experience your peer/supervisor and how you experience/understand your relationship with your peer/supervisor.
- Have FUN.

March 6th (Tuesday)

9:00 – 10:00 Open Agenda Learning Seminar

10:00 – 10:30 Reading Discussion:

Level I: “*He needs to Talk! A Chaplain’s Case Study of Nonreligious Spiritual Care*”

and

“*I need to do the Right Thing for Him*” – Case Study, Ch 11 in *Spiritual Care in Practice*

Level II: *Interventions to Enhance the Spiritual Aspects of Dying*

10:30 – 11:30 Didactic Seminar: “*Spiritual Care at End of Life*” – Rev. Christina Shu, BCC

11:30 – 12:30 Lunch

12:30 – 1:30 **Student Presentation: Story Theology – Valentine**

1:30 – 2:30 Didactic Seminar: “*Spiritual Care with Jewish Patients*” – Rabbi Jason Weiner, BCC, Senior Rabbi and Manager CS Spiritual Care Department

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

4:00 – 5:00 Didactic Seminar: “*Spiritual Care with Pediatric Patients*” – Rev. Peggy Kelley, Lead Christian Chaplain

March 7th (Wednesday) – Thaliens E-117

2:00 – 5:00 Watch *Research Didactic Day recording Part II* (TBD)

March 8th (Thursday)

9:00 – 12:00 Watch *Research Didactic Day recording Part II* (TBD)

Week 9

March 13th (Tuesday)

9:00 – 10:30 **Student Presentations: *Mid-Unit Evaluations* – 2 x 45 minutes each**

10:30 – 12:00 **Research Article: “*Predictors of Existential and Religious Wellbeing Among Cancer Patients*”**

Didactic Seminar: “*Spiritual Care with Oncology Patients*” – Bronwen Jones. CS Cancer Center Chaplain

12:00 – 1:00 Lunch

1:00 – 2:45 **Research Article Discussion:**

Level I: “*What Do Palliative Care Chaplains Do?*”

Level II: TBD

Didactic Seminar: *Spiritual Care at the End of Life Part II* –
Rev. Christina Shu, BCC, Lead Interfaith Chaplain

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

March 14th (Wednesday)

2:00 – 5:00 Student Presentations: *Mid-Unit Evaluations* – 3 x 45 minutes each

March 15th (Thursday)

9:00 – 12:00 Student Presentations: *Mid-Unit Evaluations* – 3 x 45 minutes each

12:00 – 1:00 *Schwartz Rounds* - a multidisciplinary forum where employees reflect on the social & emotional issues faced in providing compassionate care to patients – *Attendance is not mandatory, but highly encouraged. Lunch is provided. (Thalians Auditorium)*

March 16th (Friday) – Harvey Morse Auditorium

8:00 – 3:00 2018 Cedars-Sinai Spiritual Care Research Conference



Attendance at the conference is mandatory and will be substituted for your clinical hours this week.

Week 10

March 20th (Tuesday) – Thalians E-117

9:00 – 10:00 Didactic Seminar: *Spiritual Care with Patients Suffering from Substance Abuse Issues* – Rabbi Sarah Barukh, BCC

10:00 – 11:00 Open Agenda Learning Group Seminar

11:00 – 12:00 Didactic Seminar: *Diversity, Multiculturalism and Oppression in Spiritual Care* – Rev. Christina Shu, BCC, Lead Interfaith & Supportive Care Chaplain – RESCHEDULED 4/24/18

12:00 – 1:00 Lunch

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- 1:00 – 2:45 Didactic Seminar: *Boundaries and Self-Care* – Rabbi Sarah Barukh, BCC
Research Reading:
Level I: *Professional Quality of Life and Changes in Spirituality Among VHA Chaplains: A Mixed-Methods Investigation*, McCormick, et al, 2017

Level II: *Grief in Healthcare Chaplains' An investigation of the presence of disenfranchised Grief*
- 3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

March 21st (Wednesday) – Thaliens E-117

- 12:00 – 1:00 *Ethics Noon Conference – Speaker TBA - Attendance is not mandatory, but highly encouraged. Lunch is provided. (Harvey Morse Auditorium)*
- 2:00 – 5:00 Student Presentations: *Genogram – Jonathan, Rena, Uche*

March 22nd (Thursday)

- 9:00 – 12:00 Student Presentations: *Genogram – A, B, C*

Week 11

Schedule **joint patient visits** with Supervisor in lieu of one Individual Supervision meeting sometime during the month of April.


March 27th (Tuesday)

- 9:00 – 11:00 Student Presentations: *Genogram – Rodney and Valentine*
- 11:00 – 11:45 Open Agenda Learning Group Seminar
- 11:45 – 12:45 Lunch
- 12:45 – 1:45 Student Presentation: *Verbatim – Jonathan*
- 1:45 – 2:45 Didactic Seminar: *Spiritual Care with Buddhist Patients* – Jonathan Cohen, CPE Student
Research Reading:
Effect of an Intervention based on Basic Buddhist Principles on the Spiritual Well-Being of Patients with Terminal Illness
- 3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

Week 12

April 3rd (Tuesday)

No CPE Group Meeting Due to Jewish holiday of Passover

 **You still need to put in 24 clinical hours for this week. If you need to reschedule your clinical hours for religious reasons, please speak with Pam/Sarah regarding your proposed plan for those hours prior to your absence. Then, please email your confirmed plan to Pam, Sarah, Sunny, and central office coordinator.**

April 4th (Wednesday)

12:00 – 1:00 *Ethics Noon Conference – Speaker TBA - Attendance is not mandatory, but highly encouraged. Lunch is provided. (Harvey Morse Auditorium)*

Week 13

April 10th (Tuesday) – Thaliens E-117

9:00 – 11:00 *Student Presentations: Verbatim – Rena and Uche*

11:00 – 12:00 *Research Presentation – Jonathan*

12:00 – 1:00 Lunch

1:00 – 1:15 *Case Study Discussion: “I Tried to Kill Myself” – Case Study, Ch. 7 in Spiritual Care in Practice.*

1:15 - 2:15 *Didactic Seminar: Spiritual Care with Patients with Mental Illness – Pam Lazor*

3:00 – 4:00 *Spiritual Care Department Meeting and Spiritual Reflection*

Week 14

(Pam and Sarah away at conference April 15-17)

During Week 14:

In addition to your regular weekly requirements:

- ***Hand out at least 8 “Chaplain Services Evaluation” forms*** (CPE Handbook, p. E-37) to staff on the units you have covered. Be sure to give an evaluation to the Unit Managers, Charge Nurses, Case Managers and Social Workers. Include with each evaluation form an envelope addressed:

Attn: Rabbi Sarah Barukh, BCC, ACPE Certified Educator Candidate

Cedars-Sinai Medical Center
Spiritual Care Department
Room 2510
Los Angeles, CA 90048

- Prepare and schedule time to present your Verbatim #4 to one of your peers, complete summary of what you learned from presenting this Verbatim, and turn in to your supervisor no later than Monday, April 23rd – if you have not done so already.
- Begin writing your Final Evaluation (See General Guidelines on p. E-40 of the CPE Handbook. Use the **Final Evaluation: Level I CPE Outcomes** format on p. **E-41-42**).
- Bring a copy for each of your peers on May 1st and two (2) copies for your supervisor.
- When you write separate notes for each of your peers to address question #4, please make copies for everyone in the group.

April 18th (Wednesday) – Thaliens W-108

- 9:00 – 11:00 *Student Presentations: Verbatim – Rodney and Valentine*
- 11:00 – 12:00 Open Agenda Learning Group Seminar

Week 15

- Complete your Final Evaluation (See General Guidelines on p. E-40 of the CPE Handbook. Use the **Final Evaluation: Level I CPE Outcomes** format on p. **E-41 – E-42**).
- Bring a copy for each of your peers on May 8th and two (2) copies for your supervisor.
- When you write your feedback for each of your peers to address question #4, please make copies for everyone in the group if you choose to give out separate pieces of paper.

April 24th (Tuesday) – Thaliens E-117

- 9:00 – 10:00 *Research Presentation – Rena*
- 10:00 – 12:00 Research Lab (both groups together).
Reading and summarizing to be done during group meeting:
- a. Negotiating religious Differences: The Strategies of Interfaith Chaplains in Healthcare
 - b. Dignity and Distress Towards the End of Life Across Four Non-Cancer Populations
 - c. Article on Community Clergy and View of End of Life (TBD)

12:00 – 1:00	Lunch
1:00 – 2:00	Didactic Seminar: <i>Diversity, Multiculturalism and Oppression in Spiritual Care</i> – Rev. Christina Shu, BCC, Lead Interfaith & Supportive Care Chaplain
2:00 – 3:00	Clinical time
3:00 – 4:00	Spiritual Care Department Meeting and Spiritual Reflection

Week 16

During week 16-18, In addition to your regular weekly requirements

- Say good-bye to staff on your clinical units – consider a final “good-bye” Tea for the Soul (if you have not scheduled one already).
- Final visits with your Patients; referrals to central office coordinator for Patients needing spiritual care follow-up.
- Set up a time for an Individual Supervisory Conference (ISC) with your supervisor to **receive** your Supervisor’s Final Evaluation.
- Complete a “CPE Program Evaluation” form (CPE Handbook pp. E-47 – E-48) and a “CPE Student Evaluation of CPE Program” form (CPE Handbook pp. E-49 – E-51) and hand them in to your supervisor after you receive your Final Evaluation.
- Finalize and submit a “Chaplain Intern Assigned Clinical Unit Report” form, p. E-53.

May 1st (Tuesday) – Thaliens W-108

9:00 – 12:00	Student Presentations: <i>Final Evaluations – 3</i>
12:00 – 1:00	Lunch
1:00 – 3:00	Student Presentations: <i>Final Evaluations - 2</i>
3:00 – 4:00	Spiritual Care Department Meeting and Spiritual Reflection

May 4th (Friday)

12:00 – 1:00	<i>Schwartz Rounds</i> - a multidisciplinary forum where employees reflect on the social & emotional issues faced in providing compassionate care to patients – <i>Attendance is not mandatory, but highly encouraged. Lunch is provided. (Thaliens Auditorium)</i>
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Week 17 (Pam away)

May 8th (Tuesday) – Thaliens E-117

9:00 – 10:00 Open Agenda Learning Group Seminar (Sarah's Group)

10:00 – 11:00 Open Agenda Learning Group Seminar (Pam's Group)

*Option to have Open Agenda Learning Group Seminar as one large group if preferred by students

11:00 – 3:00 Clinical time and hour lunch

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual Reflection

Week 18

May 15th (Tuesday) – Thaliens E-117

FINAL CPE GROUP MEETING DAY

9:00 – 10:00 Open Agenda Learning Group Meeting

11:00 – 12:00 Exit Interview

12:00 – 1:30 Celebration Lunch

3:00 – 4:00 Spiritual Care Department Meeting and Spiritual

Please Note: Clinical hours continue through Friday, May 18th

During Week 18: As you complete your clinical hours, please be sure to:

- Complete “CPE Intern - Exit Checklist,” (CPE Handbook, p. E-55).
- Turn in any remaining paperwork. Properly dispose of/destroy any patient identifying information, or any paperwork that identifies your peers in any way.
- Hand off referrals for continuing Spiritual Care for patients whom you have been following.
- Return library books that you may have borrowed; keys, anything else that belongs to C-S.
- Take any personal belongings from your cubby.
- Turn in your I.D. badge.

The End! Congratulations!