ONTARIO ASSOCIATION OF MENTAL HEALTH PROFESSIONALS

POLICY & PROCEDURES MANUAL

REVISED February 2020

The Ontario Association of Mental Health Professionals is a division of the Ontario Association of Consultants, Counsellors, Psychometrists and Psychotherapists and represents the membership of the OACCPP and the OAPA.
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1.0 Introduction

The purpose of this Manual is to outline the governance policies and procedures of the OAMHP Board and Committees. This current version of the Policies and Procedures manual was approved at the November 2016 Board of Directors meeting and is a consolidation of the current policies and procedures related to the Governance and Operations of the Board and its Committees. The expectation is that all Board members are familiar with all aspects of this document and that it will serve as a resource for guidance in decisions and direction for the work of the Board and Committees. It is also expected that Committee Chairs regularly review the section of the Manual specifically pertaining to the Committee(s) they chair both with a view to ensuring that the policies and procedures of their Committee(s) are being followed and to ensure that the policies and procedures remain relevant to the current needs of their Committee(s).

It is expected that Committee Chairs will forward any proposed changes to their relevant section(s) to the Governance and Risk Management Committee (GRMC). The Governance and Risk Management committee oversees and brings forward to the Board suggestions for updates related to this document.

In addition to this electronic version, a print copy of this document is maintained in the offices of the OAMHP. A copy of current Policies and Procedures is also kept with OAMHP’s Legal Counsel.

Approved by Board of Directors June 24, 2017
2.0 Association Background

2.1 History

Formed in 1978, the Ontario Association of Mental Health Professionals (OAMHP), is an incorporated professional association that represents mental health practitioners in the general areas of consulting, counselling, psychometric evaluation, and psychotherapy.

OAMHP members work in a variety of settings which include clinics, hospitals, colleges, school boards, counselling, and psychotherapy centres, community mental health agencies, municipal EAP’s, business and industry. About 60% of our members are in private practice.

2.2 Mission

The OAMHP works tirelessly to provide our members with engaging and effective professional development opportunities, while monitoring and proactively responding to issues within the mental health profession that are important to our membership.

2.3 Mandate

The OAMHP is an incorporated provincial body of mental health service providers with a mandate to provide for the professional needs of our members, and to meet the needs of the community in identifying and certifying competent practitioners providing services in mental health consulting, counselling, psychometry, and psychotherapy.

OAMHP Certification recognizes knowledge, skills and aptitude of mental health professionals, emphasizing competence and expertise in their provision of services.
2.4 Overview of Services

OAMHP provides the following services:

- Membership Services - On-going professional development and continuing education opportunities through formal annual conferences and small group workshops, webinars, and regional networking groups, as well as through publications (e.g. Psychologica the OAMHP magazine and the Pulse, OAMHP electronic newsletter).

- Affordable comprehensive professional liability insurance and other benefits through Board approved Insurance broker.

- Certification and re-certification process for members based on established requirements for membership.

- Ongoing advice related to ethics, professional conduct, the standards of practice, and public policy issues through various committees.

- A referral service for members of the public from our membership database of regulated, certified and general members.

- A public relations function through its committee work to public inquiries and the membership.

- Advocacy via promoting members' interests with government, agencies, and other associations.
3.0 Governance Structure

3.1 Governance Structure Overview

OAMHP is governed by a voluntary Board of Directors. The Board is responsible for setting the direction and approving policies and procedures which support the overall goals and objectives of the association. The policy operational work of the Board is carried out by a combination of Directors of the Board, and general members, who serve on committees chaired by Board members. The Executive/Administrative Director (staff designated by the Board) is responsible for all administrative, business, financial and operational matters, not assigned to operational committees. The Executive/Administrative Director, under the direction of the President, is also responsible for supervising, hiring staff (with input from the President/designate) and conducting performance reviews. The President/Executive Committee conducts an annual performance review of the Executive/Administrative Director. The reporting lines are staff to the Executive/Administrative Director, to the President, Executive Committee and ultimately to the Board.

3.2 Board of Directors

OAMHP is incorporated as a not-for-profit organization under the Canadian Income Tax Act and the Incorporation Laws of Ontario. The focus of the Board is policy setting, providing direction for the affairs of the Association and ensuring that the Association is well managed.

The Board consists of a minimum of 12 and a maximum of 18 members, duly nominated and appointed for two terms of two years each, not to exceed 4 years. Terms of office may be extended if moving from a Director-at-Large to a Committee Chair or an Officer of the Board. It is recommended that one-quarter of the board membership turn over every two years to ensure ongoing renewal of the Board membership. The Ontario Corporations Act requires that a minimum of three directors retire each year.

Those elected to the Board of Directors must be a landed immigrant, or a citizen of Canada and a general, certified or retired member in good standing. Affiliate members can hold certain positions as specified in the by-laws and can sit on certain committees as defined in the by-laws. All Directors must be bondable, sign and follow a Code of Conduct for Directors and Code of Ethics, and abide by Robert’s Rules of Order. No undercharged bankruptcy may be held by a Director, and, if a Director becomes bankrupt, he or she thereupon ceases to be a Director. [Ontario Corporations Act, 286(5)].
3.2.1 Code of Conduct for Directors

The Directors' conduct is to be guided by the OAMHP’s by-laws, the Policy and Procedure Manual and the Robert’s Rules of Order. Collectively, these are the agreements that OAMHP Board members make with each other, in conducting Board business.

The Board expects of itself and its members, ethical and prudent conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members. This includes open and transparent dialogue and democratic decision-making.

1. Board members must endeavour to represent the interests of OAMHP as a whole in carrying out the OAMHP mission.

2. A Director’s duty is to be prepared to make an independent decision, using all of the information available to the Board at the time and in the best interests of OAMHP. Being prepared includes providing and/or receiving written reports two weeks in advance of all Board meetings.

3. Board members must avoid any conflict of interest with respect to their fiduciary responsibilities. If there is conflict, they must declare a conflict and refrain from voting. Board members may not attempt to exercise individual authority over the OAMHP and its staff, except as explicitly set forth in Board policy.

4. a) The interaction of Board members with the Executive/ Administrative Director or with individual staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.

   b) The interaction of Board members with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or group of Board members to speak for the Board, unless so designated.

5. Board members must maintain confidentiality, and abide by privacy laws, concerning all information relating to OAMHP that is considered private and privileged.

6. Board members are obliged to prepare for meetings, as noted above, and participate productively in discussions, always within the boundaries of expectations and rules of discipline established by the Board.

7. All Board members must sign the Protection of Assets policy document and abide by it.
3.3 **Officers of the Board**

The President and Executive Committee will lead the Board. A Slate of Officers and Directors is presented each year at the OAMHP Annual General Meeting for appointment. The officers consist of the President, Vice-President of Public Policy, and Vice-President of Governance and Risk-Management, (one of whom could be President-Elect), Treasurer and Past President.

3.4 **Nomination of Directors & Officers**

The Past-President, as Chair of the Nomination Committee (or a Board appointee as Chair, if the Past-President is not available) will call for nominations for Directors of the Association during February (or earlier if necessary) of each year. Nominations are open to all OAMHP members in good standing and must be made in writing and forwarded to the Nomination Chair at the time line stated in the notice for "Call for Nomination". Each nomination must have the endorsement of at least three members of OAMHP, who are in good standing, and the signed acceptance of the nominee.

The Nomination Committee shall meet prior to the Annual General Meeting to prepare a list of nominees it considers appropriate to fill the vacant positions on the Board of Directors. The list of nominees will be presented to the Executive Committee and to the Board of Directors for their approval.

The list of the proposed new directors of the Board of Directors shall be presented to the OAMHP members at the Annual General Meeting for confirmation.

3.5 **Decision-making by the Board**

Board meetings shall be conducted in accordance with the By-laws. The President will chair all Board meetings; with the Vice-Presidents serving as alternate Chair should the Chair not be available. All Board minutes will be taken and kept by the Staff recorder (as appointed by the Board) and kept on file for a minimum of ten (10) years. Abstentions are recorded and members are asked to declare all conflicts of interest regarding matters appearing before the Board in a clear and timely manner and will refrain from voting where there is an actual or perceived conflict of interest. The Board will speak with one voice regarding opinions and decisions of the Board, and the President (or designate) will be the official spokesperson as required, when communicating information to the OAMHP members or the public.

**In Camera Board Meetings**
Meetings of the Board of Directors are open to OAMHP Board of Directors and invitees only. Invitation can be made by the Executive Committee only. There may be occasions when the Board needs to meet “in camera” about certain matters, at which time non-voting members will be asked to leave the room.

3.6 Fiscal Management and Responsibility

Each committee will be assigned an amount, approved by the Board at its first regular meeting, to conduct its routine. If additional funds are required for special projects or for committee business the Chair will send the request to the Executive/Board with detailed explanation for the request.

Full accounting is required for all funds expended by a Committee, such as conference calls, postage, etc. and will be coordinated through the Executive/Administrative Director. In order for committee members’ expense to be reimbursed, it must be approved by the Committee Chair.

3.6.1 Annual Fiscal Policy Approval

The board at its first regular meeting must authorize the President a sum of------ (amount to be determined for each fiscal year) for operational expenditures incurred in between board meetings. The board at its first regular meeting must authorize the Executive a sum of------ (amount to be determined for each fiscal year) for operational expenditures incurred in between board meetings. If the last Board meeting occurs prior to the end of the fiscal year (June 31st) The Executive Committee has extended powers to handle the financial matters to the end of the fiscal year on behalf of the Board.
OAMHP has moved to the electronic banking system and a standard process for checks and balances approved by the Executive/Board.

3.6.2 Reimbursement

All members of the Board of Directors, Committee members and staff of the OAMHP are entitled to recover expenses as authorized by the Board of Directors, such as expenses incurred as a result of their attendance at regular or special meetings of the Board of Directors, or for specific activities approved by the Board. The amount and mode of payment shall be determined by resolution of the members of the Board of Directors. At present, the Board has approved reimbursement of travel expenses and other expenses associated with travel, e.g. meals, and any out of pocket expense necessary to conduct the business of OAMHP and that which has been approved by the Board/Executive. All Directors, Committee members and staff will be expected to use the most economical means of transportation reasonably available.
Hotel expenses will be reimbursed where overnight stays are required to conduct Board business and if travel exceeds one and a half hours from home. Members of the Board, Committee members and staff are to use hotels that are approved for use by provincial government employees where they are charged a reasonable rate. Similarly, with respect to meal expenses, members of the Board of Directors, committee members and staff will only be reimbursed according to the rates established by the Board. All claims must be made on the Board approved expense forms with receipts attached for all expenses over $10.00. The current approved expense rates and claim form samples are contained in appendix "E" of this Policy and Procedure Manual.

4.0 Governance and Operational Committees

The Board of Directors and the Governance Committees set the direction of the Association and develop the policies and procedures that govern what is done, how and by whom. Establishing goals and objectives and establishing accountability for outcomes is an important part of this work. There are governance committees and operational committees of the board. Each Committee Chair, in conjunction with the committee, will develop goals and objectives, and at the beginning of each new term present it to the Board for approval. Committee terms of reference must reflect the approved by-laws of OAMHP. Decision-making at the committee level will be by consensus building with all committee members providing input and following the Robert's Rules of Order. Staff members, who may be present, may provide input to the decision-making. Significant accomplishments, trends and issues should be reported to the Executive and the Board at regular Board meetings and a written report prepared and presented at the AGM. This should form the basis for planning for the subsequent year and establishing new work plans. Each Committee will present written reports, including motions to the Board, two weeks in advance of board meetings.

4.1 Committee Chairs

Committee Chairs and Vice-Chairs are nominated by the Nomination Committee (in consultation with the Committee Chair) and appointed by the Executive at the first Board meeting immediately following the AGM. They will hold their position until the end of their term or if revoked by the Board or the chair resigns (in writing) from that role. Committee chairs can serve for two terms of two years each.

Barring exceptional circumstances, an individual should not be appointed Chair of a Committee unless they have served on that Committee for a year. In the event of exceptional circumstances, a Board Member with expertise on the Committee must provide a period of mentorship to the new Chair if the new Chair has not been a former Committee Member.

Appointment of Committee Vice-Chairs
In order to ensure effective succession planning and ensure that coverage of responsibilities is available when a Committee Chair is absent, it is important that Vice-Chairs be appointed for each standing Committee. Appointment of Vice-Chairs shall be accomplished via the following process:

Unless there are extenuating circumstances, Committee Chairs shall, within a maximum of three months of their appointment, confer with the Chair of Nominations regarding a prospective candidate for Vice-Chair; the candidate will then be reviewed by the Nominations Committee and presented to the Board of Directors for approval. In order to assist in the appointment process, it is helpful if the Committee Chair has considered and assessed current Committee members as potential candidates and discerned their ability and willingness to assume the role. The Nominations Committee shall communicate to the candidate their intention to present the candidate’s name to the Board for approval.

In the event that the Nominations Committee and Committee Chair either cannot identify or agree on an appropriate Vice-Chair, the Chair of Nominations will notify the Executive Committee; the Executive Committee would then be charged with finding an appropriate Vice-Chair.

Once appointed, a Vice-Chair shall remain within their role until one of the following occurs:

- The Chair’s term of office is completed. Upon completion of the Chair’s term, it will be typical for the Vice-Chair to be presented to the Board and Membership as a candidate for Committee Chair.
- The Vice-Chair resigns and/or is removed for cause by the Board or Membership.

### 4.2 Selection of Committee Members

Members may be drawn from both the Board of Directors and the membership of the OAMHP, except for membership in the following Governance committees: the Executive Committee, Public Policy Committee, Governance and Risk Management Committee, not including the Nomination Committee. Selection will be made by the Nomination Committee, with input by the Committee Chair. It is desirable that members reflect all geographic sectors, where possible. Members must be knowledgeable, skilled at working as a team member and must possess the skills, interest and availability to perform the work of the committee. Members of standing committees will meet no less than two (2) times per year or as needed, at the call of the Chair. Committee members must make themselves available to attend the majority of committee meetings and be prepared to participate in the meetings. They must be fully aware of the values, ethics and conflict of interest provisions of OAMHP. For meetings to be official, a minimum of 50% quorum is needed.

### 4.3 Role of Committee Chair

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The Committee Chair sets the agenda, schedules meetings and notifies members as to time and location. The Chair provides leadership for the work of the committee, takes minutes, and oversees the work plan of the committee in order to meet the goals and objectives set by the committee. The Chair reports to the full Board on committee decisions and recommendations. Where necessary, the Chair will negotiate for staff support, and will direct staff in the completion of the committee’s work, once approved.

4.4 Decision-making of Committees

The decisions of each Committee are binding only to that Committee. All recommendations and draft policies must then be presented to the Board/Executive for review and approval. Committee decisions, recommendations and policies will only become binding on the membership of OAMHP after they have received majority Board approval.

4.5 Ad Hoc Committees

The Board/Committees may at times appoint ad hoc committees to support the specific needs of the OAMHP.

(a) The appointment of such persons are made by the Board/ Executive/ Committee Chairs and must be approved by the Board.
(b) The Terms of Reference for each Ad Hoc Committee shall be developed by the individual committee, and be approved by the Board/Executive.
(c) All activities of the ad hoc committee must be reported to the Board by the Chair of the committee under which the ad hoc committee was created.
(d) Appointments of members to ad hoc committees for governance committees (the Public Policy Committee, Governance and Risk Management Committee) will be made from among the current Board of Directors, and these members shall report to the Chair of the committee under which they were appointed.
(e) In exceptional circumstances the President/Board could appoint a member on an Ad Hoc Committee based on exceptional need of the Board or the expertise of the member and the member will report to the President.

4.6 Conflict of Interest

All Committee members and Chairs will be expected to avoid actual and perceived conflicts of interest in carrying out the responsibilities of their committee (Refer to the OAMHP Conflict of Interest policy for guidance). If there is an actual, perceived or potential conflict of interest, that committee member will be required to state this for the minutes and withdraw from discussion and voting on the matter.

4.7 Minute-taking and Distribution
All committee meetings must have recorded minutes with particular attention to recording all decisions, recommendations and outcomes (e.g. motions) and a summary of discussion leading to them. Votes on issues must also be recorded. Minutes are to be distributed to all committee members with a copy to the designated administrative staff. A copy of the set of minutes must be kept on file with the Association for a minimum of 10 years. Committees will submit a Committee Activity Report (see template in Appendix "K") two weeks prior to the Board meeting. All reports must be in writing and verbal reports will be accepted only in extenuating circumstances, with the approval of the Chair.

4.8 Advisors, Agents and Attorneys

The Board shall have power from time to time to appoint advisors, agents or legal counsel or engage such employees for the OAMHP as it shall deem necessary or beneficial with such powers of management or otherwise as the Board may prescribe. Such resource persons shall not have voting privileges.

Role of Advisor
Advisors have no voting rights and are limited from certain roles. Advisors cannot be officers and cannot present reports to the Board or at the AGM. Advisors are appointed on an as need basis, therefore the Board could appoint an Advisor for a short period (3 months) or a longer period (one year). The Board should determine the need for Advisors at its first regular meeting of the new Board and determine the period of such appointment.

4.8.1 Retiring Past President
The retiring Past-President shall be appointed Advisor to the Board and carry out duties as assigned by the Board. Retiring Past-President has no voting rights and is limited from certain roles. Retiring Past-President cannot be Officer and cannot present reports to the Board or at the AGM. The Term for the Retiring Past-President is one 2 year term.

5.0 Governance Committees of the Board

These are committees of the Board that address governance issues and take on the work of governance that the full Board of Directors may require. Committees that fit into this category are: the Executive Committee, Public Policy Committee, Governance and Risk Management Committee, and the Nomination Committee. These committees primarily are made up of Directors and Officers of the Board with the exception the Nomination committee which may include non-board members. These committees directly support the work of the Board in establishing how OAMHP will conduct its affairs.

5.1 Executive Committee
The Chair is the President of the OAMHP.
Composition:
The Committee shall consist of the Officers of the OAMHP.

Duties:
   a) To act for the Board on matters so delegated to it by the Board of Directors.
   b) Confirm Chairs of all Committees.
   c) Is charged with the general management of the affairs of the OAMHP.
   d) Determine membership eligibility for OAMHP.

Retiring Past-President is Advisor to the Executive and the Board.

5.2 Public Policy Committee

The Chair of this Committee shall be one of the Vice-Presidents of the OAMHP.

Composition:
The Committee shall consist of a minimum of three (3) and maximum of five (5) members and the appointments shall be presented to the Board of Directors.

Duties:
The Public Policy committee’s responsibility is to develop and recommend policy to the Board with the goal of enhancing and strengthening the profile of the Association and its members.

   a) Monitor provincial, federal and other relevant legislation pertaining to mental health or affecting its practice;
   b) Prepare responses in a manner which represents the interests of the OAMHP, to legislation, publications, statements, etc. pertaining to mental health and its practice;
   c) Develop guidelines for the preparation of lobbying materials, position or policy papers and review submissions for Board approval;
   d) Develop policy in this area to be recommended to the Board of Directors.
   e) Monitor the implementation of the strategic plan developed for OAMHP and its correspondence with the provincial mental health initiatives and the needs of the membership.

5.3 Governance & Risk-Management Committee

The Chair of the Governance and Risk-Management Committee shall be one of the Vice-Presidents.

Composition:
The Committee shall consist of a minimum of three (3) and maximum of five (5) members and the appointments shall be presented to the Board of Directors.

Duties:
   a) Provide stewardship for the by-laws and policies developed by the OAMHP.
b) Confer with other Committees and the membership of the OAMHP, to determine issues and concerns around by-laws and policies.

c) Oversee the application of the by-laws and policies of the OAMHP and ensure that operations of the OAMHP are enacted consistently in correspondence with the bylaws.

d) Perform risk assessments of the OAMHP and ensure that the by-laws and policies of the OAMHP meet the compliance requirements of the Ontario Corporations Act.
5.4 Nomination Committee

The Chair shall be the Past-President of the OAMHP.

Composition:
The Committee shall consist of a minimum of three (3) and maximum of five (5) members and the appointments shall be presented to the Board of Directors.

Duties:
a) The Nomination Committee will work towards recruiting new Board members or filling vacancies/gaps that reflect OAMHP’s regional and professional diversity.

b) The Committee will nominate members who are committed to the goals and objectives and mission statement of OAMHP and who are members in good standing.

c) The Chair of the Nomination Committee will make a call for nominations for Directors of the Association during February/March of each year to fill vacancies on the Board.

d) The Nomination Committee will submit the names of the selected directors for approval by the Executive committee and the Board of Directors, prior to the AGM. A slate of the successful nominees will be presented at the AGM for their approval.

Nominations Process

- Nominations are open to all General, Certified and retired OAMHP members in good standing and must be made in writing and forwarded to the Nomination Chair by the designated date. Affiliate members can apply for committee membership. In order for the Nomination Committee to complete its work of interviewing potential nominees, a two month turn around period prior to the AGM will be necessary.

- The Interview process includes the review of the Code of Conduct for Directors and Code of Ethics & Standards of Practice, Protection of Property Assets policy, and a signed statement indicating that they are bondable, as stated in the by-laws.

- To be valid, each nomination must have the endorsement of at least three members of OAMHP, excluding members of the Nomination Committee, who are members in good standing and the signed acceptance of the nominee.

- Nomination and appointment of officers of the Corporation will be according to the terms set out in the by-laws of the Corporation.

- Directors who have completed their term or resigned before completing their term (with acceptable reasons to the Board) may be nominated to the Board, after being off the Board for two (2) consecutive years.

- Each year the Nomination Committee can draw a Director from the Board who is not up for re-election in that given year.

- Members of the Nomination Committee must wait one year after stepping down from the Nomination Committee, before they could be nominated to the Board.
6.0 Operational Committees of the Board

These committees work under the direction of the Committee Chairs, and on behalf of the Board, provide services to the membership. These Committee Chairs will establish priorities, develop a work plan and after approval from the Board, direct the work to be undertaken by committee members and staff. Where proceedings are of a sensitive nature and to be kept confidential, a general summary of findings will be recorded and kept in-camera.

Operational committees involve membership development and membership self-regulation. Membership development committees include: the Professional Development Committee. The focus of the membership development committees is enhancing skill development of OAMHP members through professional development opportunities, and promoting the public image of our members. All operations of these committees are recorded in a centralized database and stored in a central office location. Provision is made for adding other short-term committees to take on time-limited tasks on behalf of OAMHP.

Self-regulation committees for the membership include: the Certification Committee, Ethics & Professional Conduct Committee, and the Appeals Committee. The focus of these committees relates to screening members in various professional groups within OAMHP for certification purposes, and establishing scopes of practice within each group. Expectations for professional conduct and educating the membership on ethical issues are also included in the workings of these committees.
Special Activity: *Psychologica*

The Board of Directors passed the following motion on June 13, 2009:

It was moved and duly seconded that the Board recognize Psychologica as a special activity, and that the editor be reimbursed at a rate established by the Board. The editor must not be a current member of the Board of Directors.

- The editor is accountable to the President for content related tasks.
- There will be 2 issues of Psychologica.
- The editor selects the editorial board, who are accountable to the Editor.
- The editorial board members should have some experience in editing the work of others and/or publishing their own work.
- The Editor would choose draft manuscripts for each edition and send a list of the topics or titles to the editorial board members for their approval and feedback.
- Once the list of articles for publication is finalized the Editor will send the first edited article to the editorial board members.
- Once the Editor receives feedback from the reviewer they decide to use whatever comments they found useful, and either incorporate the suggestions, or send the suggestions directly to the author asking for their response or agreement to rewrite portions accordingly.
- The time lines for the 2 yearly issues Psychologica are January (last week) and June (last week), and the process is as follows:

The editor conducts a full edit of each manuscript in word format, and then sends their edited manuscripts to the editorial board 2 months prior to the publication date of the issue. The editorial board would begin a review, not of raw manuscripts, but ones that have already had a first edit by the content editor and return these to the content editor within a month. All reviewed manuscripts are sent to the editor to negotiate changes with the authors and hopefully it can be accomplished by the end of the month. The editorial board has a final meeting to negotiate final changes (as we did before) in the first week of the publication month (January and June). The editor sends the final version to the staff, assigned to Psychologica, 15 working days before the publication date, i.e. in January, and June.

The staff will send the draft copy to the editor within 5 working days and the editor will respond within 5 working days regarding any changes or comments and, once those changes (if required) are made, Psychologica is posted on the last working day of January and June.
6.2 Professional Development Committee

The Chair of the Professional Development Committee shall be a Director of the Board.

Composition:
The Committee shall consist of a minimum of three (3) and maximum of five (5) members and the appointments shall be presented to the Board of Directors.

Duties:
   a) To select the topics and speakers for the annual conference.
   b) To evaluate and approve educational programs based on membership needs, and approve programs/workshops/conferences for CECs.
   c) To establish and develop continuing education programs.
   d) To provide members professional development opportunities through conferences, webinars, seminars, etc.
   e) To assist members in further developing their portfolio by providing them with opportunities to present at OAMHP conferences/workshops (reimbursement as approved by the Board and as recorded in appendix "H").
   f) To promote regional networking groups.

The OAMHP Regional Networking policy is:
   • We encourage the following objectives:
   • To enjoy the collegiality of gathering together, sharing resources and support.
   • To offer one another an exchange of skills and a referral network.
   • To speak with a united voice on mental health issues in their community, possibly partnering with community projects.
   • And, to offer members an opportunity to grow the OAMHP from the grassroots by developing a collective regional focus which the OAMHP can respond to.

Please Note:
The OAMHP Board of Directors maintains that meetings are not be used to discuss any client cases (either as peer consultation or supervision) due to legal liability issues. Members attending the regional networking meetings, who wish to create a supervisory group, may do so as an independent initiative.

All participants in the regional network meetings provide consent for release of information to other regional participants. All participants must complete the following consent form in order that we may release participating member’s contact information to other members within their region. The member must email the information below to services-coordinator@oamhp.ca or fax it to 416-298-9593.
I, ____________________________, consent to authorize OAMHP to release my name and the contact information below to other members of OAMHP for the purposes of establishing regular in-person regional meetings.

Please include the information you would like OAMHP members to contact you by:
Phone:
Email:

Please note we will not include a participant in this networking initiative if we do not receive their consent for release of contact information to other participants.
6.3 Certification Committee
The Chair of the Certification Committee shall be an OAMHP certified/regulated Director of the Board.

Composition:
The Committee shall consist of a minimum of three (3) and a maximum of five (5) certified/regulated members of OAMHP and the appointments shall be presented by the Chair to the Board of Directors.

Duties:
   a) To implement the process of Certification as established by the Certification Committee in consultation with the Professional Development Committee;
   b) To maintain a register of all certified members which shall contain the following information:
      i. Each member’s name, business address and business telephone number;
      ii. each member's area of practice;
      iii. the terms, conditions, and limitations imposed on each certificate (applies only to non-regulated members);
      iv. a notation of revocation or suspension of certificate; and
      v. the result of every professional conduct hearing (applies only to non-regulated members);
   c) To ensure that the Code of Ethics is signed by each certified member of the OAMHP.
   d) To monitor and maintain re-certification status.
   e) Oversees all material relevant to the certification process, and ensures that it is maintained in the OAMHP office under lock and key.

Certification Process

Membership
Applicants shall hold current general membership in the Ontario Association of Mental Health Professionals (OAMHP) and must adhere to OAMHP’s Code of Ethics.

Education
Applicants for certification should hold a graduate degree from a recognized university, with special emphasis on psychology, counselling, assessment and other behavioural sciences related to the mental health field OR be registered with the College of Registered Psychotherapists of Ontario (CRPO) or other Health Professionals under the Regulated Health Professions Act, 1991, S.O. 1991 C. 18 (the “RHPA”).

Personal References
Applicants will submit references based on work in the field following the completion of a graduate degree by two professionals who are familiar with the applicant’s work, and can attest to the applicant’s personal and professional qualities and competence. Referees forward these references directly to the Certification Committee Chair.
Written Examination
Applicants must complete and pass a structured take home examination or have submitted their proof of registration from CRPO or other RHPA regulated Colleges with copy of certificate. The examination process will help the committee to evaluate the applicant’s theoretical knowledge as well as their knowledge about ethical and professional practice issues.

Individual Interview
Applicants will be given an Individual Interview following the successful completion of the take home examination or the submission of proof of registration from CRPO or other RHPA regulated College. Photo identification must be presented by the applicant at the time of the interview.

Validation of Certificate
Certification is valid for a period of three years. It is expected that certified members will continue to be professionally responsible by keeping current with on-going research, therapeutic application, assessment innovation and general applied information. During this period, we recommend that the certified member retain proof of attendance such as receipts, course or workshop content, presenter and other related documentation. At the appropriate time, application for Renewal of Certification will be forwarded and upon successful completion of the application, a dated seal validating your certificate will be forwarded for you to affix to your original Certificate. Registered Psychotherapists will comply with the quality assurance standards of CRPO or other RHPA regulated Colleges and submit these documents as they are completed every two years to OAMHP to maintain their certified status.

Only regulated psychotherapists can be certified by the Certification Committee as the Committee or OAMHP has no authority to certify non-regulated practitioners to provide psychotherapy services.

Retired members can no longer keep a certification status.
6.4 Ethics & Professional Conduct Committee

The Chair of the Ethics & Professional Conduct Committee (the “Chair”) shall be a Director of the Board of Directors who is either an OAMHP certified member or a member who is a regulated professional.

Composition:

The Ethics & Professional Conduct Committee (the “Committee”) shall consist of a minimum of four (4) and maximum of seven (7) members and the appointments shall be presented to the Board of Directors.

Duties:

1. To establish and maintain a Code of Ethics and Standards of Practice which shall be binding on all members who are not regulated under the Regulated Health Professions Act (RHPA).

2. To review the above documents from time to time and recommend revisions as required.

3. Maintain confidentiality of all conversations and disciplinary procedures, unless otherwise required by law.

4. To inform OAMHP members of the existence of the complaints process.


6. Ensure that both the rights of Complainants and Members are respected.

7. Inform the member of the complaint in writing in accordance with the established guidelines.

Process for Receiving and Responding to Queries on Ethics & Professional Conduct:

· A minimum of two Members of the Committee, and the Chair, must respond to ethical queries unless the query is of a straightforward nature - e.g. requesting basic information. If the query is straightforward the Chair may respond on their own.

· A minimum of three members and the Chair are required to respond to complaints.

· A Lead may be appointed by the Chair as required (see Section v below).

i) Responsibilities of the Chair:
To review the Code of Ethics and Standards of Practice documents and recommend revisions as required.

Maintain confidentiality of all documents, conversations, and disciplinary procedures, unless otherwise required by law.

Respond to all queries (see Section iv below) and complaints (see Section v below).

Inform the Member of a complaint made against them in writing in accordance with the established guidelines (see Section v below). Ensure that all correspondence is handled by a secure means (OAMHP compliance with PHIPA/PIPEDA).

If a Committee Member resigns, recruit a new Member with the help of the Nomination Committee.

Appoint a Lead from Committee Members for queries and complaints.

Review all information and input from Committee Members before any response is sent regarding queries or complaints.

Maintain direct contact with OAMHP legal counsel when legal advice is required on all matters.

Keep electronic copies of all written communication with respect to queries and complaints (see Section v below).

Prepare a Committee report for the OAMHP Board Meetings regarding all activities of the Committee. Any pertinent information that could be forwarded, with Board approval, to The Pulse, should be included but shall not include the name of any member or complainant.

Prepare an annual budget, when requested by the Executive of the OAMHP.

Communicate the particulars of any action items/assignments that the Board requests of the Committee.

ii) Responsibilities of Members of the Committee:

Respond within three business days of receiving a request for input from the Chair.

If unavailable, owing to illness, vacation or other obligations that would prevent a timely response, the Committee Member shall notify the Chair. Suggest when a legal opinion may need to be sought for any query or complaint to the Chair.

Report a conflict of interest regarding the parties involved in the complaint before responding to the query/complaint.
· Respond to requests for input from the Chair. (If there is a failure to respond to three successive requests for input, the Chair may request that the Member resign.)

**iii) Receiving and Responding to Queries with respect to ethical queries:**

· All queries are to be in writing and addressed to ethics-conduct@oamhp.ca (or by fax to OAMHP).

· The Chair will send an acknowledgement of receipt within two business days which may include a request for further clarification.

· The query will be e-mailed to all Committee Members by the Chair.

· The Chair will formulate a response to the Committee’s member for their final input before forwarding to the individual who made the query.

· Any response received back from the individual will be forwarded to the Committee.

**iv) Receiving and Responding to Complaints with respect to Professional Conduct:**

· The Committee’s response to complaints against Members will be limited to the Code of Ethics and Standards of Practice and not professional competence.

· The Chair will only respond to written complaints (see Complaint Form, Appendix). There will be no record kept of verbal complaints.

· With the exception of complaints alleging sexual abuse/misconduct, the Chair will only process complaints received within 12 months of when the alleged infraction took place. There will be no time limit for considering complaints alleging sexual abuse/misconduct.

· A signed Authorization Form (Appendix K) from the Complainant must accompany the written complaint before further action is taken.

The Chair will contact the Member to determine if the Member is regulated under the RHPA, OCTA or the SWSSWA. The Committee will not consider complaints made against any member who is a regulated professional under the above referenced legislation at the time the complaint is made. The complainant will be advised to contact the member’s regulatory college. *(No information about the member will be provided about a member unless directed by law).*

The Committee will consider and process complaints against members:

· Where the member complained about is not a regulated health professional under the RHPA, or is not a member of the OCTA or SWSSWA, and has not applied for a certificate of registration
from the OCTA, SWSSWA or a college under the RHPA at the time that the complaint was received.

· If the member complained about has applied for a certificate of registration from a college under the RHPA, OCTA or SWSSWA but has not yet received the certificate at the time that the complaint is received or throughout the complaint process; and where the member complained about has applied for a certificate of registration from a college under the RHPA, OCTA or SWSSWA and receives the certificate of registration after the process has commenced.

With respect to regulated members, the Committee will review the status of Membership only subsequent to the final decision of the regulatory body and following the period for appeal (see Section v below).

The Committee will also defer the consideration of complaints made against any member, whether they are members of regulated professions or not, that relate to behavior that is under police investigation or criminal prosecution until the conclusion of the investigation or prosecution. And, where the behavior is subject to any other legal proceedings, the Chair may at their discretion also defer the consideration of the complaint until the conclusion of those proceedings.

The Chair shall appoint a panel of 3 Committee members to investigate the complaint. The Lead of the panel will report to the Chair (where the Chair themself is not the lead) throughout the investigation process.

An outside expert may be added to the Committee for a specific complaint.

Complaints will only be accepted from the subject of the complaint unless the subject is a minor child or a person deemed to lack mental competence. In a case where children are involved in the complaint, all parents and/or guardians will be informed of the process. In custodial cases, parents or guardians will be asked to provide proof of custody. In case of sole/full custody only the parent with full/sole custody will be informed of the process. Further, in cases where the subject of the complaint is considered not mentally competent, a guardian or power of attorney (with proof of status) can file a complaint.

The Chair shall decide if the complaint is acceptable (see criteria outlined in section 6.4, above) and not frivolous, vexatious, made in bad faith, or otherwise an abuse of process. If not acceptable, the Chair will notify the Complainant that an investigation will not proceed.

The Chair shall ensure the complaint (see Chair’s Complaint Log, Appendix K) is processed in a timely manner, (unless unprecedented circumstances exist) as follows:

The Chair will send a standard letter to the Member under investigation against whom the complaint has been filed. The letter shall contain the following: (a) an outline of the complaint; (b) a statement indicating that an investigation is mandatory (see Standard Letter, Appendix).
The Member under investigation has ten business days to respond to the Chair regarding the complaint by email, fax or mail.

The Chair will send the Complainant the necessary details from the Member’s response within three days, in order for the Complainant to provide additional support for their complaint.

The Complainant has ten business days to provide that additional information.

The Chair will forward any relevant information to the Member under investigation from this additional information within three business days. The Member under investigation has ten business days to respond to the additional information. If deemed necessary the Member, or Complainant, may be asked to respond to any questions the Committee may have within seven business days following the above. An extension may be given at the Chair’s discretion.

A written decision including the relevant facts and the findings and whether or not the Member has breached the Code of Ethics and Standards of Practice will be sent to the Member within two weeks of the deliberation of the Committee.

The Committee should meet after every stage of the process outlined above and provide input to the Lead or Chair.

Minutes of these meetings are to be maintained by a member of the Committee designated by the Lead or Chair.

Setting up meetings with Members of the Committee or accessing legal advice may take some time. This time is not included as part of the stages of the process. Response times by Complainant and Member are suggested for fairness and may be extended at the discretion of the Chair.

The Chair may choose to seek the advice of legal counsel at any time during the process. The Lead may also communicate to the Chair a need for legal counsel.

The Chair shall be copied on all minutes and documents related to each complaint. While the Lead along with the Committee may prepare correspondence, the Chair will be responsible for reviewing all correspondences and will be responsible for submitting and receiving all communications with the Complainant and Member.

If the complaint is found to be without merit, a written notice will be sent to both the Complainant and the Member indicating the decision. If the Member is found to have breached the Code of Ethics and Standards of Practice, a written notice by the Chair will be sent to the Complainant and the Member stating the factual findings and the disciplinary action to be taken. The written notice may be reviewed by the Committee.

One or more of the following disciplinary responses may be imposed:

- A reminder of proper procedures and conduct;
· A reprimand concerning the wrongful conduct;

· The Member be required to take a course, undertake appropriate reading, undergo ethics training and/or a period of supervision;

· Membership in OAMHP is suspended for a specified period of time;

· Membership in OAMHP is terminated.

If there is a disciplinary action taken the Member under investigation will be informed that they must report this finding to any regulatory body, should the Member become regulated either during, or after the investigation. Where disciplinary action has been imposed and requires certain steps to be taken by the Member under investigation, an appointed member of the Committee shall follow-up to ensure that the required action has indeed been undertaken.

A failure to comply with any disciplinary actions will result in termination of Membership with the OAMHP.

Members will be notified that they have the right to file an appeal of the decision (see Appeal Letter, Appendix K) and that this appeal must be filed with the President of the OAMHP.

During the process all documents regarding a complaint will be held by the Chair of the Committee and designated Lead. At the conclusion of the proceedings of the complaint all correspondence, letters, tapes, other records and documents compiled during any investigation must be forwarded to the Chair.

After the written notice of decision has been sent, all correspondence related to the complaint must be deleted. Following the conclusion of the complaint process, only one hard copy of the documents, or any other format of recording will be sealed and filed in the OAMHP office after the allowable time for appeal has passed (see Section 6.6. Appeals).

The Board of Directors will be informed only of the general nature of the complaint and that an investigation is ongoing or completed. No specific cases will be mentioned to the Board of Directors except in the event of disciplinary action ordered by the Committee in which case the Executive/ Administrative Director, Membership Coordinator and President should be notified of the decision (without disclosure of any details pertaining to complaint).

A document which includes the name of the Member under investigation, the date of the complaint, the date of and nature of the decision, the date of the closure of the complaint shall be maintained by the Chair, password protected, and provided to the Executive Director in case of application for re-admission to the OAMHP. (see Complaints History Log, Appendix K).

v) Consideration of Decisions made by other bodies

This section applies in the following circumstances:
1. When a complaint was received regarding a member who is regulated under the RHPA, OCTA or SWSSWA, and it was deferred until such time as the regulator reached a decision and the appeal process expired;

2. When the OAMHP becomes aware of a decision made by a regulatory body under the RHPA, OCTA or SWSSWA regarding a member;

3. Where consideration of a complaint regarding any member is deferred until the completion of a criminal investigation and/or prosecution or other legal proceeding; or

4. When the OAMHP becomes aware that a member has been convicted of a criminal offence.

In any of the circumstances in paragraphs 1 through 4, the Committee shall follow the same process for “acceptable” complaints, set out above, except that there shall be no investigation. The decision will be sent to the member who shall have 10 days to provide a response to the Committee and the Committee shall determine whether or not the decision of the other body is evidence of a breach of the Code of Ethics or Standards of Practice and if so, what if any disciplinary response is appropriate.

The Appeal process is the same for these decisions as it is for decisions commencing with an “acceptable” complaint.

vi) The Committee’s Role in Application and/or Reapplication for Membership to the OAMHP and status inquiries from the general public:

When an application is made to the OAMHP, the Executive Director or Designate will review the Complaints History Document to ensure that the Applicant has not been sanctioned by the Committee or the Executive. If the Applicant has been previously disciplined, the Committee will decide whether or not to allow the reapplication.

When an inquiry with respect to status of a member is received the information is provided only in response to a legal subpoenas, the Executive Director or Designate will review the Complaints History Record and the Infraction Log (both in Appendix K) to determine whether the member was previously sanctioned by the Committee or the Executive. The Executive Director will provide a response accordingly.

vii) OAMHP staff responsibility when a query or complaint is received directly:

a. Inform the complainant that all queries/complaints are to be in writing and addressed to ethics-conduct@oamhp.ca or by fax to OAMHP.

b. All faxed queries/complaints are to be provided to the Executive Director who will immediately forward all documents to the Chair. No record or copy of the complaint will be kept in the office. Once the investigation is over a sealed copy of the full investigation will be kept in the office secured under lock and key.
c. There will be no record kept of verbal complaints.

viii) Interim Orders

Where the OAMHP receives information about any member, whether a regulated professional under the RHPA, OCTA, or SWSSWA, or not, which demonstrates that his or her conduct exposes or is likely to expose the member’s clients to harm or injury, the information shall be referred to the Committee to determine whether an interim order should be made requiring the person’s name to be removed from OAMHP’s “Find a Professional” data base and that they stop referring to themselves as a member of OAMHP on their website, any social media and any printed materials including business cards and letterhead. Note that a risk of harm is not sufficient for the Committee to make an interim order. There must be information about an exposure to harm or injury or a likely exposure to harm.

Before finalizing any interim decision, the Committee shall provide the member with a notice of its intention to make an interim order and allow the member 14 days in which to provide his or her submission on the issue. The Committee shall take the member’s submission into account before making its decision. The decision will remain in effect until the Committee has made a final decision regarding the matter.

7.0 Speaking for OAMHP

The President, the Vice-Presidents, and if the President and Vice-Presidents are not available, the President’s designate (in that order) are the approved spokespersons for OAMHP with regard to the media and formal communications. Committee Chairs and members may be involved in external communications only on a pre-approved basis through the OAMHP Board of Directors/Executive/President.

The Executive Committee will act as a coordinating body for the Board. It will not, however, have independent decision-making powers that supersede those of the Board. The Board of Directors, as a whole, must make all policy, financial and procedural decisions except when the power to make particular decisions is delegated to the President/Executive Committee by the Board.

8.0 CONFLICT OF INTEREST GUIDELINES

Members of the Board of Directors may not hire family members or friends and acquaintances to complete delegated tasks unless prior approval of the Executive Committee and the Board is obtained. Similarly, consulting positions and short-term contract work should undergo a process where Requests for Proposals (RFPs) are solicited. No consultant who has had a prior relationship, business or friendship, with a Board member, should be hired without full disclosure of the nature of the relationship and approval of the Board. A Board member should disclose any potential conflict of interest when putting forth someone’s name for a consultancy.

OAMHP POLICY & PROCEDURE MANUAL

February 2020
9.0 PROTECTION OF ASSETS

Protection of Assets
Ontario Association of Mental Health Professionals (“OAMHP”)

In the course of performing and fulfilling their duties and responsibilities, officers and directors of the Board and the OAMHP’s’ employees will have access to and be entrusted with important information. This information includes, but is not limited to, the present and contemplated financial status and activities of the OAMHP and personal information respecting members of the OAMHP including information that is subject to privacy laws.

Each officer, member of the Board of Directors and each employee of the OAMHP shall ensure that any such information, including information obtained in the course of performing their responsibilities and duties for the OAMHP:

1. shall be safeguarded and only be used by that individual in order for them to perform their duties and obligations with the OAMHP;

2. shall not be used personally or for any purpose other than one which advances the interests of the OAMHP; and

3. shall not be disclosed to third parties without the prior authorization of the Executive Committee or the Board of Directors of the OAMHP.

This policy was approved by resolution of the Board of Directors on the 21st day of June, 2008.

I hereby acknowledge and declare that I have received, read and understood the Protection of Assets policy.

________________________________________  ______________________________
Print Name                                          Signature

________________________________________  ______________________________
President, OAMHP                      Date
10. Privacy Policy

**PRIVACY POLICY**

**Date of Privacy Policy:** January 1, 2004; Revised May 10, 2012; Last Revised November 18, 2017

**Name of Organization:** Ontario Association of Mental Health Professionals

The Ontario Association of Mental Health Professionals (hereafter referred to as “OAMHP”) is an incorporated professional association formed in 1978 to represent providers of mental health services in the general areas of consulting, counselling, psychometry (assessment), and psychotherapy. It is a volunteer-run organization extending services to certified, general, affiliate and student members.

The mandate of OAMHP is to maintain and organize activities related to the professional enhancement of all of its members. Relatedly, OAMHP is dedicated to the betterment of mental health. The activities of OAMHP include maintenance of membership, recruitment of new members, organizing and standing committees on Ethics and Professional Conduct, Certification, Public Policy, Professional Development, Governance and Risk Management, and Certification. In addition, the OAMHP supports an Executive Committee that reports directly to a Board, as do the standing committee chairs. The OAMHP Board is responsible to the constituency of all OAMHP members, and that responsibility includes the maintenance of a Privacy Plan under the Privacy Legislation of Canada.

The collection and use of personal information by OAMHP is conducted only in the course of carrying out its responsibilities to its members.

**Consultants and Adjunct Staff:** Executive Director, Manager of Operations, Membership Coordinator, Communications and Professional Development Coordinator, Content and Managing Editor (“Psychologica”, The Pulse), and Webmaster.

**Name of Privacy Officer:** Executive Director

**Accountability:** The Privacy Officer is accountable to the OAMHP Executive, and through that body, to the OAMHP Board of Directors. Their responsibility is to orient members and consulting staff to the Privacy Plan, to maintain (and/or amend where appropriate) its contents and to respond to complaints from members of OAMHP regarding any aspect of the Privacy Plan.

**Commercial Activities:**

The commercial activities undertaken by OAMHP are: the collection of membership dues; the collection of registration and fees associated with Professional Development activities; the collection of fees pertaining to applications for certification; the payment of consultants hired to undertake certain tasks related to membership needs; the payments for the
publication of “Psychologica” and The Pulse; and remunerations for contract staff and expenses associated with various Board committees as approved.

**Inventory of Personal Information Collected**

In the course of its commercial activities, OAMHP collects the following personal information:

- Mailing addresses of all members and consulting staff, including e-mail addresses and telephone numbers;
- Mailing addresses, e-mail addresses and telephone numbers of all externally hired consultants;
- Mailing addresses and e-mail addresses of non-OAMHP members who wish to receive copies of “Psychologica”;
- Application information supporting new membership queries and supporting data.

The Executive Director of OAMHP keeps this information.

The OAMHP also collects certification information that includes copies of transcripts, the answers to a certification examination, reference letters, and related correspondence. This information is kept by the Chair of Certification and distributed to an examination panel. Once the certification process is completed, this information shall be stored at the OAMHP office and any copies held by the Certification Committee shall be destroyed. Certification files shall be stored in the OAMHP office.

No client information is kept by OAMHP except in the case where a member of the public or a member of OAMHP has issued a query or complaint regarding professional practice.

**Purpose of Collecting Personal Information**

Our primary purpose for collecting personal information from OAMHP members is (1) to ensure that they receive all relevant information regarding membership and benefits of membership, renewal of membership, insurance information, receipt of general mailings, accurate addresses for e-mail responses, and certification information; (2) to invoice members each year for renewal of membership and certification; (3) to request information from certified members regarding ongoing professional development activities.

Our primary purpose for collecting personal information from staff consultants is to maintain ongoing communication regarding business activities.

Our primary purpose for collecting personal information from external consultants is to review potential candidacy for a consulting opportunity, and/or to maintain ongoing liaison regarding consulting projects.

With respect to the above, written consent is sought before any information is shared with a third party.

**Invoicing and Collection of Fees**
OAMHP members are invoiced once a year for their annual fees; applicants for certification are invoiced at the time of application for certification, and, following that, for the examination process. Staff and external consultants are remunerated as per their contractual arrangements with the organization.

Storage of Personal Information
All personal information is held in secured electronic files, in the central OAMHP office under the supervision of the Executive Director at:

586 Eglinton Avenue East, Suite 410, Toronto, Ontario, M4P 1P2

Protection of Personal Information
This Privacy Policy pertains to member files maintained by the Executive Director and the Committee Chairs mentioned above. Office space is used exclusively by the person(s) designated to retain this information. These premises have been inspected by the Privacy Officer, and by selected Board members to ensure their appropriateness and the files are restricted to use only by the Executive Director, delegates of the Executive Director, and the Committee Chairs responsible for maintaining updated information. Our policy requires that all files containing personal information be locked at all times, except while in use.

File cabinets are locked, and all e-documents are protected by a password, including member access to the OAMHP website. E-documents and online communication are housed on a secure server, to ensure that privacy will be maintained.

If for any reason, files containing personal information need to be transported, files will be locked in the trunk of a car, or transported, in situ, in secure containers. All paper information is transmitted through sealed, addressed envelopes by mail or by courier.

Voicemails from members are protected by confidential access codes.

All faxes and e-mails will identify the recipient and include a privacy clause that reads: “The information contained in this document is confidential and privileged and is intended only for the use of the addressee. Any use by another person is improper. If you have received this information in error, please contact our Privacy Officer/Executive Director at executive-director@oamhp.ca, 1-888-622-2779 or 416-298-7333.”

Note that OAMHP will not, under any circumstances, distribute to a third party a mailing list of its full membership. Neither will OAMHP disclose the personal information, including a contact address for any individual member of OAMHP. The parties wishing access to member lists for promotion of educational workshops, advertising, etc., are invited to place an ad in “Psychologica”, or insert an enclosure in one of the mailings of “Psychologica” or some other general mailing.

Resumes, performance reviews, and contracts of all consulting staff are kept in a locked filing cabinet in the offices of the OAMHP.
Resumes, contracts and performance reviews of all external consultants are kept in a locked filing cabinet in the offices of the OAMHP.

The resume, performance reviews, and contract of the Executive Director are to be kept by the President of the Executive Committee, in a locked filing cabinet.

**Retention and Destruction of Personal Information**

Member information is retained until a member advises the Executive Director that they are withdrawing their membership status. At that time, all personal information is archived, and destroyed five years after notice of withdrawal from the organization. Information from certification applicants is retained indefinitely, until a member advises the Executive Director and the Chair of the Certification Committee that they are withdrawing from the organization. At that time, the member’s certification file is archived, kept for five years, and then destroyed. Destruction of all personal information is done with a shredder.

**Access**

Public queries and member queries regarding the Privacy Plan will be directed to the Privacy Officer. OAMHP will charge fees for copying member information, as, for example, in the provision of the determinations of an examination for certification. The organization may have appropriate grounds for refusing an access request, and will require confirmation of the identity of the individual making the request before disclosing any information. Information regarding liability insurance is held with the Insurance Brokers and OAMHP takes no responsibility for information regarding insurability or claims.

All OAMHP members have access to the Privacy Plan, which is posted on our website, and held by the Privacy Officer.

**Accuracy and Correction Requests**

To the best of our ability, OAMHP tries to maintain complete accuracy of records. We rely on members to change addresses or related personal information in a timely manner.

If a member believes that the information held in their file is inaccurate, they may request that it be corrected. Personal files are kept on each member and must be made available upon request.

**Complaints Regarding the Privacy Plan**

The Privacy Officer/Executive Director is the only individual designated to receive and review complaints. They may review complaints in consultation with those Committee Chairs who have access to personal information and have been identified elsewhere in this document.

Any complaints must be made in writing, and a written acknowledgement of the complaint will be provided. All complaints will be investigated promptly and will be followed by a formal written decision, which will include a rationale for the decision.

*If a complainant finds the disposition unsatisfactory they may contact:*

The Privacy Commissioner of Canada,
OAMHP encourages all of its members to consult the following websites regarding this legislation:

http://www.priv.gc.ca

**Availability**

The Privacy Plan will be posted on the website, and members of OAMHP are invited to communicate with the Privacy Officer, if they have any questions. In addition, a smaller brochure will be mailed out to all members. A copy of the plan will be kept at the office of the Privacy Officer, should members wish to consult the document.

**Implementation**

It is OAMHP’s commitment to fully implement the privacy needs of all of its members. All staff, Board Members and Committee Members will be briefed on the Privacy Policy and must sign a confidentiality agreement. The Privacy Officer will undertake regular monitoring of compliance over a 12-month period, at which time reviews and updates to the plan will be implemented as necessary.

The Privacy Plan, its monitoring and implementation, has been fully endorsed by the Executive Committee and the Board of Directors of OAMHP.
APPENDIX "A"
Appeals Panel
APPENDIX "B"
Certification Committee
APPENDIX "D"
Ethics & Professional Conduct

The Board approved January 27, 2018 the following Policy:

Maintenance of Files Related to Ethical Queries and Conduct Complaints

Ethical Queries: Correspondence related to Ethical Queries shall be deleted from the e-mail account of the Ethics and Professional Conduct Committee (ethics-conduct@oamhp.ca) at the end of the Chair’s term provided the query is not still in progress at the end of a Chair’s tenure. Two electronic back-up copies of all correspondence between the Committee and a member must be made at the conclusion of the Chair’s tenure: one copy to be provided to the incoming Chair and another to be stored at the OAMHP offices.

Conduct Files and E-Mails Related to Conduct Files:

Once a decision has been made regarding a conduct complaint, the Chair of Ethics and Professional Conduct shall forward a copy of all materials related to the conduct complaint to the OAMHP offices. This copy is to be kept for a period of 10 years from the latest of the following dates:

- the day after the deadline for filing an appeal of a decision of the Ethics and Professional Conduct Committee has expired OR
- if an appeal is brought, 30 days following the date of the decision of the Appeals Committee OR
- if sanctions were ordered by the Ethics and Professional Conduct Committee, the date upon which the member was to have fulfilled the sanctions.

At the discretion of the Chair of the Ethics and Professional Conduct Committee, files may be designated to be kept for longer than 10 years; in this case, the Chair must flag the file. If the file involved a minor child, the file must be kept for 10 years from the child’s 18th birthday, or subsequent to one of the aforementioned dates, whichever is latest.

In addition, e-mail correspondence pertaining to complaints shall be kept in pdf format on the OAMHP server within a folder entitled “Closed Conduct Files”; this e-mail correspondence should be retained in accordance with the time frame guidelines listed above for Conduct Files.
The Board approved the following Privacy Breach Policy & Procedure and the Privacy Breach Reporting Form at the June 16, 2018 meeting of the Board of Directors:

**OAMHP**

**Privacy Breach Policy & Procedure**

**PURPOSE**

To outline the policy and procedure for addressing and reporting privacy breaches.

**POLICY**

Organizations that collect and hold personal information are responsible for notifying affected individuals when a privacy breach occurs.

A privacy breach occurs when there is unauthorized access to or collection, use, view, disclosure or disposal of personal information. Such action is unauthorized if it occurs in contravention of the Personal Information Protection and Electronic Documents Act (PIPEDA). The most common privacy breach happens when personal information of association members, applicants, employees or volunteers is stolen, lost or mistakenly disclosed. Examples of this include when a computer containing personal information is stolen or personal information is mistakenly emailed to the wrong person.

By adopting a measured strategy to address recognized and possible privacy breaches, the OAMHP must:

- Mitigate the damage by immediately preventing further inappropriate disclosure of personal information.

- Assure complainants and affected persons as well as the public, the media and the Information and Privacy Commissioner of Canada that the matter has been taken seriously.
Ensure that policies and procedures comply with the privacy protection provisions of the Personal Information Protection and Electronic Documents Act (PIPEDA) and that staff are properly trained in this respect.

**PROCEDURE**

The following steps will be taken by the OAMHP's Privacy Officer (The Executive Director) if it is suspected that there has been a privacy breach:

Step 1: Respond immediately by implementing the privacy breach as outlined below:

Step 2: Containment - Identify the scope of the potential breach and take immediate action to contain it

- Retrieve the hard copies of any personal information that has been disclosed.
- Ensure that no copies of the personal information have been made or retained by the individual who was not authorized to receive the information. Obtain the person’s contact information in case follow-up is required.
- Determine whether the privacy breach would allow unauthorized access to any other personal information (e.g. electronic database), and take whatever necessary steps are appropriate to prevent access (e.g. change passwords, identification numbers, etc.).
- Consider notifying the Privacy Commissioner of Canada and/or legal counsel if necessary.

Step 3: Notification – Identify the affected individual(s) and notify them of the breach

- Determine the means of notification based on the circumstances of the breach, such as the sensitivity of the personal information, the number of people affected, and the potential effect of the notification.
- Notify the affected individual(s) by phone, by email or make a note in their file to discuss the breach at the next communication.
- Provide details of the extent of the breach, and the specifics of the personal information at issue.
- Inform them of the steps that have been or will be taken to address the breach, both immediate and long-term.
- Consider engaging the Privacy Commissioner of Canada, legal counsel and/or the insurer, as appropriate.
Step 4: Investigation and Risk Assessment – Investigate and evaluate risks associated with the breach, and take steps to prevent future breaches

- Ensure the immediate requirements of containment and notification have been addressed.
- Review the circumstances surrounding the breach.
- Review the adequacy of existing policies and procedures in protecting personal information.
- Address the situation on a systemic basis.
- Identify opportunities to prevent a similar breach from happening in the future.
- Change practices as necessary, and ensure the changes are fully implemented.
- Ensure OAMHP staff and board members are adequately trained with respect to information privacy and OAMHP privacy breach and procedure.
- Consider engaging the Privacy Commissioner of Canada, legal counsel and/or the insurer, as appropriate.
- Consider any disciplinary consequences with staff or contract issues with external contractors or vendors that follow from the privacy breach.

Step 5: Report - Report the privacy breach to the Privacy Commissioner of Canada:

The Privacy Commissioner of Canada,
30 Victoria Street
Gatineau, Quebec K1A 1H3

Provide an annual report on privacy breaches to the OAMHP board of directors.

Reference/Source: The Personal Information Protection and Electronic Documents Act (PIPEDA)

Distribution: OAMHP executive director, staff, board of directors

Filing: OAMHP Policy Manual

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</table>
OAMHP
Privacy Breach Reporting Form

Date: _____________________________
( dd/mmm/yyyy)

Name of Privacy Officer: ____________________________

Address: ____________________________________________

Phone: ________________________________

Fax: ________________________________

Email: ________________________________

Description of the Privacy Breach:

Please describe the circumstances of the privacy breach, including:

- What happened?
- Describe how the personal information came to be disclosed / lost / stolen / used without authority (Note: Specify if breach was electronic, physical or both)?
- Date (or date range) of the theft(s), loss(es) or unauthorized use(s) or disclosure(s) of personal information.
- Date when the Privacy Officer was informed of the privacy breach.
- How was the Privacy Officer informed of the privacy breach?
- How many agents (e.g., board members, staff, volunteers, etc.) were responsible, in whole or in part, for causing this privacy breach? Please explain.
- Describe the nature of the personal information that was disclosed / lost / stolen / used without authority.
- Identify the number of individuals whose personal information was disclosed / lost / stolen / used without authority.
Re: Description of Privacy Breach:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Containment:

Please describe the steps that have been taken by, or at the direction of, the Privacy Officer to contain the privacy breach, the date that such steps were taken, and the outcome of these steps (including whether these steps were successful in containing the privacy breach).
Notification:

Were the individuals whose personal information disclosed / lost / stolen / used without authority notified of this privacy breach?

- On what date was notification provided? ________________________________
- If not, why? _______________________________________________________
- ________________________________________________________________
- ________________________________________________________________
- By what means was the notice communicated (mail, email, telephone, in person, etc.)?
- ________________________________________________________________
- Did the notice include:
  □ A description of the circumstances of the privacy breach?☐
  □ The nature and extent of the personal information at issue?☐
  □ The steps that have been taken and/or will be taken to contain and remediate the privacy breach?☐
  □ The contact information of the person within your organization to contact for questions about the privacy breach?☐
  □ That the Privacy Commissioner of Canada has been notified of the privacy breach?☐
  □ That the individual is entitled to make a complaint to the Privacy Commissioner of Canada and how to make such a complaint?☐

Investigation / Remediation:

- What steps have you taken to investigate this privacy breach?
- What steps remain to be taken to investigate this privacy breach?
- What steps have you taken to remediate and prevent a future privacy breach?
- What steps remain to be taken to remediate and prevent a future privacy breach?
Filing / Submitting Your Report:

Report the privacy breach to:
The Privacy Commissioner of Canada
30 Victoria Street
Gatineau, Quebec K1A 1H3
APPENDIX "E"
Executive Committee

(a) Core Values for Board of Directors

Members of the Board of Directors agree to abide by, adopt and practice these core values:

Caring: A sincere and compassionate interest in the well-being of others.

Integrity: A belief in trust, openness, honesty, and fairness in individual and group interaction and Board transactions.

Respect: Belief in the dignity and uniqueness of the individual and value of equity and diversity among and between Board members.

Ethics: Acting in an ethical fashion and adhering to the OAMHP Code of Ethics.

Participation: Abiding by and practicing Robert’s Rules of Order. Demonstrating effective listening skills and strong interpersonal communication skills.

Volunteer service: A commitment to serving the general membership, the profession and the public.

Personal growth: A commitment to life-long learning and personal and professional growth.

(b) Donations

In Memoriam Donations:

In November 2013 OAMHP revised its in memoriam policy via the following motion:
Motion: It was moved by Naseema Siddiqui, seconded by Simon Atkins that for Board members, past and present, OAMHP should make a donation of $500, in their name, and that $100 donations should made for deceased spouses/ partners, children or parents of Board members. Carried

This policy was also extended to staff members.

The donation is made to the charity of the member’s/ family’s choice. Same applies to staff.

When a Director or staff is hospitalized OAMHP will send cards and flowers or gift basket.
(c) Reimbursement Rates

1. Motion re mileage: it was proposed by the GRM Committee that the travel rate should be changed from current .52¢ to .57¢ per kilometre for the first 100 kilometres. The Board approved this proposal at its March 23, 2014 meeting and the following mileage formula was approved:

Mileage rates:
0.57 per km up to 100 KM (max of $150 - round trip).

Travel Time (travel and distance time determined by Google Maps) is as follows:
2 hours @ $200 i.e. when one way travel time is 2 hours then the payment for return trip is $200
2.5 hours @ $250, i.e., when one way travel time is 2.5 hours then the payment for return trip is $250
3 hours @ $300, i.e., when one way travel time is 3 hours then the payment for return trip is $300
Over 3 hours $$325 maximum, i.e., when one way travel time is 3.5 hours then the payment for return trip is $325
The maximum payment is $325 except for Northern Ontario, where only reasonable mode of transportation may be air transportation

2. Motion re meal reimbursement: The per diem rate be changed from $70.00 to $90.00

The per diem rate is $90 with the following breakdown:

Breakfast = $20.00
Lunch = $30.00
Dinner = $ 40.00

NB: OAMHP does not cover for alcoholic beverages

Hotel expenses will be reimbursed where overnight stays are required to conduct Board business and if travel exceeds one and a half hours from home or accommodation is required due to inclement weather.

(d) Specific Membership Benefits
Retired members’ membership fee be reduced after a period of five years in the retired category. For current rates see the website.

OAMHP supports members requesting hardship status, allowing them to pay $20/month instalments until their yearly membership dues are paid.

(e) **FISCAL**

The board at its first regular meeting must authorize the President a sum of-----(amount to be determine for each fiscal year) for operational expenditures incurred in between board meetings. The board at its first regular meeting must authorize the Executive a sum of------(amount to be determine for each fiscal year) for operational expenditures incurred in between board meetings. If the last Board meeting occurs prior to the end of the fiscal year (June 31st) The Executive Committee has extended powers to handle the financial matters to the end of the fiscal year on behalf of the Board.

(f) **FINANCIAL POLICIES AND PROCEDURES**


(g) **CAPITALIZATION POLICY**

The Board passed the following motion on November 18, 2017:

*MOTION: Moved by Liana, seconded by Jane Alway that the capitalization policy set $1,500 as the amount at or above which an item or expenditure be recognized as a capital asset of the Association.*
APPENDIX "F"
Governance & Risk Management
APPENDIX "G"
Nomination Committee
(a) Conference Honoraria for OAMHP Members

At the January 2015 Board meeting, the following motions were passed to establish set rates for honoraria for OAMHP members who will be presenting at the OAMHP's annual conference:

**Motion**: moved by Antoine Quenneville, seconded by Suzanne Dennison that the honoraria be set for OAMHP members to present at the conference for $500 for a half day presentation and a $1000 for a full day.

*Carried*

**Motion**: moved by Antoine Quenneville, seconded by Jane Alway that OAMHP members presenting at Conference have registration costs waived and accommodation and travel expenses covered according to board of Directors' reimbursement guidelines.

*Carried*
APPENDIX "I"
Public Policy Committee
APPENDIX “J”
STAFF POSITIONS CHANGES

For a complete list of current staff, see “about us” page on the website.
APPENDIX "K"
Miscellaneous

OAMHP Templates and Forms

(a) Committee Report Templates
(b) Ethics and Standards of Practice Complaint Form
(c) Authorization Form for Ethics and Professional Conduct
(d) Ethics & Professional Conduct Chair’s Complaint Log
(e) Complaint History Record
(f) Membership Infraction Log
Committee Report

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>Committee Members:</th>
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<td>Present:</td>
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<td>Regrets:</td>
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<tr>
<th>Motion(s):</th>
<th>Recommendation(s):</th>
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</table>
Information for sharing via Pulse- E-blast:

Respectfully Submitted by:
Date:

OAMHP Ethics and Standards of Practice Complaint Form©

Please print in ink. Document can be mailed, faxed or scanned and emailed to the Chair of the Ethics and Professional Committee. Do not revise this form in any way.

1. Have you verified that the person you want to file a complaint against is an OAMHP Member? _Yes ___No

If no, please contact our Membership office to make sure that the individual is a Member of OAMHP. Contact information is available on our webpage or services-coordinator@oamhp.ca. The OAMHP cannot process complaints against non-Members.

2. Do you know if the person you want to file a complaint against is regulated under the RHPA, e.g., the College of Registered Psychotherapists or Social Workers, etc?
   ___ Yes ___ No

If yes, the OAMHP cannot process complaints against Members who are regulated under the RHPA. However, the OAMHP may consider the outcome of complaints made to those governing bodies with respect to its Members.

3. Complainant (person making complaint): ________________________________

4. Are you the subject of the complaint: ___Yes ___No

You must be the subject of the complaint, unless the subject of the complaint is your child or you are the Substitute Decision Maker for the subject¹. Include subject of complaints name here: ______________

Complainant Address:
______________________________

¹Both parents must sign the complaints document unless you provide proof of sole custody or proof of your role as Substitute Decision Maker.
Complainant Phone end E-mail: ____________________

5. Are you a Member of OAMHP? ___Yes ___No

6. Name of Member you are filing a complaint regarding: ____________________________

Business Address:
________________________

Business Phone and Email: __________________

Note: You must file a separate form for each individual you wish to file a complaint against.

7. When did the alleged behaviour begin? ________ (dd/mm/yyyy)

8. What is the most recent date of the alleged behaviour? ______________(dd/mm/yyyy)

9. Have you discussed this situation with the Member that you are complaining about? ___Yes ___No

10. Have you filed a complaint with any other organization(s). This might include police? ___Yes ___No
If yes, please indicate below:
________________________________________________________

11. Summarize for us in 2-3 sentences the nature of the alleged misconduct:
________________________________________________________

12. List the Code of Ethics or Standards of Practice you believe have been violated (see our website, http://www.oamhp.ca):
__________________________

13. On separate paper, please type (or print neatly in ink) the following information while being as concise as possible:
(1) a summary of the events in chronological order leading up to the behaviour including the most important dates related to the behaviour by the Member,
(2) a complete account of the behaviour at issue,
(3) any relevant information about what happened after the behaviour occurred, and
(4) any steps you have taken to address this situation.

14. Please send us photocopies (not originals) of any evidence you have related to your allegations.

Note: Please only send documents directly relevant to your complaint. A large volume of unnecessary documentation may delay the completion of review of your complaint.

We will only process your Complaint form if the Authorization/Consent form below is complete and signed, and returned to OAMHP office along with this Complaint form, otherwise the processing of your complaint will be delayed.

**OAMHP Authorization/Consent Form©**

1. I give the OAMHP permission to disclose my concern(s) and/or to release a copy of my complaint and any supporting documents submitted, and deemed relevant by OAMHP to the processing of my complaint to:

   (OAMHP Member’s Name)
   In order for OAMHP to obtain a response from:

   (OAMHP Member’s Name)
   I understand that any letters to me from the OAMHP’s investigators, that include requests for clarification of concerns or complaint may also be released, when deemed relevant by the investigators to:

   (OAMHP Member’s Name)
   to ensure that the individual adequately understands my concerns or complaint.

2. I authorize__________________________________________ to release to the OAMHP any

   (OAMHP Member’s Name)
   information relating to services provided, including any documentation in the clinical file notes the person has kept relating to these services. I understand that such information could be requested for the purposes of my complaint’s investigation and will be provided to the Ethics and Professional Conduct Panel and Chair for its consideration of this matter.

______________________________  ____________________________  ____________________________
Signature of Complainant        Name of Complainant        Date
Send document by email to:  
ethics-conduct@oamhp.ca

or by fax to the attention of:  
The Chair of the Ethics Committee  
1-416-298-9593

or by mail to:  
The Chair of the Ethics Committee  
OAMHP  
586 Eglinton Ave E, Suite 410  
Toronto, Ontario  
Canada M4P 1P2

Authorization/Consent Form

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2. I authorize___________________________to release to the OAMHP any
(OAMHP Member’s Name)

information relating to services provided, including any documentation in the clinical file notes the person has kept relating to these services. I understand that such information could be requested for the purposes of my complaint’s investigation and will be provided to the Ethics and Professional Conduct Panel and Chair for its consideration of this matter.

---

Chair’s complain log.rev June 3, 2016

**COMPLAINT - Chair’s Complaint Log**

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<tr>
<td>Member’s Name:</td>
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<tr>
<td>Media type received:</td>
<td>Email: ☐ Fax: ☐ a) Date Received:</td>
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<tr>
<td>Receipt response sent to Complainant</td>
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<tr>
<th>Section II: Initial stage (if Complaint is valid)</th>
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<tbody>
<tr>
<td>Complaint sent to Committee</td>
<td>Date:</td>
</tr>
<tr>
<td>Responses from Committee (within 3 days)</td>
<td>Date(s) Received:</td>
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<tr>
<td>Committee Members:</td>
<td>Committee Lead:</td>
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<td></td>
<td>Secretary:</td>
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<tr>
<td>Chair’s letter to Member (within 2 weeks of a)</td>
<td>b) Date:</td>
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### Section III: Correspondence/Meetings

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<th>1(^{st}) Meeting of Committee (by Phone) □ (In Person)□</th>
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<th>c) Date:</th>
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<td>e) Date:</td>
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| Section IV: Loose Ends | |
| 4\textsuperscript{th} Meeting of Committee (by Phone) □ (In Person)□ | Date: |
| Attendees: | regrets: |
| Additional Questions to Member | Date: |
| Response by Member | Date Received: |
| Additional Questions to Complainant | Date: |
| Response by Complainant | Date Received: |
| Deliberation of Committee (by Phone) □ (In Person)□ | f) Date: |
| Attendees: | regrets: |

| Section V: Action | |
| Letter sent to Complainant (within 2 weeks of f) | Date: |
| Letter sent to Member | Date: |

□ No Action
□ A reminder of proper procedures and conduct.
□ A reprimand concerning the wrongful conduct
Complaint History Record

This document contains a list and summary of the complaint history investigated by Ethics and Professional Conduct Committee and was compiled by the Chair of that Committee for use by the Executive Director or Designate for approving membership applications to the OAMHP and for member’s status inquiries by the general public.

<table>
<thead>
<tr>
<th>Member (Membership #)</th>
<th>Date of Complaint (dd/mm/yy)</th>
<th>Committee Decision</th>
<th>Further action to be completed by</th>
<th>Membership Status</th>
<th>Responsibility for follow up</th>
<th>Date of Completion of the file</th>
<th>Status after appeal or 3rd Party Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John (3305)</td>
<td>02/03/10</td>
<td>No action taken.</td>
<td>N/A</td>
<td>Active</td>
<td>N/A</td>
<td>03/03/10</td>
<td>N/A</td>
</tr>
<tr>
<td>Smith, Sara (1234)</td>
<td>06/04/12</td>
<td>Member to take an Ethics course.</td>
<td>06/04/13</td>
<td>Active</td>
<td>Saltstone- done 05/11/13</td>
<td>06/10/13</td>
<td>N/A</td>
</tr>
<tr>
<td>Jones, Bob (1345)</td>
<td>06/10/13</td>
<td>Suspended pending police investigation.</td>
<td>Unknown</td>
<td>Suspended until further noticed</td>
<td>Saltstone-Brown-Smith - done 10/03/15</td>
<td>07/10/15</td>
<td>Membership Terminated</td>
</tr>
<tr>
<td>Brown, Jane (6534)</td>
<td>10/26/14</td>
<td>Terminated.</td>
<td>N/A</td>
<td>Terminated</td>
<td>N/A</td>
<td>11/26/14</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Membership Infraction Log

This document contains a list and summary of any infractions of legislation/regulations & OAMHP bylaws reported to OAMHP or noted by OAMHP staff/ Directors and is compiled by the Membership Coordinator and retained by the Executive Director. This list is referred for use by the Membership Coordinator or the Chair of nomination Committee for approving membership applications on to the OAMHP or for nomination to the Board of Directors.

<table>
<thead>
<tr>
<th>Member (Membership #)</th>
<th>Nature of Infraction</th>
<th>Responsibility for follow up</th>
<th>Action Taken</th>
<th>Further action to be completed by</th>
<th>Outcome</th>
<th>Membership Status</th>
<th>Date of completion of the file</th>
<th>Status after appeal or 3rd Party Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John (3305)</td>
<td>Misuse of title Dr., RP when not registered with CRPO or The CPO</td>
<td>President/Designate</td>
<td>Member advised of the misuse of the title and asked to refrain from using it effective immediately</td>
<td>Follow up to confirm compliance</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Breach of RHPA resulting in Criminal charges</td>
<td>President</td>
<td>N/A</td>
<td>N/A</td>
<td>Terminated</td>
<td></td>
<td></td>
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</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Bob (1345)</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>Terminated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jane (1234)</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>Terminated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRPO: College of Registered Psychotherapists of Ontario  
College of Psychologists of Ontario: CPO