

PAC Procedures on Receipt of a Referral

The Psychoanalyst Assistance Committee (PAC) of the Toronto Psychoanalytic Society is constituted to support analysts seeking assistance with personal difficulties adversely affecting their professional practice. The PAC also welcomes and attends to expressions of concern from any analyst, colleague, friend, family member, patient or student in any of our programs. The PAC will strive to ensure the transparency and integrity of its collaborative and supportive role in a manner consistent with principles of confidentiality while maintaining its responsibilities to regulatory bodies.

On receipt of a request for assistance from an analyst themselves, the PAC and the analyst will discuss the need, possibility and extent of desired assistance. On receipt of an expression of concern from someone other than the analyst, the PAC will obtain and assess relevant information and, if necessary, will notify the analyst of the expression of concern to discuss the need, possibility and extent of desired assistance.

1. **Step One.** On receipt of an expression of concern, or request for assistance, the Chair[s] of the PAC will contact the referring person within two weeks and obtain as many pertinent details as possible. If the referring person is someone other than the analyst, and the PAC determines it to be necessary, the Chair or a designated member of the PAC will contact the analyst within two weeks about assistance.
2. **Step Two.** The Chair in conjunction with the PAC committee, will assess the level of concern and whether the PAC is the appropriate committee to look at issue. If the PAC finds a reasonable concern and the analyst denies there is a problem or is unable to voluntarily cooperate with the PAC in a timely fashion, the PAC will proceed to step five.
3. **Step Three.** [*When the analyst agrees for assistance*] If the analyst agrees to assistance, the Chair will ask two committee members to set up a meeting with the analyst as soon as possible. Committee members may recuse themselves should there be, for example, a conflict of interest. If the analyst

is a training analyst, the representative from the Training Committee on the PAC will be one of the two Committee members asked to meet with the training analyst. The training analyst will be told that the Director of the TIP will be informed of both the nature of concern and the actions taken throughout this process. If the referral to the PAC comes from a candidate or involves a candidate, the PAC will liaise with the candidate and involve the ombudsperson, currently Susan Moore.

4. **Step Four.** [*When the analyst agrees for assistance*] On meeting with the analyst, they will be informed of the purpose and mandate of the PAC. The analyst will be informed of the nature of the concern and asked to give a sense of how they see their situation. If the nature of the concern is unclear to the analyst, the PAC may ask for authorization to discuss the concern with a spouse, colleagues, or friends. The analyst, PAC members, and other persons authorized by the analyst will look at possible resources to help the analyst. These might include but are not limited to a medical referral, assessments of competency, supervision, a temporary leave of absence, resignation or preparation for retirement. The analyst and PAC members will collaborate on their agreed upon goals, time period, and monthly reassessment.

5. **Step Five** If the analyst denies there is a problem or is unable to voluntarily cooperate with the PAC, the committee cannot carry out its supportive role. Under these circumstances, when there is a reasonable concern about the standard of professional care or adverse impact on a student or patient, the PAC will contact the analyst and refer the issue to the Ethics Committee or appropriate professional college in a timely manner.