# **Deborah Fausch**

Update profile My courses Logout



Sunday 14 October 2012

	Available Courses	My Courses	My Transcript	My Evaluation	Course History	Request a Course
JPA ▶ Community Forum ▶ Wikis ▶ Handbook ▶ Ethics Code						
	Search Wiki:			Cł	noose Wiki Links	Reload this page

## **Ethics Code**

JUNGIAN PSYCHOLOGY ASSOCIATION

# **CODE OF PROFESSIONAL CONDUCT and ETHICS**

#### **PREAMBLE**

T hese standards and this code is intended for and applicable to both graduate analysts and candidates of the Jungian Psychology Association (to be referred to as the JPA).

In addition to the tenets presented below, all participants of the JPA, both members and candidates, are expected to be in compliance with existing professional conduct and ethics codes and procedures of the International Association for Analytical Psychology (IAAP) and all the professional practice groups in which they and the association have membership. They are to establish, and remain in compliance with, the regulations and laws of the states and nation in which they practice.

Analytical psychology is understood as both a mental health discipline, and a consensual contract, established and maintained between, practitioner and patient, analysand and analyst in the service of the patient's psyche.

This document has two areas of concern.

The first is professional standards, to serve as guidelines for integrity in the practice of analytical psychology.

The second is ethical norms, the transgression of which constitutes an ethical violation.

It thus delineates guidelines for consciousness about professional conduct, to be observed for the good and welfare of analysand and analyst, supervisee and supervisor, instructor and candidate. In instances where these miscarry or are neglected, it allows for mediation by Professional Standards Committee.

The standards described herein are informed by the objectives of sound reparative and curative practice. The aim of the code is to protect the public from malpractice, to offer criteria for an ethical practice, to assist the Jungian Psychology Association (JPA) in achieving its aims and objectives by educating analytical psychologists steeped in the ethics necessary for depth psychological practice.

In instances where these are deemed by the Professional Standards Committee to have been violated, it provides the means for grievance with an elected Professional Standards Committee,

ethics complaints and their adjudication through appointed ad hoc Ethics Panels, and an appeals process through an appeals panel.

Revisions of an adopted code may be made by a two-thirds vote of the membership.

## ANALYTIC CONTEXT FOR ETHICS AND PROFESSIONAL CONDUCT

Analytical psychology as a mental heath treatment consists of an attentive and focused verbal therapeutic relationship between an analyst and an analysand. It attends to ego states and unconscious processes with awareness of the realities and demands of transference and counter-transference. Its focus is the patient's psychic integrity and psychological integration.

The analyst understands both the real axis and the symbolic nature of the analytic relationship. This informs the analyst's stances of mutual respect, and analytic neutrality and abstinence, reflection and professional participation in patient process. It also informs the rigor that prevents the practitioner from indulgence of complexed needs, or collusion with the patient's complexed demands that emerge in the highly charged atmosphere of the analytic relationship.

The standards s uppose that the analysand will be treated in a mannerly and respectful fashion. They are informed by an awareness that the delicate and rigorous mandates of a depth analysis, with the dynamics imposed and induced through the transference, is more subtle and discriminating than can be prescribed by a code for professional conduct and ethics. Nonetheless, it is also accepted that a fully developed ethical analytic consciousness and stance takes time to achieve, that counter-transference can exist for the analyst, and that new circumstances can arise during a long practice life.

Thus formal guidelines for professional conduct and ethical practice are helpful and necessary, as a fundamental basis for practitioners and students of analytical psychology.

While the guidelines may overlap the laws for practice, in themselves, they are distinct from civil or criminal legal liability.

### PROFESSIONAL CONDUCT STANDARDS

The areas of professional conduct are the following:

The good and welfare of the analysand as paramount to treatment and of the candidate as paramount in training.

Representation of the analyst, analysis, analytic training, and professional associations and organizations.

Confidentiality in the practice and presentation of analytical psychology.

#### REPRESENTATION, PRACTICE CONDITIONS AND TERMS

An analytical psychologist shall identify and present him or herself as possessing only those legitimate academic degrees, licenses, certifications, and qualifications which have been earned and are recognized by the country and state of study, residence, and practice.

It is incumbent on the practitioner to establish a clear and open contract, based on fee for arranged time and expert attention. The analyst, aware of the unfamiliarity of most patients with the therapeutic contract, must clearly represent to the patient the terms and conditions of the treatment, e.g. appointment commitments length and frequency of sessions, fee arrangements, including cancellation policies. The analyst shall ensure that these terms and conditions are maintained. If the conditions are changed or adjusted, a mutual exploration and consensual understanding of the reasons for, and effects of, the change is essential.

Analysts conduct themselves with awareness of the implications of their professional and public statements and behavior upon their community and colleagues. Distinctions must be made between speaking for oneself and for an association or institution.

Analysts, professional organizations and training institutions must accurately represent the

boundaries of their functions and competencies.

Analysts shall continue to pursue professional growth by staying informed of recent literature, relevant research, technique and outcome studies.

### GOOD AND WELFARE OF THE PATIENT

As the transferential relationship is vulnerable to influence, suggestion, and emotional leverage, it is essential that the practitioner desist from exploitation through other gratifications which are not in the stated contract, not in the service of the patient's psyche, and not appropriate to the symbolic and real nature of the analytic relationship. Inappropriate contacts, pressures, and rewards, described below, are to be refused and avoided.

The analyst is not to use an analysand or the analytic process for the profit or furtherance of professional, political or religious interests

Dual relationships are to be avoided. It is inappropriate to accept patients when there would be a conflict of interest or contamination of the treatment of a current or past patient.

Social contacts with a patient are to be avoided, during treatment. As the transferential relationship goes beyond the actual analysis, such contacts with patients after treatment are to be monitored carefully.

Social contact with a patient's relatives should be approached with great caution and should occur only with the knowledge and consent of the patient. Exceptions may be made in certain circumstances, such as in the treatment of children, or when a patient is a danger to himself/herself or others.

Various forms of abandonment must be avoided, such as not returning patient calls when requested. If termination is deemed necessary, care must be taken to find an appropriate alternative if the patient so requires and/or requests. As in all cases where a therapeutic experience is not possible, the analyst must strive for a consensual termination.

#### COMPETENCE OF THE ANALYST

An analytical psychologist shall not continue to practice when addicted, seriously dependent on and/or impaired by the use of substances, or by a physical, mental, psychiatric illness which would impair the ability to practice with adequate insight, detachment, skill and judgment.

If personal issues interfere with professional effectiveness, an analyst must seek professional consultation regarding suspension, termination, or limitation of professional functions.

#### THE SUPERVISOR/SUPERVISEE RELATIONSHIP

It is essential to remain sensitive to all dynamics of transference which accrue to the various forms of professional relationships. The analyst in the role of supervisor, instructor, or committee member shall observe all the codes and conditions described above as incumbent on the analyst. The analyst must refrain from seeking or taking advantage of a professional role or authority to harass or intrude on a supervisee or student.

As supervisor or instructor or committee member, the analyst may not expect or request information regarding the candidate's personal history, material, or personal analysis beyond what is constructive and necessary in assisting the candidate to recognize and understand counter-transference and complexed responses in the analytic setting and relationship.

When analysts assume other professional roles, such as supervision and instruction in the training of analysts, the boundaries between analysis, supervision, and training are to be honored. Analysands will not be permitted to participate in a case seminar led by their analysts. Nor will they be required to take classes taught by their analysts. The option to do so must be determined within the analysis.

No action which transgresses the legal and civil rights of analysands, supervisees, students or colleagues is permitted.

#### **COLLEGIAL RESPONSIBILITIES AND RELATIONSHIPS**

As a member of a professional and training association, an analytical psychologist strives for one's own and one's colleagues continued expertise, competence, integrity, growth and ability to contribute to the field and insure its transmission.

An analyst is obliged to seek consultation from, or make referrals to, other professionals with specific expertise which would benefit a patient or an individual seeking professional health services. Such referrals are intrinsic to the good conduct of the field, and are not to be exploited, as in seeking fee or barter in return.

In instances where an analyst is contacted by an individual currently in therapy or analysis, that person's reasons for seeking other services are to be explored. As termination is an important phase of therapeutic relationships, where possible, the person may first be advised to conclude the previous therapy in a direct and honest manner before embarking on another therapeutic process.

In professional presentations, and publications, it is incumbent on the presenter or author to give credit to those who have contributed to their work with the appropriate acknowledgments, references, and citations.

When there are breaches of professional conduct, consultation may be sought from the Professional Standards Committee.

#### **ETHICAL CODES OF PRACTICE**

The following tenets of the ethics code are intended to serve as a protection against the following:

BREACH OF CONFIDENTIALITY REGARDING PRACTICE AND CONSULTATION

Exploitation by an analytical psychologist of patients, supervisees, and candidates.

Harassment by an analytical psychologist of patients, supervisees, and candidates.

# **CONFIDENTIALITY**

The individual analyst, the group analyst and group members, instructors and participants in professional classes and case seminars, must all be bound by confidentiality about the identities and material of analysands.

The analyst must provide a protected space for consultation in which the patient is not intruded upon nor exposed. The analyst must provide means of communication which are private and protected.

The analyst must keep files of patient material in a protected space. In the event of the incapacitation of the analyst, there must be arrangements for professional contact with patients through a trusted colleague.

Discretion should be exercised when professional consultation is utilized. Whenever possible, patients are to be given the responsibility to convey information among the various consulting professionals, and must be informed of what information will be discussed among the professionals involved.

Regarding professional presentations and publications, confidentiality and the preservation of a patient's anonymity is essential. Written permission must be obtained for the publication of patient material. If a patient requests that his/her material should not be published or presented, this must be respected.

Exceptions to confidentiality may occur when a patient signs a release for a lawsuit or when the law requires a breach of confidentiality, as in the case of child abuse, or the requirement to warn of danger to others, or court order. Analysands are to be made aware if conditions arise which do

not allow for confidentiality under the law or for the sake of insurance re-imbursements.

In no instance is a recognizable patient who may be known or identified to be presented in professional seminars. In no instance may a patient presented in a seminar or supervision be discussed outside of these formats.

# **EXPLOITATION AND ABUSE**

An analytical psychologist may not indulge in seductive behaviors or language, sexual harassments, intimacies, physical contacts or relationships with any patients, supervisees, or candidates.

Sexual intimacy between analyst and analysand betrays an analysand's right to professional and unimpaired treatment. Given the nature of the transference, there is no possibility for the analysand's free and clear consent. Thus sexual contacts within the frame of an analytic relationship is always an abuse and so constitutes a de facto termination.

It is also not ethical or acceptable to terminate treatment in order to have a sexual affair.

The analyst may not be punitive, or harassing, or threatening when an abuse has occurred about which a patient may file an ethical complaint. Further, the analyst must report his behavior and seek peer and professional exploration of the source and nature of seductive and abusive behavior.

An analytical psychologist should not use physical force with or against a patient. An exception may be made when the patient is physically dangerous and must thus be restrained.

Financial arrangements shall be restricted to matters concerning professional fees. The analyst shall not profit through other financial arrangements with a patient.

## Responsibility re the ethics process

The JPA member and candidate is to be conscious and responsible re the ethics code and one's own ethical stance and behavior. With this awareness, the practitioner is to seek consultation and inform the JPA Ethics Committee of the unprofessional conduct. Self-reporting does not relieve the member of responsibility for misconduct nor will it circumvent the sanctions of the Ethics Committee.

If the practitioner is accused, indicted, or convicted of a criminal offense, or has proceedings brought by a professional body or licensing agency in the state or country in which he/she resides or practices, that person must so inform the Chair of the Steering Committee, who in turn refers the matter to the Professional Standards Committee or an ad hoc Ethics Panel according to the seriousness of the violation.

In instances where information about a colleague's unethical behavior is received within an analysis the primary value is the confidentiality of the process and the psychological needs and well being of the analysand. The analyst can inform the analysand that the reported behavior is considered unethical and explore the response appropriate for the individual regarding an unethical abusive experience.

When a JPA analyst or candidate has concerns about a colleague's or candidate's professional and ethical behavior, the first response is an attempt to speak privately with the professional in question, unless this would constitute a breach of an analysand's confidentiality. Both parties may then consult the Professional Standards Committee.

If there is good and clear evidence of serious, continued and repeated unethical misconduct, the concerned member is to contact the Chairperson of the Committee, again providing there is no breach of analytic confidentiality, and inform the member that this is being done.

Once an ethics process begins, the practitioner in question may not resign from the JPA or unilaterally leave the training program but must proceed with and through due process.

An analyst or candidate called upon to clarify possible questions regarding professional conduct or a possible breach of ethics, or to respond to a grievance or an ethics complaint must be duly and clearly informed of the nature and content of the meeting with the Professional Standards Committee and/or Ethics Panel. The professional is expected to cooperate in good faith. Non-compliance or refusal could itself constitute unethical or unprofessional behavior, and so be grounds for action, such as a recommendation of suspension or expulsion from membership.

All members must be informed about the JPA and IAAP Professional Standards and Ethics Code. Disregard and non-adherence to the Code may require and result in removal from JPA and IAAP membership.

#### E thical education

A depth understanding of the conscience of consciousness, of the reparative and teleological vectors of the patient's psyche, of analytic process, and of the transference, will inform the analyst's conduct and choices regarding the patient. The application of this understanding to the theory and practice of analytical psychology will be an integral part of professional discussions, seminars, and candidate classes and case seminars.

For greater breadth and depth of ethical consciousness, and refinement and review of the efficacy of the code and its procedures, continuing "consciousness- raising" discussion and review of the various tenets of this code in professional meetings and classes will contribute to the on-going development of an analytic ethic, and prepare JPA members to serve as mediators on committees for professional conduct, and as members of ethics panels.

Candidate participation in these discussions in the course of training will further the analytic ethic essential for a graduate analyst.

#### JUNGIAN PSYCHOLOGY ASSOCIATION

### PROCEDURES REGARDING PROFESSIONAL STANDARDS AND ETHICS

#### Summary

The standards and code procedures provide recourse for clients with grievances about professional conduct and complaints about ethical matters in settings within the auspices of the JPA.

The JPA member and candidate is responsible for one's own ethical stance and behavior, and to be and remain conversant with the JPA standards for professional conduct and the ethics code. All JPA members are obliged cooperate with the established procedures.

Regarding professional conduct, the procedures are to provide consultation, evaluation, and determination as to adequate and sound analytic and psychotherapeutic practice, supervision, and training. This will be done through a <u>Professional Standards Committee</u>.

Regarding ethical practice, the procedures are to provide means for hearing and adjudicating ethics complaints. This will be done through an appointed ad hoc <u>Ethics Panel</u>.

Appeals may be brought through an appointed Appeals Panel.

Once a report, grievance, or complaint process begins, the practitioner in question may not resign from JPA membership or candidacy but must proceed with and through due process.

The JPA member or candidate is expected to cooperate in good faith with the Professional Standards Committee, with the Ethics Panel, the Appeals Panels, and with the Chair of the Steering Committee. Non-compliance or refusal could itself constitute unethical or unprofessional behavior, and so be grounds for recommended action, such as a recommendation of suspension or expulsion from membership.

All minutes, documents, proceedings and adjudications of the Committee and Panels are confidential, except where the law requires disclosure.

#### **Professional Standards Committee**

### Structure

There will be a standing committee for interpretation and consultation regarding guidelines for professional conduct, for mediation, and determination of grievances.

The standing committee is composed of six members who are not officers of the Steering Committee, nominated and elected by JPA membership. Once elected, the standing committee shall appoint its Chair from its members. The term of office for the Chair and members will be three years, renewable once for a further three years.

These six persons will coordinate on-going discussion and review of the JPA Professional Standards and Ethics Code in order to make recommendations to the JPA membership. It will provide a three-person subcommittee to hear concerns about professional conduct from an analysand emerging from practice, from a candidate in relation to training, or from a colleague in relation to another colleague.

All members of the elected Professional Standards Committee must be graduate members of the JPA who are not officers of the Association Steering Committee and without conflict of interest regarding the persons and matters to be heard and adjudicated.

#### **functions**

The practitioner is invited and encouraged to seek consultation with the professional standards committee when there is concern about one's own misconduct. These requests may be verbal or written.

Grievances re another's professional conduct and complaints re trangressions of ethical boundaries must be made to the committee in writing.

During discussion of a specific matter or complaint, the committee may invite an expert as temporary advisor, according to the guidelines of the group.

This committee is responsible for the following:

To be a resource for all members and candidates on matters pertaining to professional conduct and ethics, for the good and welfare of members of the JPA.

To review the Professional Standards guidelines and Ethics Code and propose worthy revisions and amendments to the JPA membership as deemed necessary.

To accept and/or seek a consultant role with a colleague who may be having problems with professional and ethical conduct.

To receive, evaluate, and hear grievances about standards and complaints of violations of the ethics code

To meet with persons making grievances of professional misconduct and/or complaints about ethics and to meet with the practitioner named.

To hear grievances about JPA members not following the prescribed procedures in submitting grievance and complaints about themselves and about colleagues.

To close a case deemed unwarranted, frivolous, or inconclusive.

To settle and mediate minor grievances.

To refer serious, continuing, and repeated ethics violation to the Chair of the Steering Committee.

Actions and determinations by the Committee shall be based on a majority decision of its members.

#### PROCESS RE: PROFESSIONAL CONDUCT

The practitioner is to contact and inform the Chair of the Steering Committee if there is a recognized breach in one's own professional or ethical conduct. Depending on the seriousness, frequency, and nature of the breach, the Chair may then refer the case either to the Professional Standards Committee or directly to an Ethics Panel.

Self-reporting does not relieve the member of responsibility for misconduct nor will it circumvent the determinations of the Professional Standards Committee or sanctions of the Ethics Panel.

An analyst or candidate called upon by the Professional Standards Chair to meet with its members to clarify a possible disruption in professional conduct and/or to respond to grievance or ethics complaint must be duly and clearly informed of the nature and content of the meeting

When a JPA analyst or candidate has concerns about a colleague's or candidate's professional behavior, the first mandated response is an attempt to speak with the professional in question, unless this would constitute a breach of confidentiality. If there is good and clear evidence of continued and repeated unethical misconduct, the concerned member is to contact the Chairperson of the Professional Standards Committee, again providing there is no breach of analytic confidentiality, and also inform the member being reported that this is being done.

To report grievance sustained oneself, an analysand or candidate is to contact the Chair of the Professional Standards Committee. The griever must expect to meet with the committee and possibly with the appointed Ethics Panel to further the complaint.

When misconduct or an abuse is described within an analysis, the analyst must carefully explore with the individual who has experienced abuse if it is in their psychological interest to report the breaches, and to inform the analysand the appropriate procedure to be followed. When analytically appropriate, the analyst is to explore with the individual what may be expected and experienced during a grievance or complaint procedure in the context of the person's psychology.

#### **ETHICS PANELS**

A member expelled from another professional association, whose license is revoked, or who is charged or convicted of a criminal offense, is required to inform the Chair of the JPA Steering Committee. If another professional body informs the JPA of a complaint, it may proceed with its own procedures.

The Steering Committee Chair will appoint an ad hoc ethics panel to hear a specific ethical complaint as recommended by the Professional Standards Committee when it deems that there has been an ethical violation for which mediation is not appropriate.

All members of the appointed ad hoc Ethics Panels must be senior graduate members of the JPA who are not officers of the Association Steering Committee and without conflict of interest regarding the persons and matters to be heard and adjudicated.

All minutes, documents, proceedings and adjudications of the panels are confidential, except where the law requires disclosure. For the protection of all involved, these proceedings may be taped.

Actions and determinations by the panels shall be based on a majority decision of its members.

The Chair of the Steering Committee will be informed of the committee and panel determinations.

The JPA committees and panels, complainants and respondents have the right to be represented by legal counsel, as long as they also respond and appear personally.

Non-adherence or disregard of the Ethical Code can result in removal from JPA membership.

#### APPEALS PANEL

An appeals process by either party must be undertaken within 60 days of an ethics panel decision. The process itself should be concluded in 90 days. In an appeals process, three senior

JPA members will comprise an appeals panel to hear the complaint – two chosen by the Steering Committee Chair and one chosen by the analyst, or faculty member, or committee, or candidate against whom the complaint is brought. They may be members of the Professional Standards Committee who did not serve on the original three-member ethics panel.

In all cases, there should be no conflicts of interest involving the members.

During discussion of a specific matter or complaint, the Appeals Panel may invite an expert as temporary advisor, according to the guidelines of the group.

Actions and determinations by the appeals panel shall be based on a majority decision of its members, and communicated in writing to all involved parties within one week of reaching a decision.

If the recommendations of the Appeals Panel contradicts those of the Ethics Panel, both sets of findings will be presented to the Steering Committee where a two-thirds majority shall be required to rescind or revise the previous decision.

All minutes, documents, proceedings and adjudications of the appeals panel are confidential, except where the law requires disclosure. For the protection of all involved, the proceedings may be taped.

### RECEIPT OF COMPLAINTS

Grievances re transgressions in professional conduct and complaints re ethical violations may be made regarding a failure to observe boundaries in analysis, supervision, and teaching. They shall be in writing, and sent directly or forwarded to the Chair of Professional Standards Committee. It must include written permission for release to the Committee or Panel of any necessary otherwise confidential information, such as analytic notes and personal correspondence from, about, or to the complainant.

On receipt of a complaint the Chair shall announce it to the respondent member, candidate, committee or organization in writing, along with a copy of the complaint and a statement requiring a response to the complaint within and no longer than 60 days.

The Chair shall select three persons from the Professional Standards Committee who have no conflict of interest to pursue the complaint. The Chair shall consider objections to the membership of the Panel for cause by any of the parties involved and appoint substitute members when appropriate. If there must be appointments of other JPA members who are not on the committee, it must be approved by the Steering Committee.

If this committee cannot mediate the issue, and/or the infraction is of a serious or repetitive nature, it will be referred to the Chair of the Steering Committee who in turn will appoint an ethics panel.

The Committee and Panels will first make their determinations on the basis of the written submissions of the parties and when necessary, then meet face-to-face with the parties either singularly or jointly, as deemed appropriate. These meetings will remain private and may be attended only by the parties to the complaint and those witnesses that the Panel determines could offer relevant information. Legal Counsel may represent parties before the Panel or the Committee. Information gathered will not be communicated to others except as provided for in these procedures.

If the panel recommends suspension or expulsion, the identity of the complainant must remain confidential. The conduct of any meeting or meetings shall be at the discretion of the Panel. As long as they are confidential, determinations and means of communication are decided by the Committee or the Panels.

#### **Determinations**

When the grievance is frivolous, insubstantial or inconclusive, the case may be closed.

In instances where grievances are warranted, regarding more minor infractions of professional

conduct, the following may be recommended:

An apology to the aggrieved individuals.

A written warning outlining the potential ethical issues;

A written reprimand censuring the member for questionable actions they have taken;

Requirement that the member be supervised by an approved senior colleague, the period and frequency of the supervision to be approved by the Ethics Committee;

Recommend that the member have therapy with an approved senior colleague or seek independent medical and/or psychological examination and treatment to be approved by the Committee:

Decide on the release of information concerning the findings.

In the case of an ethics complaint and violation, there may be the following recommendations:

Recommend to the JPA Steering Committee suspension or expulsion from the JPA and resignation of all JPA offices and roles.

Decide on the release of information concerning the Committee's findings;

Both the person complained against and the complainant shall be notified in writing as to the Committee's findings and action on a complaint as soon as possible after the Committee's decision. Notification to others can take place only after 45 days following the notice of the Committee's findings or after the completion of an appeal process.

#### Appeals:

Both the complainant and the defendant will be given notice of the right to appeal the Committee's action, including a recommendation to expel a member.

Expelled or suspended Members shall be required to resign from their offices and teaching responsibilities, denied all membership privileges pending appeal. All other penalties shall be suspended pending appeal.

The party wishing to appeal must file notice with the Steering Committee Chair within 45 days of the mailing of the notice of action taken. He or she will be asked to show good cause and to submit any information, which would support the appeal.

Grounds for overturning the decisions of the Ethics Panel include procedural errors or new evidence, which brings into question the substantive validity of the action. Only one appeal from either party will be considered.

The Appeals process must try to conclude within 90 days.

# ETHICS AND APPEALS RECOMMENDATIONS

The determinations of the ethics panels or appeals panel may be the following.

Close the case if the charge if found to be minor or without merit.

Confidential censure of the respondent if the violation does not require more serious response.

Recommend probation or monitoring for a specified time, or impose qualifications or restrictions for continued membership. These may include further analysis, supervision, rehabilitation, or education. This may be confidential or the membership may be informed.

Stipulated resignation. When there has been an ethical violation, the respondent may be permitted to resign and later reapply for membership within stated conditions. This must be ratified by the membership.

Suspension of the member. This may be followed by reapplication after a specified time period.

Expulsion of the member with no provision of conditions for renewed membership by ratification at a scheduled meeting of the JPA membership.

Measures to be taken for the protection of the public must also be determined. These may include notification of other professional associations in which the respondent is a member.

Appropriate protection and care must be extended to the individual or group exploited, abused, and injured by the practitioner.

#### **RECORDS AND COMMUNICATIONS**

All complaints, responses to complaints and communication among the parties shall be in writing. Copies, which must conceal the identity of the complainant, shall be stored in a secure place and manner.

In cases of non-violations, records will be destroyed one year after the case is closed.

Records of members readmitted under a stipulated resignation shall be maintained for five years after readmission.

In cases of expulsion, suspension or stipulated resignation records will be kept, stored and made available only to authorized persons for legal reasons.

When cases result in a member's probation, resignation, suspension or expulsion, the determination may be communicated to members, affiliated associations, state licensing and certification boards, legal counsel of the Association, and such other individuals or organizations as the Steering Committee deems necessary to protect the public health, safety, or welfare.

If deemed by the Steering Committee to be a serious threat to the public welfare, and so advised by legal counsel, it may be disclosed to these organizations that one member of JPA is under investigation to any of the above organizations or individuals, as long as there is compliance with applicable laws, such as the law of defamation.

Revision: 12/23/2011

Referring links: Handbook