

## The BPC's regulatory functions: roles and responsibilities

### Purpose and circulation

This document sets out the relationship of the British Psychoanalytic Council (BPC) and the Member Institute (MI) with regard to specific key regulatory functions of the BPC. It does not replace any of the internal policies, contracts, documents that apply to the BPC and MI.

Each MI is encouraged to share this document with all of its members to ensure they are aware of the relationship of the BPC and the MI.

The BPC will share this document with new registrants that come on to the BPC Register and make it available on the BPC website.

### Standards of Training and Re-accreditation

To further the aims of the BPC's charitable objectives the BPC accredits and re-accredits psychoanalytic and psychodynamic psychotherapy and counselling trainings.

The BPC's Register is accredited by the Professional Standards Authority, which requires the BPC to ensure appropriate standards of education and training for practitioners coming on to its Register.

1. The standards of training expected of an MI can be found in the BPC's policy document, *"Requirements for membership and administrative procedures"* and associated training criteria documentation
2. Each MI will participate and co-operate with the BPC's Registration Committee in regular re-accreditation processes at a frequency decided by the Registration Committee. This will normally be every five years.
3. The BPC's Registration Committee is responsible for an ongoing programme of reassessing the MI and their trainings. The Committee will carry out site visits aimed at ensuring that the standards are maintained.

4. MIs are assessed within four main areas, depending on their remit: the quality and psychoanalytic grounding of the training(s), the provisions for postgraduate activity, the quality of its postgraduate organisation, the quality of processes involved in equivalency and accreditation, and the security and sustainability of the umbrella or parent organisation the training is contained within. The assessment will also seek to ensure that teaching of diversity (ethnicity, gender, sexual orientation, disability, age, faith) is imbedded into the curriculum and that the MI has policies to promote and ensure equal opportunities for access to trainings or post-graduate opportunities.
5. The MI will pay the BPC a fee for the reaccreditation process as determined from time to time by the BPC.
6. The MI will inform the BPC if they have any concerns about the re-accreditation process.
7. Where an MI fails to meet the expected standards of training during the re-accreditation process and the Trustees of the BPC are of the view that the MI should be removed from membership, they shall make a recommendation to the BPC's Council to remove the MI.
8. To maintain membership with the BPC the MI should be aware of the requirements in the BPC's Articles of Association and be up to date in their payment of organisational membership fees.

See the requirements for "*Membership and Administrative Procedures Guidelines*" which gives further guidance.

### **The BPC Register**

The BPC maintains a public Register of clinicians ('registrants'). According to the BPC's Articles of Association, a member of each MI who has completed an accredited training and/or met all the requirements may be admitted as a registrant of the BPC.

The Professional Standards Authority requires the BPC to set standards of practice for registrants on its public Register, in order to protect the public. Both the BPC and the MI share responsibilities at the initial stage that a registrant comes on to the BPC Register, and it is therefore important to clearly set out the respective roles of the MI and BPC, and actions that fall to them.

9. The BPC will maintain a public Register.
10. The BPC will ensure the information on its public Register is correct and up to date as far as possible.

11. The MI will assist the BPC in maintaining the accuracy of the public Register by supporting the annual update and communicate any discrepancies in relation to their members.
12. The MI should have an appropriate operational system in place for referring newly qualified members to the BPC, which is clear and transparent.
13. The MI will ensure that all members referred for registration with the BPC are fully qualified to register with the BPC.
14. Both the BPC and MI will work together to safeguard the registration process and ensure that only qualified members register with the BPC.
15. The PSA accredits the BPC's national Register and it is a requirement of BPC registration that all registrants hold current membership with one of the BPC's MIs. Therefore, to remove a member from MI membership is to remove them from the BPC's national Register. Where an MI wishes to remove a member from their Register, there should be a joint process undertaken with the BPC. Removing a member from the National Register is a very serious matter. The individual would have to be in breach of the MI rules, for example not paying fees, or there would have had to be a fitness to practise process undertaken in which the individual is removed from the BPC's Register. In any such case, removal of a member would have to involve consultation with the BPC at every stage.

### **Continuing Professional Development**

In order for the BPC to maintain a Register in which the public feel confident, the Professional Standards Authority requires the BPC to ensure all its registrants develop their knowledge and maintain standards of practice. Continuing Professional Development (CPD) shown through the annual return process is a vital part of BPC registration, as it is a way of demonstrating adherence to good standards of practice.

16. The BPC will run a fit for purpose CPD process that will require registrants to [annually] renew their registration with the BPC.
17. The MI must require registrants to undertake CPD activity and comply with the BPC's annual returns process.
18. The BPC requires all registrants to hold a professional will. The MI will keep a record of the registrant's clinical trustees who hold an up-to-date list of their patients or who are able to access such list.
19. The BPC requires all its registrants to hold professional indemnity insurance. The MI will keep a record of such insurance.

## Adjudication of Complaints

As part of its regulatory role in safeguarding the public, the BPC processes complaints about its Registrants. MIs will support the BPC's Complaints Procedure which gives the BPC responsibility to administer complaints.

Even though the MI has delegated its authority for complaints handling to the BPC, it remains important for the MI to understand and support the importance of abiding by the standards set by the BPC, especially the Ethical Code of Conduct/Ethical Guidelines and the current BPC Complaints Procedure. The MI should support the BPC with its administration of the Complaints Procedure and its running of an effective and proportionate process.

20. The MI will abide by the BPC Code of Ethics and Ethical guidelines.
21. The MI will obtain agreement from all new registrants joining the BPC that they will abide by the BPC Code of Ethics, Ethical guidelines and the BPC's current Complaints Procedure.
22. The MI may have an internal Ethical Code for its members; however, this Ethical Code must not be in conflict with the BPC's Code of Ethics and Ethical guidelines.
23. The MI will abide by the BPC's Complaints Procedure. This includes all internal guidance documents, policy and procedural documents that the BPC has in relation to its Complaints Procedure.
24. The MI will respect the confidentiality of all information and communications received from the BPC in relation to complaints about registrants.
25. The MI will inform the BPC if they become aware of a fitness to practise concern or complaint against a BPC registrant.
26. The BPC will inform the MI when they receive a complaint in relation to one of their members, but without disclosing the details of any complaint, unless provided for by the BPC's Complaints Procedure.
27. The BPC will inform the MI in relation to any conclusions to a complaint including any decisions made by the Practice Review Committee and Fitness to Practise Committee.
28. Where the Fitness to Practise Committee does not make a sanction in relation to the Registrant, but a finding has been made in relation to the Registrant's fitness to practise, the BPC will have the discretion to share this information with the MI.

29. Under the BPC Complaints Procedure, a Registrant can be made subject to a sanction of supervision and or a requirement to stop training, supervising or carrying out any other activity on behalf of the BPC or its MI. The MI will assist the BPC in managing the sanction according the requirements set out in Appendix 2 of the BPC's Complaints Procedure.
30. The MI and BPC will keep all communications and correspondence in relation to complaints confidential unless provided by the BPC's Complaints Procedure.
31. The MI can raise a concern about any process of the Complaints Procedure.
32. Where there is a concern about a registrant's health both the BPC and MI will assess the risk to the public and if possible, provide the registrant with support to return to the BPC Register, when fit to practise. There must be agreement between both the MI and the BPC in order to take this course of action.
33. The BPC will regularly hold Ethics meetings which will be Chaired by the BPC Chair of Ethics.
34. The MI should have their own Chair of Ethics who (or a designated representative) should regularly attend the BPC Ethics meetings.
35. The BPC will not deal with complaints in relation to trainees and will refer the complainant to the MI.

### **Complaints from Trainees about the MI**

The BPC does not consider complaints in relation to the MI however, the BPC has a responsibility to ensure that complaints about its trainings are dealt with appropriately.

36. An MI should have a written procedure for complaints which should be given to trainees at the start of their course/training.
37. The MI agrees to deal with complaints about their own internal policies, procedures and decisions in a fair and transparent manner.
38. The MI agrees to make a record of all complaints in relation to their training programmes and the resolutions provided to the complainant/trainee. These should be disclosed to the Registration Committee during the re-accreditation review.