

PINE Psychoanalytic Center

GRIEVANCE PROCEDURES

These Grievance procedures apply to any form of grievance including, but not limited to, grievances pertaining to harassment or sexual harassment, unfair treatment, discrimination, or violation of privacy. If the grievance pertains to potential ethical or professional misconduct by a member of the PINE Psychoanalytic Center (PPC), it will be referred to the Ethics Chair. The Ethics Chair, when necessary, designates three PPC members as an Ethics Committee, and with the Ethics Committee follows a separate and formalized procedure for dealing with ethical grievances. These procedures are provided to a person whose grievance is referred to the Ethics Chair. (Copies available upon request.) For all grievances that involve ethical or professional misconduct by a PPC member, the grievances submitted for review are required to be in writing.

PPC Psychoanalytic Students (candidate in the Institute or fellow in the fellowship)

An Institute candidate should direct his/her grievance either to his/her advisor or to the Progressions Chair on the Board. The advisor meets with each candidate at least twice yearly to discuss progress in training and to inquire about any concerns or training issues. The Progressions Chair also regularly checks with each candidate to inquire about candidate experiences in courses, tutorials, and supervision. A grievance is addressed and resolved at this level if at all possible.

If a grievance is not satisfactorily resolved at the level of the advisor or the Progressions Chair, it is referred to a member of the Board, designated by the PPC President. This designated member may a) attempt to resolve the issue through discussion with the student, b) bring the issue to the full Board for discussion and recommendations, or c) the President would appoint an *ad hoc* committee of three PPC members, acceptable to the student, to develop and recommend a plan for resolution of the issue.

A fellow in the Psychodynamic Psychotherapy Fellowship should direct his/her grievance either to his/her mentor or to the Fellowship Director on the Board. The fellow meets with his/her mentor over the course of the Fellowship to discuss progress and inquire about any concerns or training issues. If a grievance is not satisfactorily resolved at the level of the mentor or Fellowship Director, it is referred to a member of the Board, designated by the PPC President. This designated member may a) attempt to resolve the issue through discussion with the fellow, b) bring the issue to the full Board for discussion and recommendations, or c) the President would appoint an *ad hoc* committee of three PPC members, acceptable to the fellow, to develop and recommend a plan for resolution of the issue.

If the grievance raises ethical questions, it will be referred to the PPC's Ethics Chair who has a separate and formalized set of guidelines for dealing with ethical complaints. The candidate or fellow who initiates the grievance is informed of its status at all levels.

PPC Faculty

A PPC faculty member should direct his/her grievance to the attention of the Board of Directors where a member of the Board is designated by the PPC President. The designated member may a) attempt to resolve the issue through discussion with the faculty member, b) bring the issue to the full Board for discussion and recommendations, or c) the President will appoint an *ad hoc* committee of three, acceptable to the faculty member, to develop and recommend a plan for resolution of the issue.

If the grievance raises ethical questions, it will be referred to the PPC's Ethics Chair who has a separate and formalized set of guidelines for dealing with ethical complaints. The faculty member who initiates the grievance is informed of its status at all levels.

PPC members

If a PPC member has a grievance, he/she would bring this complaint to the attention of the Board where it is referred to a member of the Board who is designated by the President. The designated member may a) attempt to resolve the issue through discussion with the PPC member, b) bring the issue to the full Board for discussion and recommendations, or c) the President would appoint an *ad hoc* committee of three, acceptable to the PPC member, to develop and recommend a plan for resolution of the issue.

If the grievance raises ethical questions, it will be referred to the Ethics Chair, who has a separate and formalized set of guidelines for dealing with ethical complaints. The PPC member who initiates the grievance is informed of its status at all levels.

Non-member Participants in PPC Programs

If a participant at an educational program of the PPC has a grievance, he/she will be directed to the coordinator of the specific program involved (PCC member in charge of that specific Open Meeting or study group, etc.) If possible, the grievance will be addressed at this level. If this is not possible, the grievance will be referred to a member of the Board, designated by the PPC President. The designated Board member may a) attempt to resolve the issue through discussion with the participant, b) bring the issue to the Board for discussion and recommendations, or c) the President would appoint an *ad hoc* committee of three, acceptable to the participant, to develop and recommend a plan for resolution of the issue.

If the grievance raises ethical questions, it will be referred to the Ethics Chair who has a separate and formalized set of guidelines for dealing with ethical complaints. The participant who initiates the grievance is informed of its status at all levels.

Contact Information: To direct any grievances to the responsible PINE Psychoanalytic Center Board member, please initially contact the PINE Psychoanalytic Center administrator in writing or by telephone: PINE Psychoanalytic Center, PO Box 920762, Needham, MA 02492; office 781-449-8365;

fax 781-449-8365. A written grievance can also be sent on the "Contact Us" tab (Category 3) of the PINE Psychoanalytic Center website at www.pineanalysis.org