

Colleague Assistance Committee Policies and Procedures

Mission Statement:

The Colleague Assistance Committee is designed to offer a confidential resource for anyone in the SPSI community. Those who wish to use this service might include Clinical and Academic Associates, Faculty, Board Members, and Integrated Child and Adult Psychotherapy Program participants. This service is available for the purposes of consultation and facilitation. However, all complaints, grievances and disputes are first handled by the Ombuds. The Ombuds may refer members of the SPSI community to the Colleague Assistance Committee. The Colleague Assistance Committee provides a portal of help along with the Ombuds and the Class Advisor Mentor Program (CAM). The committee assists our community in their roles as learners, educators, consultants and practitioners. Since this is a voluntary, cooperative, confidential process legal counsel and/or recordings will not be allowed.

Committee Composition:

The Colleague Assistance Committee will be composed of at least three faculty members and a senior clinical associate. The committee will choose an alternate member as needed via nomination by the Nominating Committee and ratification by the faculty.

Committee members shall serve for three years, with this term renewable by request of the committee chair, nomination by the Nominating Committee and faculty approval. The clinical associate will be appointed by the CAAO and serve a two-year term. The committee will have a chair and co-chair.

Seeking Help from the Committee:

An individual or concerned other(s) may seek assistance by contacting the chair or co-chair of the committee and requesting an informal and confidential meeting. A person may also seek assistance following referral and/or recommendation by the Ombuds. In its efforts the CAC will be mindful of the importance of confidentiality, protection of members' reputations and attend to the safety of the person(s) seeking assistance.

In the Committee's informal and consultative role, the committee may become involved in a variety of ways. For example, the Committee may suggest resources to those who are seeking information about professional wills, retirement issues, or closing practices, etc. The CAC does not investigate impairment. If emotional, cognitive or physical impairment is suspected the CAC will consult and advise the individual on the resources available to address their concerns.

A representative of the CAC will be present at the orientation meeting for Clinical Associates to clarify the role of the committee and the services it provides. In the case of an adverse circumstance affecting the Clinical Associates, the Ombuds may contact the CAC in order to utilize the committee's services, to coordinate communication and provide assistance to the Clinical Associates.