



Clinical Assessment Programme

We look forward to welcoming you to the Centre 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** at the St. Luke's Centre offers a three day residential broad-based team approach to assessing the spiritual, psychological and psychosocial make-up of men and women in ministry and Religious Life. We firmly believe that our assessment programme offers the individual a grace-filled opportunity to know themselves more fully, to share this knowledge with those accompanying them and ultimately to have the best professional advice in responding to the issues that they bring to the assessment team. Our programme offers you and the Diocese or Religious Community the confidence of working with trained professionals grounded in the Roman Catholic Tradition. (Please review the enclosed booklet on the Centre's Staff outlining their qualifications and areas of work at the Centre). We work with you to make your time at St. Luke's supportive and useful long-term.



An Overview of the Programme

Before you arrive at the Centre: The Diocese or Community will have contacted us to arrange for you to come to the Centre. We will have contacted you to arrange a mutually agreeable date and will have informed you about the welcome pack and questionnaires we send out in preparation for your time with us. Your Diocese or Community will send us some background information on you and the issues that are affecting you currently or from the past. We ask you to give us detailed information about yourself and your spiritual journey by completing the enclosed questionnaires which you can post back to us or bring with you when you come to the Centre. Once you have reviewed the various enclosures in this *Welcome Pack* please feel free to contact us with any questions and to let us know if you have any dietary needs. The Centre offers comfortable en-suite accommodation and prides itself on maintaining a high standard of food and a warm welcome from our staff. The Centre is easily accessible by road and rail and we are twenty minutes from Manchester airport. (Please see the enclosed directions sheet to the Centre). If you are taking medication please bring it with you.

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 director work with you to gain a thorough appraisal of the issues affecting you and your psychological 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 assessment, human and spiritual development and practical professional advice about how best to respond to your issues.

The Process: When you arrive at the Centre you will have an initial meeting which outlines this process. You will be given an individualized schedule of meetings with the staff and a time for your feedback meeting prior to leaving the Centre. We will go over much of the information in this sheet as well as asking you to give us permission to release information to the Diocese or Community once the assessment is completed.

Interviews: You will be invited to meet with three different members of our staff for 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, recreational pursuits and general child protection screening. It builds on the information you have given in the Personal Profile Questionnaire in this pack.
2. **Clinical Interview** with one of our Clinical Psychologists: Your general mental health and history as well as the issues that bring you to the Centre. It builds on the information you have given in the Personal Profile Questionnaire in this pack.
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 counsellor spiritual directors: this interview looks at your general spiritual life and vocational journey. It builds on the answers you have given in the questionnaire in this pack.

Our staff are mindful that you will be meeting us for the first time and 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 as 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 some computerised questionnaires. Our staff will show you how to answer these and the results will be explained to you by our clinical psychologist at the feedback meeting before you leave the Centre:

6. **Computer Questionnaires** facilitated by our staff: These questionnaires are Psychological Tests looking at your personality and general mental health.

The final part of the assessment at the Centre is the **Feedback Meeting** with our staff members who have worked with you during your stay and a diocesan/Community representative either in person or through a conference call.

7. **Feedback Meeting:** You will meet with the staff so they can give you feedback on the various tests and interviews and how they relate to the issues that bring you to St. Luke's. They will also give you practical treatment recommendations for the future.

Part of the purpose of the programme is to be able to help you and the Diocese/Community understand the issues that have brought you to the Centre and offer a realistic treatment plan in response to these issues. At the feedback meeting our clinical psychologist will use psychological terms (diagnoses) to explain the issues affecting you. In the light of these diagnoses we will go on to make treatment recommendations that we feel as mental health professionals will best address your issues and help you to regain a balanced life and healthy ministry.

Feedback 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 face-to-face feedback and a written report that is succinct but thorough. Our aim is to make the feedback and report relevant and useable for you and the people concerned with supporting you and addressing the issues affecting you. Within two weeks of leaving the Centre we send you a draft copy of the Report Letter which contains the verbal feedback you received in person with more details in written format; this letter is addressed to the Diocesan/Community representative. We ask you to review the draft letter and let us know if there are any factual errors-if there are we correct them. The clinical opinion and suggestions in the letter are made by the staff and you are free to agree or disagree with our conclusions and recommendations. Before arriving at the Centre it will be important for you to be clear about the Diocesan/Community representative and how the letter will be used; once we release this letter (with your permission) we have no control over who has access to it.



Confidentiality is a building block of the work at St. Luke's Centre and as mentioned before we need to have your permission in order to share information about you with specific named people from your Diocese/Community. This is typically the Bishop/Superior and or the Vicar General or other designated representative. We know that you and they are expecting a written report letter outlining the results of the assessment programme. In order for us to do this we need to have your verbal and written permission to do so. When you arrive at the Centre you will be asked to review and sign a release of information form so that we can share information with these named people (we will only share information with this named person). This release of information form will be explained to you when you arrive, you will be asked to sign and date it and we will sign and date it as a witness. If you have been referred to us by a Diocese or Community then 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 the report letter; if you have any doubts or concerns we would encourage you to discuss this with the Diocesan or Community representative prior to arriving at the Centre. If after arriving at the Centre and beginning the programme 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, legal requirements placed on professionals receiving information in the general area of individual and community protection; this means that we are legally bound to inform the statutory authorities if we receive information in the following areas:

1. Past or current sexual abuse of a minor.
2. Suicidal or Homicidal plans.

If we receive information about these areas of concern we will work with our clients to inform the statutory authorities. We are duty bound to explain this to you prior to arriving at the Centre and we will explain it again when you arrive.

Ongoing Support: For the majority of clinical assessment clients the assessment programme highlights areas that could benefit from ongoing therapeutic and spiritual support. We will work with you to help you address these needs at the Centre in Manchester through our counselling department, or locally to where you live. For around half of our clinical clients residential treatment is the most appropriate next step in answering their needs and we will 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 outpatient counselling is not the most effective answer to your current needs-we explain all of this at the feedback meeting. Our recommendations regarding treatment are offered to support and encourage you to answer the issues affecting you currently: you are not compelled to follow our advice.

We believe it is a privilege to be part of your ministerial and life journey and therefore remain a resource to you for the long-term not just for your assessment; we encourage you to contact us at any time in the future.

Others at the Centre: There is an easy sociable atmosphere at the Centre which we encourage. People come to St. Luke's for different reasons and we ask you to be respectful of each others' privacy.

Housekeeping Information: When you arrive at the Centre you will be shown around and given a single occupancy room which is en-suite. We provide towels and have stocks of toiletries should you forget to bring your own. The Centre is a non-smoking environment but should you wish to smoke you are free to do so outside. You are free to come and go as you please; we will explain the signing in/out board which we use for fire regulations. If you have any requirements around mobility or diet please let us know and we will accommodate your needs. There is a lift in the Centre which accesses all levels. Please remember to bring with you any medications that you may need for your stay with us.

The daily schedule is usually:

	Breakfast: this is self serve in the refectory before or after Mass
9 – 9:30 am	Mass
10 am – 1 pm	Time for Meetings
1 – 2 pm	Lunch (Served in the refectory)
2 – 6:30 pm	Time for Meetings
6:30 – 7.30 pm	Dinner (Served in the refectory)
8 pm	Possible Meetings

Your personal schedule will have the times of your meetings; not all the time allotted above will be used.

Please Contact Us: If you have any questions about the information in the welcome pack, questionnaires or general programme please feel free to contact Fr. Gerard (gerardfbyrne@stlukecentre.org.uk) or Gill Boardman (gillboardman@stlukecentre.org.uk) on 0161 226 4563.

We look forward to meeting you soon. For more information please see our website:

www.stlukecentre.org.uk

