

CLINICAL PASTORAL EDUCATION



DEPARTMENT OF PASTORAL SERVICES

www.ebaptisthealthcare.org/PastoralServices

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Clinical Pastoral Education (CPE)

What is it?

Clinical Pastoral Education (CPE) is professional education for ministry which brings theological students, ordained clergy, members of religious orders, and qualified laypersons into supervised encounters with “living human documents” in order to develop their pastoral identity, interpersonal competence and ministry development.

Ministry with people and learning from that ministry through reflection, discussion and evaluation with other students and the supervisor is the very heart of CPE. The CPE process utilizes verbatims, case studies and other means for reporting one’s ministry for evaluation and supervision. The discussion will focus on what is happening with the caregiver, as much as what is happening to the people receiving ministry.

The CPE students will be involved in weekly seminars and supervision which focus on theological, medical, psychological, emotional, interpersonal and group dynamics. The entire experience provides opportunities for challenge, support, caregiving and reflection.

The Clinical Pastoral Education program at Baptist Health Care, Pensacola, FL, is fully accredited by:

The Association for Clinical Pastoral Education, Inc.
1549 Clairmont Road, Suite 103
Decatur, GA 30033-4611
Phone (404) 320-1472
Fax (404) 320-0849
www.acpe.edu

Baptist Health Care and The Baptist Hospital CPE Center

Baptist Health Care is a network of hospitals, nursing homes, primary care centers, and mental health programs. Baptist Health Care is the largest provider of health services in Northwest Florida, as well as the largest locally-owned employer in Escambia and Santa Rosa Counties.

Baptist Hospital was opened in 1951 with 150 beds, three floors with fifty beds on each floor. Now a 492 bed tertiary care hospital, Baptist Hospital provides a full range of medical, surgical, and mental health services.

Baptist Hospital was the first medical facility in Northwest Florida to provide an air ambulance, LifeFlight, which services all hospitals and until recently was the only air ambulance in the area.

Baptist Hospital has been a leader in developing state of the art facilities and specialty care units.

Other hospitals in the Baptist Health Care network are Jay Hospital and Gulf Breeze Hospital, located in Florida. Also included in the Baptist Health Care network is Atmore Community Hospital in Atmore, Alabama.

There is also a nursing home in the Baptist Health Care network. Baptist Manor is a 170 bed nursing home facility.

For many years The Lakeview Center was the largest community mental health center in the State of Florida. In 1997 The Lakeview Center merged with Baptist Health Care, offering a wide-variety of inpatient and outpatient psychiatric services, including drug and alcohol rehabilitation.

HISTORY OF CLINICAL PASTORAL EDUCATION AT BAPTIST HOSPITAL

In 1953, two years after the opening of Baptist Hospital, Rev. John Cheshire became the hospital's first Chaplain. Clinically educated himself, Chaplain Cheshire was interested in establishing a Clinical Pastoral Education program. By 1962 the hospital was offering regular programs of training for area pastors who desired to broaden their knowledge and expertise related to ministry to the sick, dying, and their families.

In 1969, Rev. Robert Lowery joined Baptist Hospital. He was at that time an "Acting Supervisor" in Clinical Pastoral Education. Under his leadership, the CPE Center at Baptist Hospital was granted provisional accreditation from 1971-1973. In 1975, Rev. Gerald McNutt joined the Pastoral Care Department as supervisor. Rev. Lowery left the hospital at that time to engage in a private counseling practice. Also, at that time, the hospital began the process of seeking accreditation of its CPE program. In the spring of 1975 provisional accreditation was granted for "Basic CPE." "Advanced CPE" received provisional accreditation in the fall of that year. Rev. McNutt conducted those programs on a limited basis until 1978 when he left Baptist Hospital.

In 1979, Rev. Dr. Robert W. Trotter was hired as the Director of Pastoral Care and Clinical Pastoral Education. At that time Rev. Dr. Cheshire became a Staff Chaplain.

Dr. Trotter was hired as the Director on the basis of the hospital's interest in expanding the CPE program with increased stipends for students, funding of a 9-month Residency program, and increasing the visibility of the program in the community and the region. Dr. Trotter and Dr. Cheshire worked together toward strengthening the CPE program.

One of Dr. Trotter's primary goals was to continue accreditation for Basic and Advanced CPE. In late 1981, Donald W. Winslett, Ed.D., was hired as an additional, part-time supervisor to assist Dr. Trotter as the program moved toward continued accreditation.

In 1982, the ACPE Site Review Committee recommended accreditation for the CPE program at Baptist Hospital. That accreditation has remained intact since that time. In 1989, Rev. Dallas Speight, D.Min., was employed as the Assistant Director of Pastoral Care. A former CPE Resident at Baptist Hospital in Pensacola and a Licensed Mental Health Counselor, Dr. Speight served in that capacity until 1993 when he was appointed as Director of Pastoral Care.

Dr. Trotter was diagnosed in March, 1993, with a neuro-blastoma. Surgery, radiation, and chemotherapy proved unsuccessful and Dr. Trotter died in July, 1993, leaving Dr. Winslett as the sole supervisor. It was at this time that Dr. Speight was invited to become the Director of the Department of Pastoral Care. In 1994, James W. Wilson, Ed.D., also a former CPE Resident and Licensed Mental Health Counselor, was employed as the Assistant Director of Pastoral Care. Beginning in 1998, Dr. James Ware, upon retiring from his teaching responsibilities at Trinity College in Sherman, Texas, has served as our theological consultant. Dr. Ware holds a Doctor of Philosophy degree from Duke University and is quite positively regarded in the areas of religion and philosophy.

In 1999, Dr. Dallas Speight resigned from his position as Director of the Department of Pastoral Services in order to assume a position with Lifeway Resources, an affiliate of the Southern Baptist Convention, in Nashville, Tennessee.

In early 2000, Rev. Jim Palmer was invited to assume the role as the Director of the Department of Pastoral Services for Baptist Health Care. He accepted this invitation and has remained in this position to this date. Rev. Palmer completed a two-year Clinical Pastoral Education Residency beginning in 1993. He was subsequently hired as a Staff Chaplain, primarily with ministry responsibilities initially in Behavioral Medicine and later in two of Baptist Health Care's affiliate hospitals. Prior to his becoming Director, Rev. Palmer served as the Chaplain for Baptist Hospital's growing cardiac program, as well as taking on a more administrative role within the department.

Since the early 1990s, Dr. Winslett had envisioned the Center being accredited to offer Supervisory Training. This became even more urgent with the death of Dr. Trotter and the Supervisory staff being reduced to one. Thus, in 2000, the Center was approved to offer Supervisory training. In late 2000, Ms. Cristina Stevens joined the department as Staff Chaplain. Ms. Stevens completed a year of Clinical Pastoral Residency, and along with her role as Staff Chaplain, she was interested in exploring Supervisory Training. Ms. Stevens was certified as Full Supervisor in 2006. In August of 2008 Ms. Stevens left to take a position in St. Louis. The Center remains funded for three Residency positions and can generally accommodate 4-5 full time Summer students and 4-6 Fall and Spring Extended students.

Also in the early 1990s, Baptist Hospital established a relationship with Press Ganey, Inc., a leading national patient satisfaction surveyor. In 1996, the hospital began a more intensive effort to both monitor and improve patient satisfaction. Pastoral Services was not exempt from this process. Over the last six years our department has consistently ranked in the 95th percentile and above as it relates to patient satisfaction. The trophy awarded by the Administration to the department for highest patient satisfaction scores during a given week has often been placed in our department. The hospital administration supports CPE and is aware that our chaplains are students in training. We are not exempt from hospital-wide scrutiny and are held to the same standards of accountability as it relates to these important issues.

The Center has developed and maintained strong relationships with various theological seminaries, Roman Catholic and Episcopal Dioceses and Vocational Directors who gladly refer students to our center. Additionally, the Baptist Health Care CPE program is the only accredited center from Pensacola to New Orleans, Louisiana, Pensacola to Birmingham, Alabama, and Pensacola to Tallahassee, Florida. Thus, we are strategically located and attract significant interest from area pastors and theological students who wish to complete their CPE training at this center.

There are hopes that the CPE program will be further developed into the Lakeview system. One of our specific goals is to add a supervisor in this system and thus add a significant training component for our students in the area of ministry to the mentally ill. Additionally, there has been some conversation with administration which calls for chaplains-students to be placed in our Nine Mile Road office park and Gulf Breeze Hospital.

CPE Programs At Baptist Hospital

Clinical Pastoral Education

CPE is an educational program in which students work as pastors to patients, families, and staff in the hospital. The emphasis is on the doing and reflecting upon one's ministry in order that ministry formation and development may occur. This process is facilitated through experiential learning: doing ministry, personal reflection, feedback from peers and supervisor, participation in theoretical and theological discussions and the subsequent application of one's learning to ministry relationships.

CPE Residents have the opportunity to develop ministry specialization. In addition to this, Residents are expected to assume administrative responsibilities within the context of the hospital and more specifically, the Department of Pastoral Care. Specialty areas are negotiated between the student, supervisor, and CPE Consultation Committee. Specialization should meet the student's learning needs as well as the hospital's needs. Current specialty areas include, but are not limited to, oncology, psychiatry, geriatrics, cardiac, and trauma.

Baptist Hospital Clinical Pastoral Education program is accredited by Association for Clinical Pastoral Education, Inc. The CPE program is accredited to offer training at Level I, Level II, and Supervisory CPE.

CPE Positions At Baptist Hospital

CPE students at Baptist Hospital may participate in one of four types of educational positions: residency, extended internship, summer internship and supervisory training. The first three positions carry the basic responsibility of providing pastoral care to patients, families, and staff within assigned areas. This service forms the context in which professional education for ministry takes place. Those serving in these positions are recognized as an integral part of the pastoral care program, as well as professionals continuing to develop pastoral competence. The Supervisory CPE program is open to those students who have completed at least four units of Clinical Pastoral Education and who demonstrate potential for becoming Certified CPE Supervisors. The duration of this process varies from student to student. However, it is expected that a supervisory student will be in process for at least 2-3 years prior to Associate Supervisor certification. Supervisors-in-Training are also expected, in the context of their own training, to provide pastoral care to patients and their families and to function in various administrative areas.

Residents: Residents are full time CPE students. These individuals have made application, successfully met an Admissions Committee and offered a 12 month residency. Residents participate five days a week, in addition to a minimum of one 24-hour shift in-house coverage per week, which includes some weekends and holidays. Residents become full time hospital employees for the educational period and therefore receive full time benefits. In addition, qualified residents may request a portion of the salary be designated as housing allowance. Currently our Residents are compensated \$23,670 per 12 month educational period.

Extended Intern: The Extended Intern position is designed for community clergy, qualified laypersons, and theological students. The program meets two days a week for a period of approximately 20 weeks. The Extended Intern participates in ministry and educational opportunities during these two days, in addition to one 24-hour shift, in-house coverage every other week.

Summer Intern: The Summer Intern position is designed for theological students, community clergy, and qualified laypersons. Summer Interns participate full time five days a week, in addition to a minimum of one 24-hour shift in-house coverage per week, which includes some weekends and holidays. The Summer Intern program is for 11 weeks, late May through mid-August.

Supervisor-In-Training:

Our Supervisor-in-Training program is open to individuals who have completed at least four units of Level II Clinical Pastoral Education. Individuals accepted for this program have made application and successfully met an admissions committee.

Baptist Hospital CPE Academic Calendar

RESIDENCY YEAR 2008-2009

AUGUST 18, 2008 - AUGUST 16, 2009

UNIT DATES

Fall Unit	August 18, 2008 - November 21, 2008
<i>Seminar Break</i>	<i>November 24, 2008 - November 28, 2008</i>
Winter Unit	December 1, 2008 - February 20, 2009
<i>Seminar Break</i>	<i>February 23, 2009 - February 27, 2009</i>
Spring Unit	March 2, 2009 - May 15, 2009
<i>Seminar Break</i>	<i>May 18, 2009 - May 22, 2009</i>
Summer Unit	May 26, 2009 - August 7, 2009
<i>Seminar Break</i>	<i>August 10, 2009 - August 14, 2009</i>

EXTENDED UNITS

2008-2009

Fall Unit	August 19, 2008 - January 8, 2009
Spring Unit	January 13, 2009 - May 14, 2009

Baptist Hospital CPE Academic Calendar

RESIDENCY YEAR 2009-2010

AUGUST 17, 2009 - AUGUST 15, 2010

UNIT DATES

Fall Unit	August 17, 2009 - November 20, 2009
<i>Seminar Break</i>	<i>November 23, 2009 - November 27, 2009</i>
Winter Unit	November 30, 2009 - February 12, 2010
<i>Seminar Break</i>	<i>February 15, 2010 - February 19, 2010</i>
Spring Unit	February 22, 2010 - May 14, 2010
<i>Seminar Break</i>	<i>May 17, 2010 - May 21, 2010</i>
Summer Unit	May 24, 2010 - August 6, 2010
<i>Seminar Break</i>	<i>August 9, 2010 - August 13, 2010</i>

EXTENDED UNITS

2009-2010

Fall Unit	August 18, 2009 - January 7, 2010
Spring Unit	January 12, 2010 - May 13, 2010

Admission Procedures Tuition and Academic Credit

ADMISSION PROCEDURES FOR RESIDENTS

- (1) Submit ACPE application and Baptist Health Care Modified Application, a signed Release of Admissions Materials, a signed Applicant References Consent Form, written essays (refer to the Application Materials Checklist), and a \$25 application fee.
- (2) Completion of one Unit of CPE is usually required.
- (3) Interview by the Admissions Committee.
- (4) A signed Letter of Acceptance of position and a \$100 deposit.
- (5)** After acceptance by the CPE Admissions Committee, applicants must also complete the BHC Application for employment, which includes a signed release for background investigation and clearance, as well as the required hospital physical.

ADMISSION PROCEDURES FOR EXTENDED AND SUMMER INTERNS

- (1) Submit ACPE application and Baptist Health Care Modified Application, a signed Release of Admissions Materials, a signed Applicant References Consent Form, written essays (refer to the Application Materials Checklist), and a \$25 application fee.
- (2) Screening interview with a qualified interviewer.
- (3) A signed Letter of Acceptance of position and a \$100 deposit.
- (4)** After Acceptance by the CPE Admissions Committee, applicants must also complete the BHC Modified Application for CPE Interns, a signed release for background investigation and clearance.

*** A position as a CPE Resident/Intern is contingent upon meeting all requirements as set forth by Baptist Health Care for employees and/or those in a non-paid status.*

TUITION

The cost of tuition is \$350 per unit (Effective Summer 2005). (**Note:** *Tuition subject to change.*)

CREDIT

Academic graduate credit is offered by many seminaries for accredited units of CPE.

Remember to return the CPE Application, application fee, and the Release of Information forms when making application for a CPE position.

For further information, contact: **Donald W. Winslett, EdD**
 Director of Clinical Pastoral Education
 Baptist Hospital
 P.O. Box 17500
 Pensacola, Florida 32522-7500
 Telephone: (850) 469-2363
 Fax: (850) 469-7138
 E-mail: dwins2537@aol.com

Application Materials Checklist: (attach materials to application)

1. An ACPE application and Baptist Health Care Modified Application, a signed Release of Admissions Materials, a signed Applicant References Consent Form
2. 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.
3. A description of the development of your religious life, including events and relationships that affected your faith and currently inform your belief systems.
4. A description of the development of your work (vocation) history, including a chronological list of positions and dates.
5. An 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.
6. Your impression of Clinical Pastoral Education and your educational goals, including how this training will be used to meet your goals for doing ministry.
7. A description of special needs. (e.g., health, financial, housing, transportation)
8. An admissions interview by an ACPE Supervisor or another qualified person. (CPE Supervisor, Seminary Liaison Professors, and Regional Directors may recommend interviewer).

Admissions Interview Conducted by _____

Address _____

9. Sign, date and include Social Security number:

Signature of Applicant _____ Date _____

Social Security # _____

10. Application fee of \$25.00.

Those with previous CPE should also include:

11. Copies of previous CPE evaluations written by you and your supervisor.
12. What was the most significant learning experience in previous CPE and how have you continued to work in this learning method? Illustrate your strengths and weaknesses as a professional person.
13. What are your personal and professional goals and how will continued training aid that process?

MAIL APPLICATION TO: Department of Pastoral Services
Baptist Hospital
P.O. Box 17500
Pensacola FL 32522-7500

BAPTIST HEALTH CARE, PENSACOLA, FLORIDA, BASES ITS EMPLOYMENT DECISION UPON THE QUALIFICATIONS OF EACH APPLICANT AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, PHYSICAL HANDICAP, OR AGE.

ACPE APPLICATION FOR CLINICAL PASTORAL EDUCATION

Application for:

- Residency Year
- Extended Internship: August - January January - May
- Summer Internship

Earliest Date You Can Begin: _____

Name _____ Email: _____

Present Mailing Address _____

_____ Zip _____ Telephone _____

Permanent Mailing Address _____

_____ Zip _____ 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 _____

PERSONAL REFERENCES AND ADDRESSES:

Denomination/Faith Group _____ Fax # _____

_____ Zip _____

Academic _____ Fax # _____

_____ Zip _____

Other _____ Fax # _____

_____ Zip _____

Baptist Health Care Modified Application

Baptist Health Care, Inc. conducts **background screenings** including criminal histories.

Have you ever been convicted of or fined and/or sentenced for any criminal offense (misdemeanor or felony), or have you ever pleaded guilty or "no contest" (nolo contendere) to any criminal offense (misdemeanor or felony)? Yes _____ No _____

If yes, please explain including dates, locations and your address at the time: _____

Employment History

Are you employed? Yes _____ No _____ If yes, please complete the following:

EmployerName: _____

Address (include City and State): _____

Telephone: _____

Your Position/Job Title: _____

Immediate Supervisor: _____

Dates (From/To): _____

Previous Employment(s)

EmployerName: _____

Address (include City and State): _____

Telephone: _____

Your Position/Job Title: _____

Immediate Supervisor: _____

Dates (From/To): _____

EmployerName: _____

Address (include City and State): _____

Telephone: _____

Your Position/Job Title: _____

Immediate Supervisor: _____

Dates (From/To): _____

**BAPTIST HOSPITAL
Pensacola, Florida**

RELEASE OF CPE ADMISSIONS MATERIALS

I, _____, understand that my CPE admissions materials, face sheet, answers to any questions on A.C.P.E. application evaluations, and correspondence, will be copied for all members of my admissions committee. After my committee appearance, one copy will be retained on file and all other copies will be destroyed.

Signed: _____
(Student)

Date: _____

(Signed copy to be submitted with application)

Applicant References Consent

I hereby authorize Baptist Health Care “BHC” to seek references from those listed on the CPE Application form and previous employers, and to obtain a report from a governmental reporting agency to be used for employment purposes. I authorize references and previous employers listed to give BHC all information and opinions concerning me, my history and previous employment. I release all such parties from any liability which may arise from furnishing such information to BHC including, but not limited to, any liability for defamation or invasion of privacy. A photocopy of this consent and release will be valid as an original even though the photocopy does not contain an original writing of my signature. I certify that I have read, fully understand and agree with the foregoing certification statement. This authorization will expire one year after the date signed and noted below.

Name: _____
(Please Print)

Signature: _____

Witness: _____

Date: _____

PART I PRE-APPLICATION

HUMAN RESOURCES

910 W. Blount Street, Pensacola, FL 32501
(850) 469-7332

Baptist Health Care is an Equal Opportunity Employer and
is a Drug-Free Workplace.

Applicants must complete both Part I Pre-Application and Part II Application to be considered for employment. Incomplete applications and applications submitted for positions not posted will not be accepted. It is very important to answer every question completely and honestly. Applications will only be valid for 60 days and, after that time, must be resubmitted. Resumes cannot be submitted in lieu of application or employment history but may be attached.

Part I – Pre-Application

- Read and Agree to Standards of Performance
- Complete Background and Criminal History Check Questions
- Read and Agree to the following Applicant Statements:
 1. Applicant Certification
 2. Authorization To Seek And Give References
 3. Code of Conduct Summary
 4. Eligibility To Participate In Federally Funded Health Care Programs
 5. Pre-Employment Physical And Drug Screen Consent
 6. Severe Weather And Disaster Response – Employee Responsibility
 7. Additional Applicant Statements: Requirements for Certain Positions, Consent to use Image or Likeness

Part II – Application

PART I – PRE-APPLICATION

STANDARDS OF PERFORMANCE

A set of performance standards has been developed by the employees of Baptist Health Care to establish specific behaviors that all employees are expected to practice while on duty. All applicants are required to read Baptist Health Care's Standards of Performance and agree to comply with them prior to applying.

Standards of Performance

Attitude

- Our job is to serve our customers and provide high quality service with care and courtesy. Always thank customers for choosing Baptist Hospital. Exceed expectations.
- Acknowledge a customer's presence immediately. Smile and introduce yourself at once.

Appearance

- Be clean and professional.
- Follow dress code policies and wear your identification badge correctly at all times.
- Pick up litter and dispose of it properly. Clean up spills and return equipment to its proper place.

Communication

- Listen to customers. Be courteous. Don't use jargon. Keep patient information confidential.
- When someone appears to need directions, escort that person to his or her destination.
- Know how to operate the telephones in your area. Provide the correct number before transferring a call. Get the caller's permission before putting him or her on hold and thank the caller for holding.
- Answer calls within three rings. Identify your department and yourself and ask, "How may I help you?"

Call Lights

- All employees are responsible for answering patient call lights.
- Acknowledge call lights by the fifth ring and respond to requests within three minutes. Always address the patient by name.
- Anticipate patients' needs so they will not have to use their call lights.
- Ensure continuity of care by reporting to relief caregivers before leaving the floor. Return promptly from breaks.
- Check on patients one hour before shift change to minimize requests during report.

Commitment to Co-workers

- Treat one another as professionals deserving courtesy, honesty and respect. Welcome newcomers.
- Avoid last-minute requests and offer to help fellow employees whenever possible.
- Cooperate with one another. Don't undermine other people's work; praise whenever possible.

Standards of Performance ~ Continued

- Do not chastise or embarrass fellow employees in the presence of others.
- Address problems by going to the appropriate supervisor

Customer Waiting

- Educate families about processes and provide a comfortable atmosphere for waiting customers.
- An acceptable waiting time for scheduled appointments is ten minutes; it's one hour for non-scheduled appointments.
- Offer refreshments and an apology if a wait occurs. Always thank customers for waiting.
- Update family members periodically - at least hourly - while a customer is undergoing a procedure.

Elevator Etiquette

- Always smile and speak with fellow passengers; hold the door open for others.
- When transporting patients in wheelchairs, always face them toward the door and exit with care. If transporting a patient in a bed or stretcher, politely ask others to wait for another elevator.
- Pause before entering an elevator so you do not block anyone's exit. Step aside or to the back to make room for others.
- Walk departing guests to the elevator.

Privacy

- Make sure that patient information is kept confidential. Never discuss patients and their care in public areas.
- Knock before entering. Closes curtains or doors during exams and procedures. Provide a robe or second gown if the patient is ambulating or in a wheelchair. Make sure all gowns are the right size for the patient.

Safety Awareness

- Report all accidents or incidents promptly.
- Correct or report any safety hazard you see.
- Use protective clothing, gear and procedures when appropriate.

Sense of Ownership

- Take pride in this organization as if you own it. Accept the responsibilities of your job.
- Adhere to policies and procedures. Live the values of this organization. Do the right thing.

_____ **Initials** - by initialing I signify that I have **read, understand, and I agree to comply with and practice the Standards outlined above.**

BACKGROUND AND CRIMINAL HISTORY CHECK

Baptist Health Care conducts **background screenings**, including **criminal histories**.

You MUST answer the following questions completely and truthfully. A “YES” answer to these questions will not automatically bar you from employment. The nature, job relatedness, severity and date of criminal offense(s) and/or intentional torts in relation to the position for which you are applying will be considered. However, **failure to answer the questions in this application truthfully and completely may result in your disqualification from consideration for employment or discharge from employment if you are hired.**

Please note that criminal offenses in your criminal history or intentional torts do not “disappear” from your record after any certain amount of time, and thus you **MUST** disclose all offenses and intentional torts in this application **regardless of how long ago the offense occurred.** If you have any questions, please ask to speak with a human resources manager.

1. Have you **EVER in your life** pled guilty to any crime or criminal offense, pled no contest (sometimes known as “nolo contendere”) to any crime or criminal offense, had adjudication of guilt withheld for any crime or criminal offense, OR been convicted, fined, sentenced, placed on probation, incarcerated, placed on house detention (sometimes called “house arrest”), assessed any costs of criminal court or had any other criminal penalty imposed upon you?

YES NO

If No, Go To #2

- 1A. If the answer to Question 1 above is YES, please identify, explain and give details about the type(s) and circumstances of the crime(s) or criminal offense(s) or matters referred to in Question 1 above:

Background and Criminal History Check ~ Continued

- 1B. For each crime or criminal offense or matter identified above, please identify:
- a. the dates of the crime, conviction, plea and/or adjudication of guilt withheld AND
 - b. the penalty(ies), sentence, or disposition(s) imposed for each crime or criminal offense or matter:
-
-
-

- 1C. For each crime or criminal offense or matter identified above, please identify the State and location in which each crime or criminal offense or matter occurred:
-
-
-

2. Have you **EVER in your life** been a defendant or been sued in a civil action or lawsuit for an intentional tort (or an intentional civil wrong, such as, for example, trespass, civil theft, battery, assault, false arrest or imprisonment, employment discrimination or harassment, civil rights violations, slander, libel, fraud or deceptive trade practices)?

YES NO

If No, Go To #3

- 2A. If the answer to Question 2 above is YES, please identify, explain and give details about the type or nature of each intentional tort claimed against you and circumstances of that claim alleged against you:
-
-
-

- 2B. For each intentional tort identified above, please:
- a. identify the dates of the civil action or lawsuit
 - b. describe and explain the final disposition or end result of each civil action or lawsuit, AND
 - c. identify the date of that final disposition or end result:
-
-
-

3. Are you currently on **probation** for a crime, criminal offenses, or in a criminal proceeding or have you been off of such probation **LESS** than one year?

YES NO

If Yes - Unfortunately, our Employment policy is that an applicant must be out of the criminal probation system for at least 1 year to be considered for employment. Since you do not meet this criteria, you are not eligible to be considered for employment at this time. Thank you for your interest in Baptist Health Care.

Remember that failure to report accurately, truthfully and completely the information requested above may result in your being disqualified from consideration for employment or discharged from employment if you are hired. If you have any questions, please ask to speak with a human resources manager.

**ATTENTION ALL BAPTIST HEALTH CARE APPLICANTS
READ EACH STATEMENT CAREFULLY BEFORE COMPLETING**

APPLICANT CERTIFICATION

I hereby certify that the information given by me in this application - both Part I and Part II, and during the interview process is true and complete in all respects to the best of my knowledge. I understand that all information on this application is subject to verification, and I agree that if the information is found to be **UNTRUE OR MISLEADING IN ANY RESPECT, I WILL BE DISQUALIFIED FROM CONSIDERATION FOR EMPLOYMENT OR IF EMPLOYED, SUBJECT TO IMMEDIATE DISCHARGE.**

_____ **Initials** - by initialing I signify that I have read, understand and agree with the **Applicant Certification** statement above.

AUTHORIZATION TO SEEK AND TO GIVE REFERENCES

I hereby authorize Baptist Health Care "BHC" to seek references from previous employers listed on this form, and to obtain a report from a government-reporting agency to be used for employment decisions.

I authorize the references and previous employers listed to give BHC all information and facts concerning me and my previous employment. I understand that references and previous employers may be called on to provide factual information (attendance history, pay rate, job title, dates of employment, discipline records, etc.), and observable behavior (punctuality, demonstrated work skills, job knowledge, and overall work performance) in responding to references, and I release them and hold them harmless to make such responses. Additionally, I will not hold them responsible for any action or lack of action that may be taken by others on the information provided.

I understand that the information provided to BHC may not be disclosed to me and I waive my right of access to this information.

_____ **Initials** - by initialing I signify that I have read, understand and agree to the **Authorization to Seek and to Give References** statement above.

CODE OF CONDUCT SUMMARY

PURPOSE: This code of conduct is intended to provide guidance and reflect behaviors consistent with law and regulations and with our commitment to service.

Baptist Health Care will/is:

- **Committed to providing the highest quality of service by meeting the needs of our patients/clients/residents with utmost care and courtesy, and performing our duties in a responsible, reliable, appropriate and cost effective manner.** 1) Respect patients' dignity, comfort, convenience, and time. 2) Listen attentively. 3) Keep them informed of treatment alternatives and risk factors. 4) Make decisions based on clinical needs and medical necessity. 5) provide equal access to care (non-discriminatory).
- **Operate in accordance with high legal, moral, and ethical standards and with all applicable laws, regulations and standards.** 1) Not pay anyone for referral of patients. 2) Not tolerate false statements to government agency or other payor. 3) Not engage in any illegal business practices intended to influence the decisions of any external representative, including bribery, kickbacks or payoffs.
- **Perform our duties on behalf of the company and patients in a truthful and loyal manner.** 1) Not accept gifts that cannot be shared such as food, unless specifically approved by my supervisor. 2) Not become involved for personal gain with competitor, patient or supplier. 3) Not place business with any company in which there is a family relationship or conflict of interest.
- **Operate in an environment wherein the health, safety, privacy and comfort of our patients and employees come first.** 1) Comply with all safety rules and regulations. 2) Support an alcohol and drug-free workplace.
- **Committed to reasonably protect, support and develop our staff to its fullest potential in a fair and equitable manner. Professional growth, career development and individual empowerment are actively encouraged and rewarded.** 1) Offer equal employment opportunity. 2) Maintain a work environment free from all forms of harassment, including offensive comments and jokes.
- **Protect against the loss, theft, destruction, inappropriate use and misuse of our assets and those of others entrusted to us, including physical property and proprietary information.** 1) Safeguard confidential patient information. 2) Care for all assets, property, equipment, and supplies that belong to Baptist Health Care.

Code of Conduct Summary ~ Continued

- **Promptly report to management any transaction (billing and coding) that is not recorded in compliance with our policies and procedures.** 1) Ensure accurate bills for only services actually rendered and based on documented medical necessity. 2) Not tolerate submission of false or fraudulent claims.

_____ **Initials** - by initialing I signify that I have read and understand the **Code of Conduct Summary** statements above.

ELIGIBILITY TO PARTICIPATE IN FEDERALLY FUNDED HEALTH CARE PROGRAMS

If you have ever been listed by a Federal Government Agency as debarred, excluded or otherwise ineligible for participation in federally funded health care programs, you are NOT qualified to work for or contract with Baptist Health Care. Please check the appropriate box below:

- Yes, I have** been listed or I am **under investigation** by a Federal Government Agency as debarred, excluded or otherwise ineligible for participation in federally funded health care programs.
- No, I have not** been listed by a Federal Government Agency as debarred, excluded or otherwise ineligible for participation in federally funded health care programs. I agree to immediately disclose to the Company any debarment suspension, exclusion or other event that makes me ineligible to participate in any federally funded health care programs.

PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN CONSENT

In the event of my employment, I agree to comply with all Baptist Health Care policies, procedures and rules or other management communications as may be directed to employees. I also agree that if offered a position, I will be required to successfully pass a post-offer/pre-employment physical exam that may include, but is not limited to, any or all of the following (unless otherwise restricted by law): physical exam, mental exam, blood tests and urinalysis. Additional testing of work-related skills may be required prior to employment. I understand that if I fail to take such tests or if the results are unsatisfactory, I will not be hired as an employee of Baptist Health Care.

As part of the post-offer/pre-employment exam, I consent to a drug-screening test. I understand as an applicant for employment at the time of the physical I will:

- **Provide an official photo ID (i.e., state-issued driver's license or military ID card)**
- **Will be given an opportunity to list any prescription drugs I have taken currently and/or recently**
- **Will be asked to sign a test consent form**

I understand if I refuse to sign any of the forms, refuse to take any of the tests, provide false information, interfere or fail to cooperate with the tests, or test positive for any prohibited drugs, I will not be considered for employment. I further understand that employment, if offered and accepted by me, is the result of a voluntary decision on my part to seek employment and a voluntary decision by the facility to employ me. I recognize that my employment is not guaranteed or subject to any implied conditions or for any special duration, and that no verbal or written statements may bind the corporation to any specific term or condition of employment.

Further, I agree that if hired, other periodic exams may be required as deemed necessary.

_____ **Initials** - by initialing I signify that I have read, understand and consent to a **Pre-Employment Physical and Drug Screen** statements above.

SEVERE WEATHER AND DISASTER RESPONSE – EMPLOYEE RESPONSIBILITY

I understand that I will be expected to assist in severe weather and/or disaster preparedness and response as a condition of employment. Employees may be required to remain on campus immediately before, during, and after severe weather and/or disaster.

_____ **Initials** - by initialing I signify that I have read, understand and agree with the **Severe Weather and Disaster Response** statement above.

REQUIREMENTS FOR CERTAIN POSITIONS

Level II Background Screen: Certain positions and locations may require a Level II background screen which includes fingerprinting.

Motor Vehicle Reports: If driving is an essential function of a position, you will be required to complete a Motor Vehicle Report Consent form. Motor Vehicle Reports will be obtained annually thereafter. Ongoing insurability is required. For the previous 36-month period, the following guidelines have been established:

- No more than one "at fault" accident
- No more than two speeding violations
- No conviction of driving under the influence (DUI)
- No reckless driving conviction
- No condition of license suspension unless the license has been reinstated or reissued
- Disqualification due to any other condition(s) which Baptist Health Care or the carrier deems risky

CONSENT TO USE IMAGE OR LIKENESS

I also give my permission for the use of any photograph or likeness taken of me during my term of employment to be used in Baptist Health Care publications, including those used for internal communications and those intended to promote this organization to the general community.

I hereby certify that the information given by me in this application - Part I, is true and complete in all respects to the best of my knowledge. By signing below I signify that I have read, understand and agree with the ALL of the Application Statements.

Name (please print)

Signature

Date

