



Clinical Assessment Non-residential Remote Access Programme Information for Participants

We look forward to working with you and would like to give you some information on what our clinical assessment programme offers you and the Diocese or Community.

The **Clinical Assessment Programme** facilitated by St. Luke's Centre offers a robust broad-based team approach to assessing the spiritual, psychological and ecclesiological issues affecting clergy and Religious who agree to participate in the assessment. The assessment is similar to a secular 'Occupational Health Review', which in the Church context, enables the Bishop or Religious Superior to assess and respond to specific needs that clergy or Religious may present. The purpose of the assessment is to advise the Bishop or Superior and offer appropriate recommendations to address the current psychological, spiritual, ecclesiological and personal needs of the participant who agrees to engage with the assessment programme.

Whilst commissioned by the Diocese or Community/Order (our Client), we firmly believe that the assessment offers the 'participant' of the assessment a grace-filled opportunity to know themselves more fully, to address the issues that bring them to this stage in life and ministry, and ultimately to have the freedom to say 'yes' to ongoing recommendations. Our programme offers you and the Diocese or Religious Community the confidence of working with trained professionals grounded in the Roman Catholic Tradition with extensive experience of serving the Church. (Please review the enclosed booklet on the Centre's Staff outlining their qualifications, experience and areas of work at the Centre).

An Overview of the Programme For Participants

Before you begin the assessment: The Diocese or Community representative will have discussed with you the reasons for them inviting you to participate in the assessment. If you agree to participate, they contact us to discuss the situation and arrange for you to have the assessment. We will then contact you personally to arrange a mutually agreeable date and will inform you about the process. We send you detailed information about the Centre, our staff and the assessment programme. Your Diocese or Community will send us some detailed background information on you and the issues that they want us to address in the assessment – please discuss this information with them before you arrive at the Centre. We ask you to complete and email back to us two questionnaires that give us detailed information about yourself, ministry, issues necessitating the assessment and your spiritual journey. We include our GDPR **Privacy Notice** and a copy of the **Consent Form** so you can be fully informed about how we use the personal data that we collect to inform our Client and maintain records.

The assessment includes two online psychological tests which we require you to complete the week before you are scheduled to begin the remote assessment. Both tests will be facilitated online through Q

Global-you will receive a clear email from us explaining how to access the tests online. The assessment cannot go ahead as scheduled if we do not have the completed tests and your completed personal profile/spirituality questionnaires.

We ask that you keep information about the content of these tests confidential so that any future users will not have the process contaminated. The integrity of these tests is very important and we ask that you help to maintain their integrity for future users.

You will receive a personalized schedule for the assessment which outlines the dates and times for the Zoom interviews with each staff member and team Zoom feedback meeting. It is important that you have access to a computer, laptop or tablet with Cam and audio equipment. Your interviews are confidential so you should make sure you are in a quiet confidential space for the interviews and feedback meeting. We encourage you to download Zoom and get familiar with how it works-it is an easy user-friendly platform. You will receive an email with an invitation to join the meeting with the staff member-you click on the link in the email (if this doesn't work you can type in the meeting ID and password on the Zoom website – 'join a meeting').

Once you have reviewed the various information materials we send you we encourage you to contact us with any questions.

A Team Approach: Building on the referral information we have from you and the Diocese/Community, our staff members - a clinical psychologist, counsellor/psychologist and spiritual assessor work with you to gain a thorough appraisal of the issues affecting you and your psychological, ecclesiological and spiritual make-up. This team approach offers you and the Diocese/Community the benefit of utilizing three distinct professionals focusing on bringing their expertise to the task of psychological assessment, human and spiritual development and practical professional advice about how the Diocese/Community can best support you at this time.

The Non-residential Remote Process: Your personalized schedule for the assessment will start with a Zoom Welcome Orientation Meeting which outlines the assessment process and reviews various documents relating to the assessment. We will discuss your scheduled Zoom meetings and feedback meeting which takes place at the end of the process. We will go over much of the information in this sheet as well as confidentiality agreements and GDPR issues. We will ask you to give us permission to release information to the Diocesan or Congregational representatives named in their referral information. The Bishop/Superior or their representative will also join us for the feedback Zoom meeting. This verbal permission will be supported by you sending us permission by email.

Zoom Interviews: You will be invited to meet with three different members of our staff for online Zoom 'face-to-face' interviews in the following areas:

1. **Psychosocial Interview** with one of our counsellors/psychologists: Covering the issues that bring you to the Centre and your background, family life, sexual development, school/work life, vocational journey, ecclesiological issues, recreational pursuits and general Safeguarding review. It builds on the information you have given in the preparation Questionnaires and referral information from our client.
2. **Clinical Interview** with one of our Clinical Psychologists: Your general mental health and treatment history as well as the current issues that bring you to the Centre. It builds on the information you have given in the preparation Questionnaires and referral information from our client.

3. **Neuropsychological Screening** with one of our Clinical Psychologists: this is a series of tests that help us gain a basic overview of your brain function. It looks at intelligence, attention, memory, abstraction and visual perception. All of these tests will be explained in great detail by our staff member and you will hear the results at the feedback meeting.

4. **Spiritual Assessment** with one of our Spirituality Assessors: this interview looks at your general spiritual life, ecclesiological and vocational journey. It builds on the information you have given in the preparation questionnaires and referral information from our client.

Our staff are mindful that we will be inviting you to share personal information through these interviews. We work very hard to make the process as non-threatening as possible by explaining everything along the way and we encourage you to ask us as many questions as you like. You are under no duress to answer questions if you do not wish to do so; please note that we ask you to share with us so that we can get a rounded a picture of you as possible. This helps us to be of best service to you and the Diocese/Community. Please contact us if you have any questions about the interviews.

As well as the above interviews you will also be asked to complete two online psychological tests as outlined above.

6. **Online Psychological Tests** facilitated by Q Global: These questionnaires are Psychological Tests looking at your personality and general mental health. An email invitation will be sent to you the week before your assessment (see information sheet).

7. **Zoom Feedback Meeting with Staff:** The staff give you and the Bishop/Superior (or their representative) feedback on the various tests and interviews. Part of the purpose of the assessment is to help the Diocese/Community understand the issues that have brought you to the Centre and if needed to offer a realistic, proportionate, treatment plan in response to these issues. At the feedback meeting our assessment team members give a summary of their work with you and the chair of the assessment will share our collective recommendations. You and our commissioning client will have the opportunity to ask questions and make comments.

Zoom Feedback Meeting and Report Letter: These final stages in the process are very important and we are committed to providing you and the Diocese/Community with clear feedback and a written report that is succinct but thorough in addressing the questions raised by our commissioning client. Our aim is to make the feedback and report relevant and useable going forward. Within two weeks of the assessment we send out the Clinical Assessment Report Letter which contains the verbal feedback you received at the Zoom feedback meeting with more details in written format; this letter is released with your consent and is addressed to the Bishop/Religious Superior who commissioned the assessment. The letter is posted by recorded delivery. If you have any questions or comments about the report letter we encourage you to contact the assessment chair to discuss them.

Before starting the assessment it will be important for you to be clear about how the Diocesan/Community will use and store the report letter; once we release this letter (with your permission) we have no control over who has access to it and how it is used by our client.

Confidentiality is a building block of the assessment work facilitated by St. Luke's Centre and as mentioned before we need to have your permission in order to share information about you with our commissioning client - specific named people from your Diocese/Community. This is typically the Bishop/Superior and or the Vicar General or other designated representative (s). At the orientation meeting you will be asked to review and sign the GDPR documents that you were sent with this

information, as well as a release of information form so that we can share information with our commissioning client. This release of information form will be explained to you, you will be asked to sign and date a paper copy and post/scan and email it back to the Centre.

Confidential information sharing is a crucial part of the assessment programme and we cannot complete the programme if you do not give us permission to share information with our commissioning client; if you have any doubts or concerns we would encourage you to discuss this with the Diocesan or Community representative prior to the assessment. If after beginning the assessment you decide to cancel the release of information, the assessment will stop and we will not produce any report or share any information about you. You are free to cancel the permission to release information at any time. It is our experience that this is not an issue for most people coming to the Centre.

As you can see we take confidentiality in our work very seriously. There are however some instances when we will be obliged to report information received by our staff in the interests of safeguarding, requirements of the law, or for public protection. We reserve the right to liaise with the relevant authorities if we receive information in the following areas:

1. Any form of past or current abuse of a minor or vulnerable adult.
2. A risk of harm to self or others (suicide/self-harm/ credible threats of violence).
3. Major crimes or terrorist activities.
4. If required to release information by a court order.

If we receive information about these areas of concern we will work with the individual to inform the relevant authorities. We are explaining this to you prior to the assessment and we will explain it again when we have the Zoom orientation meeting on the Monday before your assessment meetings.

Ongoing Support: For the majority of clinical assessment participants the assessment programme highlights areas that could benefit from ongoing therapeutic and spiritual support. If asked, we will work with our commissioning client and you to help you address these needs through our counselling department. We can also help you to find supports locally to where you live.

For some of our participants we recommend residential treatment as the most appropriate next step. We can help to facilitate this at the Saint Luke Institute (www.sli.org) in Maryland USA or another appropriate residential treatment centre. Residential treatment is only suggested if we feel professionally that it is the next proportionate response in addressing the current needs-we explain all of this at the feedback meeting. The recommendations made to our commissioning client seek to address the questions that they have raised and offer a way for them to respond to your immediate and longer-term support needs. We make our recommendations in good faith however our commissioning client is not compelled to comply with our recommendations nor are you. We remain open to discussing and explaining every aspect of the assessment programme and recommendations.

Please Contact Us: If you have any questions please feel free to contact Fr. Gerard at the Centre on (gerardfbyrne@stlukescentre.org.uk) or Irene Robinson (irener@stlukescentre.org.uk) on 0161 226 4563.

For more information please see our website: www.stlukescentre.org.uk

