

The St. Louis Psychoanalytic Institute is fully committed to conducting all activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists, The American Medical Association's Ethical Principles and the American Psychoanalytic Association's Ethical Principles. The St. Louis Psychoanalytic Institute will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Dean in consultation with the members of the Education Committee, the St. Louis Psychoanalytic Institute Ethics Chairperson and the Program Directors.

A. Complaints related to the Ethical Code

When an ethical complaint is brought to the attention of the Institute, an initial attempt may be made to resolve the problem through an informal procedure. This may be accomplished by a referral to the Patient and Colleague Assistance Committee of the Institute.

If it is considered that a violation of the Principles has occurred and there is no satisfactory resolution achieved through an informal investigation, then a formal procedure will be initiated. The potential complainant shall be furnished with copies of the Committee's procedures for dealing with complaints of unethical conduct and the Association's Principles and Provisions. The complaint must identify the charged clinic therapist, intern or practicum student; must be made in writing and be signed by the complainant; must clearly state the facts and circumstances surrounding the charge of unethical conduct, citing, if possible, the applicable principles alleged to have been breached; and must be accompanied by a signed statement agreeing to the Committee's and Association's procedures.

The charged clinic therapist, intern or practicum student shall be notified of the complaint and provided with copies of the complaint and other materials submitted by the complainant, the Committee's procedures for handling complaints, and a copy of the Association's Provisions.

The Committee shall determine whether the complaint merits investigation under the ethical standards established by the Principles. If not, the complainant and charged intern or practicum student shall be informed in writing. If the complaint does merit further investigation, the complainant and the charged intern or practicum student shall be informed in writing and notified of the right to a hearing and that during the investigation and hearing, the rights set out in Provisions, Section III F shall apply. The Institute shall not be required to accept a resignation from a member against whom a charge of ethical misconduct is pending.

Upon completion of its investigation, the Committee shall report to the Education Committee its findings, including its recommendation for one of the courses of action described in Provisions, Section IV D: exoneration; dismissal of complaint without prejudice; suspension; or expulsion. By majority vote the Education Committee shall then accept the Ethics Committee's recommendation, modify it, or return it for further deliberation. Upon further investigation, the Committee shall report its recommendation for the Education Committee's approval, disapproval or modification.

Upon arriving at a decision, the Education Committee shall advise the charged clinic therapist, intern or practicum student of the complaint.

The person charged shall have the right to appeal to the Education Committee for appointment of an Ad Hoc Committee to reconsider.

All records pertaining to a charge of ethical misconduct shall be kept confidential except in the following instances:

- A. A decision relating to a charge of unethical conduct which has been ratified by the Education Committee shall be reported to the Faculty with identification of the member if the decision has resulted in the suspension, separation from the rolls or expulsion. If the decision has resulted in censure, the name of the member will be included at the discretion of the Education Committee. If the decision has been to dismiss the charges or exonerate the member, the member will be identified only on his/her written request.
- B. The Education Committee may disclose a decision concerning a charge of unethical conduct to other appropriate ethical bodies or, when required by law, to appropriate governmental or other entities.
- C. The Education Committee may report an ethics complaint or a decision finding that a member has acted unethically to any licensing authority, professional society or other entity or person if it considers such disclosure appropriate to protect the public.

As a condition of the program, each clinic therapist, intern or practicum student agrees to cooperate with the work of the Ethics Committee on request, and to release, hold harmless and indemnify the Institute, its officers, agents, and members of the Ethics Committee from any and all claims.

- A. arising out of the institution and processing of investigations of unethical conduct in respect to said member, and the imposition and disclosure of sanctions as a result of such proceedings; and
- B. with respect to any third-party action or proceeding brought against such member based upon, relying on, arising from or with reference to the ethical standards of the Institute or any ethical proceeding conducted by the Institute.

B. Complaints Related to Achieving, Maintaining and Increasing Competence and Skill

1. A class instructor or supervisor will report to the Clinical Director if the student's performance in class or with patients is inadequate. The instructor or supervisor will also inform the student that their progress is a matter of concern. The Clinical Director will also notify Fielding Graduate University.
2. The Clinical Director will meet with the student to develop, if possible, plans to remediate.
3. After 1 month the Clinical Director and all of the student's supervisors and classroom instructors will meet to evaluate the student's progress. If there is no improvement the student will be discharged from the program. The Clinical Director will notify Fielding Graduate University.

Approved 5/5/2011