

## OREGON PSYCHOANALYTIC CENTER CONTINUING EDUCATION COMMITTEE POLICIES AND PROCEDURES

*(Revised March 2009)*

### **PURPOSE**

The Continuing Education Committee is an educational program of the Oregon Psychoanalytic Center. The mission of the Continuing Education Committee is to offer high-quality, affordable, psychoanalytically informed continuing education to the psychoanalytic community and to the wider mental health community. The purposes in providing psychoanalytic continuing education are:

1. To promote psychoanalytic ideas as a relevant and efficacious model of understanding the nature of psychological development and functioning.
2. To enhance the clinical skills of the psychoanalytic community and the wider mental health community.
3. To promote psychoanalytic treatment as a relevant and effective method of psychological treatment.

### **STRUCTURE**

The Chairperson of the Continuing Education Committee will have served as a member of the committee for a minimum of one year before being appointed as chairperson. The President of OPC, in consultation with the current chair of the committee, will appoint the chairperson. The chairperson will serve for a minimum of two years and a maximum of four years with an option of an opt out.

The chairperson provides leadership to the committee and ensures that the policies and procedures of the program are effectively carried out with committee members, visiting scholars, faculty, students, and administration. In addition, the chairperson becomes a member of the Clinical Education Committee (CLEC) and coordinates the Continuing Education Committee directly with CLEC. The chairperson will select a committee member as an additional representative to CLEC.

Membership on the committee is based on:

1. Interest in and commitment to the continuing education committee's mission of providing psychoanalytic educational programs to the mental health community.
2. Recruitment from the psychoanalytic community as well as the wider mental health community.
3. A willingness to serve a minimum of two years.
4. Membership in OPC in good standing.

The Continuing Education Committee will meet on a monthly basis on a regularly scheduled date. The committee's administrative coordinator or a committee member will take minutes and distribute the minutes to all members prior to the next meeting so that they may be reviewed.

### **FUNCTIONS**

The Continuing Education Committee is responsible for:

1. Identifying the educational needs of the mental health and psychoanalytic community based on ongoing evaluation of prior classes and programs and solicitation of feedback from members of the community as well as committee members.
2. Planning courses and programs including the selection of topics, instructors, and speakers to meet those needs.
3. Implementation of courses, special programs, and study groups.
4. Evaluation of all programs through a comprehensive feedback form.
5. Coordinating with the Finance Committee and CLEC on financial matters and other center activities.

The Chairperson of the Continuing Education Committee is responsible for:

1. Calling and running meetings, setting agendas, facilitating discussion, and the selection of courses, special programs, study groups, and instructors.
2. Recruiting new members.
3. Preparing a budget with the input of the finance committee and the administration.
4. Writing an annual report.
5. Selecting a “point person” from among the committee members who will be responsible for the planning and coordination of their special program.

### **Identification of Community Educational Needs**

1. The committee will solicit suggestions for topics and speakers for special programs and courses from members of the psychoanalytic community.
2. The committee will review the evaluation forms of all programs for suggestions for future topics and speakers.
3. The committee will review other continuing education programs in the community to determine areas of unmet need.

### **Planning Programs to Meet Educational Needs**

1. The committee will begin planning for each academic year at least one year prior to the beginning of the academic year.
2. The committee will identify and decide on topics as well as prospective speakers and instructors.
3. A “point person” for each special program will be selected to handle the planning for that special program.
4. The committee will utilize a Proposal Request Form (PRF) so that it can objectively decide on programs based on educational needs.
5. Proposal Request Forms will be filled out by prospective instructors.
6. Program Request Forms will be submitted by the point person for each prospective special program.
7. The committee has final authority on the selection of proposed courses, special programs and instructors based on the assessment of educational needs and objectives as well as cost/benefit analysis.



8. The committee, along with the program presenter, will determine the length and format of each special program.
9. The committee will be informed of the audio visual needs of the presenter.
10. The committee will select the appropriate venue for the special program and determine the availability of the required audio visual equipment.
11. The committee will determine the appropriate honorarium as well as reimbursement for travel expenses according to our guidelines. The standard honorarium for a full day (six hours) is \$1000.00, a half day (four hours) is \$500.00 and a two hour presentation is \$250.00. It is recognized that there may be times when, in order to bring a presenter of international reputation, it may be necessary to pay the presenter's fee rather than our standard honorarium. In these situations, prior approval must be obtained from the Clinical Education Committee.
12. Out of town presenters will be encouraged to stay at the home of a committee member or faculty member.
13. Airfare and ground transportation will be paid in full.
14. Necessary hotel costs will be reimbursed if the presenter elects to stay in a hotel.
15. The committee will plan any elective social events with the help of the community.
16. The Continuing Education Committee will coordinate with the Curriculum Committee when presenters might teach in the institute.
17. The schedule of courses and special programs will be finalized by the committee by the end of January for the next academic year.
18. The point person will ensure that the necessary program information is provided to the chairperson by April 1.
19. An editing committee will review all program information for submission to the front office for inclusion in the catalog. Any desired changes to the program description will be reviewed with the presenter. All program descriptions (blurbs and bios) will be submitted to the front office by June 1.
20. The committee will coordinate marketing and advertisement with the front office.

### **Implementation of Educational Programs**

1. There will be a deadline for registration for all ongoing courses to be announced in the catalog.
2. A minimum of four students is required for the class to be held unless the individual instructor decides otherwise.
3. Course instructors are responsible for providing the syllabus and one copy of each reading to the administrative office by July 1 if the instructor wishes the office to xerox the readings. If the syllabus and readings are not received by the office by July 1, the instructor is responsible for providing the syllabus and readings to the students and collecting the cost of the xeroxing from the students.
4. There is no deadline for registration for special programs.
5. OPC members receive a 10% discount on special programs and classes.
6. Committee members receive a 30% discount on special programs and classes.
7. Committee members will assist the continuing education coordinator with special program registration when necessary.
8. Committee members will assist in the transportation of special program presenters when necessary.

9. The Continuing Education Coordinator and the point person will ensure that all audio-visual requirements for a special program are in good working order prior to the program.

### **Evaluation of Educational Programs**

1. Course and special program evaluations will be provided to all students and attendees and collected at the end of each class or program. CME's will be handed out upon the receipt of all evaluation forms.
2. Feedback from the evaluation forms will be provided to instructors and presenters.
3. The Continuing Education Committee will comply with ACCME Standards of Commercial Support and with all ACCME guidelines.