

## **IPSS. Code of Practice and Procedures for the Accreditation Programme (revised and agreed April 2020).**

### **1 RESPONSIBILITIES TO ACCREDITATION APPLICANTS AND CANDIDATES.**

- 1.1 IPSS informs all prospective accreditation candidates of the nature and requirements including philosophy, objectives, assessment for successful completion.
- 1.2 IPSS accreditation staff (accreditation staff here meaning members of the Accreditation Committee, IPSS Administrator and Council, and supervisors are expected not to improperly disclose applicants' personal material or assessment details.
- 1.3 All members of IPSS and its accreditation staff shall respect the diversity of applicants and do not discriminate on grounds of difference (eg gender, race, culture, class, sexuality, disability, religion).
- 1.4 IPSS shall make clear at the outset the costs and fees of its accreditation programme, including the timing of any increases in these costs and fees., whereby at least one term's notice is given. Fees are usually fixed a year ahead.
- 1.5 The accreditation requirements may be changed at the discretion of the IPSS Accreditation Committee, which shall demonstrate reasonable respect to existing arrangements, in conjunction with, or at the behest of, UKCP
- 1.6 All members and accreditation staff of IPSS are protected by, and expected to adhere to, the IPSS Code of Ethics and Code of Practice.
- 1.7 Supervisors who are not IPSS members will be asked to adhere to the IPSS Code of Ethics while they supervise IPSS accreditation candidates.

### **2. ACCREDITATION PROGRAMME**

- 2.1 The IPSS assessment and accreditation criteria are clearly set out and available to applicants and prospective applicants
- 2.2 IPSS members of the accreditation committee and external training tutors and supervisors are all UKCP or BCP registered practising psychoanalytic psychotherapists.
- 2.3 IPSS accreditation staff will not exploit applicants and trainees sexually, financially or in any other way.

### **3. CLINICAL WORK**

- 3.1 The interests of clients and accreditation candidates will be considered in establishing clinical requirements through ensuring that applicants find clients, and that applicants identify and engage suitably qualified supervisors practising in the psychoanalytic mode.
- 3.2 Requirements for clinical work are clearly set out and given to all applicants at the outset of the accreditation process.

- 3.3 All members of IPSS accreditation staff, involved in supporting and supervising clinical work shall assist applicants to make clients' interests paramount and to maintain appropriate confidentiality.

#### **4. SUPERVISION**

- 4.1 All accreditation candidates are required to be in supervision with IPSS supervisors or a psychoanalytic psychotherapist supervisor agreed by IPSS. A report may be requested from your supervisor. (As of April 2020).
- 4.2 Accreditation candidates' work with clients presented for accreditation purposes will always be closely supervised.
- 4.3 Members, once accredited, are required by IPSS to remain in supervision whether one to one, professional group supervision or through peer support.
- 4.4 IPSS supervisors are required to abide by the IPSS Code of Ethics and Code of Practice.
- 4.5 IPSS supervisors supervising IPSS accreditation candidates must have been qualified for five years prior to working with candidates.

#### **5. ASSESSMENT**

- 5.1 IPSS shall provide prospective accreditation candidates with written details of the criteria and process of the accreditation process at the outset of their application.
- 5.2 The application process shall accord with the requirements of CPJA.

#### **6. COMPLAINTS PROCEDURE FOR ACCREDITATION CANDIDATES.**

- 6.1 The complainant shall write to the Chair of Ethics formally giving the nature and substance of the complaint and requesting that a Complaints Panel be established to deal with the complaint/grievance.
- 6.2 The Complaints Panel shall be composed of three IPSS Members not involved directly with the complainant's application.
- 6.3 The Complaints Panel must meet within two months of its appointment in order to determine whether or not there has been a breach of the aforementioned Code of Practice for applicants Organisation.
- 13.4 The Complaints Panel shall report its findings in writing to the Chair of Ethics , to the complainant and to the member/s of staff named in the complaint/grievance.
- 6.5 In the event that the complaint is upheld, the IPSS Ethics Committee shall seek to ensure that such a breach of the Code of Practice does not re-occur.

#### **7. APPEAL PROCEDURE FOR ACCREDITATION APPLICANTS AND CANDIDATES**

- 7.1 If the complainant is not satisfied with the IPSS procedure whereby the complaint was investigated, a Notice of Appeal shall be referred to the UKCP Ethics Committee and, if necessary, ultimately to the Governing Board of UKCP.

- 8.2** The statement of the Grounds of Appeal, which shall accompany a Notice of Appeal, shall be restricted to the manner of conduct of the hearing, which might significantly have led to an unfair determination.
- 8.3** The Grounds of Appeal shall give sufficient details for consideration by the UKCP Ethics Committee of the justification of the nature of the Appeal and the basis thereof and shall outline in summary the principal arguments.
- 8.4** Should applicants take out grievances/raise complaints which have no foundation or which are followed by further complaints from the same trainee, IPSS has every right to take out a grievance against them following legal advice.