

PINE Psychoanalytic Society of New England

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 Society of New England (PPSNE), it will be referred to the Ethics Chair. The Ethics Chair, when necessary, designates three PPSNE 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 PPSNE member, the grievances submitted for review are required to be in writing.

Fellows in the PPSNE Psychodynamic Psychotherapy Fellowship

A fellow in the PPSNE 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 PPSNE 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 PPSNE 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 PPSNE's Ethics Chair who has a separate and formalized set of guidelines for dealing with ethical complaints. The fellow who initiates the grievance is informed of its status at all levels.

PPSNE Faculty

A PPSNE 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 PPSNE 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 PPSNE'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.

PPSNE members

If a PPSNE 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 PPSNE 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 PPSNE member, to develop and recommend a plan for resolution of the issue.

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

Non-member Participants in PPSNE Programs

If a participant at an educational program of the PPSNE has a grievance, he/she will be directed to the coordinator of the specific program involved (PPSNE 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 PPSNE 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 PPSNE's 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 Society of New England Board member, please initially contact the PINE Psychoanalytic Society of New England administrator in writing or by telephone: PINE Psychoanalytic Society of New England, 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" category 3 (Complaints/Grievances) of the PINE Psychoanalytic Society website at www.pineanalysis.org.