

Sample Protocol D

Psychoanalyst Assistance Committee

There will be a standing committee of six members, three representing the Psychoanalytic Center Institute division and three members representing the Psychoanalytic Center Society division. The Committee shall be called the Psychoanalyst Assistance Committee (PAC). The chair will be a more senior faculty member or Training Analyst. The members shall be appointed by the Board of Directors of the Psychoanalytic Center (or the Executive Committee of the Board of Directors acting on the Board's behalf) and they shall serve for a three year period. The Committee members will elect the Chair.

The purpose of this Committee is the following:

1. To encourage early concern for and intervention with Psychoanalytic Center members who are reported to have or exhibit physical or mental Impairments which have the potential of affecting their professional practice.
2. To provide assistance to Psychoanalytic Center members who have health impairments, including recommendations for evaluation and treatment. To offer assistance to Center member's families regarding these issues.
3. To encourage members to develop procedures for notifying and assisting their patients should they become impaired.
4. To develop educational programs related to the health and well-being of the Psychoanalytic Center members with the approval of the Education Committee of the Institute and/or the Steering Committee of the Society.

“Impairment” shall mean the inability to practice with reasonable skill and care, due to physical or mental disabilities, based on clinical evidence, of sufficient degree to diminish a person's ability to deliver competent patient care.

The Committee may receive written or verbal information concerning a member. A subcommittee, appointed by the Chair, will meet and consider the information it has received. It may, at any point in its deliberation, decide the information is not sufficient to proceed further with a review and so inform the source. If the subcommittee decides to investigate the matter further, it will invite the

Psychoanalytic Center member (person allegedly impaired) to meet with the subcommittee, explain the concerns and seek a resolution of the problem by informal means. At the conclusion of this process, the Committee may recommend the following:

1. Dismissal of the concern or complaint because no substantial evidence of impairment is discovered.
2. Further review required with specific plans for re-evaluation and reconsideration defined, including timing of next Committee review.
3. Establishment of a mutually acceptable plan that in the opinion of the Committee will properly address the member's problem.
4. Discussion with the complainant regarding the provision and relevance of bringing their concern to the Ethics Committee. The procedures for bringing an ethical complaint will be provided to the appropriate person.
5. A determination of impairment and referral to the Institute Education Committee or the Society Steering Committee with recommendations.
6. Referral to the Institute Education Committee or Society Steering Committee as appropriate if a member fails to cooperate with the procedures of the committee (PAC).
7. In the case of item 5 or 6 above, the Institute Education Committee or the Society Steering Committee as appropriate will consider and recommend any further action. Any action recommended by the Institute Education Committee or Society Steering Committee must be reviewed and approved by the Board of Directors of the Psychoanalytic Center.

Throughout all proceedings of the Psychoanalyst Assistance Committee the identity of the Psychoanalytic Center member, the nature of the complaint, and the process of any investigation shall remain confidential. It is the Committee's purpose to serve as a Peer Review Committee as that term is defined under federal and state law.

The Psychoanalyst Assistance Committee will comply with state laws of and the Bylaws of the American Psychoanalytic Association.