

IPSS Accreditation and Re-Accreditation Appeals Policy and Process

The IPSS has a separate grievance policy designed to address interpersonal and organisational conflict/dispute. This policy specifically addresses our accreditation and re-accreditation appeals processes only¹

Re-accreditation

The final recommendation concerning re-accreditation will rest with the Chair of Committee.

Where there are significant shortcomings in a members five yearly reaccreditation application, the matter will be taken up directly by the chair of members or a nominated colleague. 'Shortcomings' here inexhaustively refers to incomplete information, factual or chronological anomalies, illegible handwritten application or tokenist completion falling below professional standards.

Stage 1

At this stage, the reaccreditation applicant will be advised of identified shortcomings within 14 days and encouraged to make corrections and resubmit within 14 days.

Stage 2

If the resubmission does not adequately address the deficit/s as previously identified, the applicant will be given one further and final opportunity to take remedial steps within 14 days.

Stage 3

If, on the third attempt, the reaccreditation application fails to fully address previously identified shortcomings, the IPSS will not propose the member for UKCP registration via CPJA, thereby rendering that member ineligible for membership of IPSS. The final reaccreditation decision is taken by two joint readers and confirmed by Chair of Members and subsequently ratified at the Council.

Support to Members

The IPSS will maintain supportive contact with the re-accrediting member whilst successful reaccreditation remains unconfirmed, and where one or more opportunities have been granted to the member to take appropriate remedial steps.

Appeals Process

If on the third attempt the reaccreditation application fails to fully address previously identified shortcomings, the IPSS will not put a member forward for UKCP registration via CPJA, thereby rendering that member ineligible for membership of IPSS. The member has a right to appeal that decision by notifying the IPSS administrator and the members chair. As such, where there is a challenge by the member to the re-accreditation committee's decision, the Ethics Committee Chair will be invited to

¹ This document uses male and female pronouns throughout. This is a convention based on convenience and is not intended to exclude any IPSS member who does not identify in these ways.

examine the evidence and confirm whether the practice of the member poses any significant professional or ethical concerns. These concerns may incorporate remiss attention to the reaccreditation application itself by the member despite clear advice and ongoing support. If the chair of membership and chair of ethics draw different conclusions, the chair of the IPSS will make a final determination whether the IPSS member has met the reaccreditation requirements. If, in the considered opinion of the IPSS chair, the member has met the reaccreditation requirements, the member may resume membership without delay. If, in the considered opinion of the IPSS chair, the member has not met the criteria for reaccreditation the existing decision will stand and no right of further appeal will obtain.

Where the reaccreditation applicant is dissatisfied with the outcome, he/she may contact the UKCP Ethics Committee if wishing to do so.

IPSS will advise UKCP of those members who have successfully completed the reaccreditation process.

Accreditation - including recommendations to the UKCP for inclusion on the full clinical member register

The IPSS publishes a clear accreditation policy enumerating the responsibilities of the candidate and the IPSS.

The accreditation process examines all aspects of the candidates professional work, personal psychotherapy requirements and evidence that the candidate is working at a master's level of competence.

At stage III of the accreditation process a final determination will be made regarding the suitability of the accreditation candidate for registered status as a practising psychoanalytic psychotherapist. All assessment decisions are final. If needed, resubmission of case study and clinical vignette work may be invited if it is thought likely the applicant can raise the work to the required standard. The feedback candidate's receive will clearly identify strengths of the work, and any shortcomings if such exist. Additional feedback beyond this will not be provided. Resubmitted work will necessitate payment of a further £150 fee to the IPSS.

The final decision regarding IPSS accreditation is made by the accreditation committee and cannot be appealed. No right of appeal is granted in the event accredited status is not conferred, because the candidate's work has been extensively examined and judged by a group of experienced potential peers. Nevertheless, the accreditation candidate can appeal on process and procedural grounds.

Appeal

The candidate can appeal on process and procedural grounds by contacting the IPSS administrator and chair of accreditation directly. For the appeal to move forwards, the candidate must demonstrate that the IPSS failed to follow its own accreditation processes in one or more ways. To demonstrate this the candidate must provide documentary evidence (e.g., email communication, feedback comments etc). If the candidate fails to provide this evidence the original assessment decision will stand. If the candidate does provide evidence demonstrating that the IPSS failed to follow its

own accreditation processes in one or more ways, the matter will be referred to the IPSS chair to make a final determination. In the event the IPSS has failed to follow its own accreditation processes, the candidate may be invited to resubmit, at the IPSS chair's discretion, a revised stage III application within 12 weeks at no further expense. This revised stage III application will be judged on its own merits. If it now meets all the stage III criteria the chair of accreditation will recommend the candidate for membership. If, on the other hand, the candidate fails to demonstrate that he/she is working at a master's level of competence following resubmission, the original decision will stand, and no further right of appeal on process or procedural grounds will obtain.

Scheduled Review: **June 2028**