

The purpose of these policies and procedures is to address circumstances when an active member of the Oregon Psychoanalytic Center (OPC) has been notified of a licensing board investigation. The focus is to evaluate the risk to OPC as an organization. It is not OPC's job nor intent to investigate the validity of the licensing board complaint/action. Any licensing board investigation/action is automatically reviewed as stated in this document. Each case is to be handled on an individual basis. Final authority rests with the OPC Board.

When an active OPC member is notified of a licensing board investigation/action, she/he is required to notify the President of the OPC board, as outlined below, and the following steps will be taken:

1. A member whose license is under investigation is required to notify the President of the OPC Board or their designate within 10 days of receipt of the notification from the licensing board. The member is to include the licensing board's notification along with a written explanation from the member. As the investigation proceeds, the affected member is to report any actions of the licensing board as well as the final determination.
2. The President of the OPC Board or their designate will confer with the chair of the Ethics Committee to decide whether to convene a task force. If a task force is formed, it will include but is not limited to the president of the board or their designate, the chair of the Ethics Committee and the chair of the program of which the affected licensee is a member.
3. The task force will meet with the member to learn about the licensing issue and actions being taken by the licensing board. Efforts will be made to respect the member's privacy.
4. The task force will inquire of the member what OPC can do to support the member during this process. The task force may refer the member for confidential help.
5. During the licensing board investigation, the task force will determine if a recommendation to the OPC Board is necessary as to whether any temporary action will be taken regarding the member's ongoing participation in OPC activities.
6. Upon learning of any licensing board action, the task force will recommend action that is commensurate with the licensing board's action, that weighs the risk(s) to OPC, and that considers the importance of supporting the affected member. The recommended action, if any, could be anything up to and including termination of OPC membership.
7. If it is deemed necessary to take action, the task force will make its recommendation to the OPC board, which will make final determination.
8. It is expected that licensing issues will be addressed in a reasonable time frame taking into consideration this is a mostly volunteer run organization and the board meets only on a monthly basis.
9. The task force will keep a record of its proceedings.

If a member is under investigation, we highly recommend they seek emotional support through the process.

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Signature

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Date