



Psychotherapy & Counselling  
Federation of Australia

## Chair of the Ethics Committee

### Position Description

#### Introduction

The Ethics Committee oversees PACFA's ethics functions as set out in the Terms of Reference for the Committee:

- To respond to requests from the PACFA Board, PACFA Office and PACFA committees regarding ethical issues or dilemmas that arise
- To provide an ethical lens and feedback on items that arise in PACFA
- To report to the PPC, Council Meetings and Board Meetings
- To oversee ethical complaints that are sent to PACFA for investigation
- To respond to ethical queries that come from PACFA office
- To improve and enhance the process and practices of PACFA in relation to ethics
- To provide leadership on ethical training, ethical education and ethical awareness in counselling and psychotherapy
- To review PACFA Ethics documents periodically

#### Current priorities for the Research Committee 2016-2017

The Ethics Committee, with input from the PACFA Board, PACFA Council and other stakeholders, has identified the following priorities:

- External review of the PACFA Code of Ethics and Professional Conduct Procedures
- Incorporating the needs and processes of the new PACFA Colleges and Branches into PACFA's Ethics documentation
- Raising standards of ethical practice within PACFA by ensuring PACFA continues to run CPD on Ethics
- Recruiting new members of PACFA's Professional Conduct Panel and ensuring PCP training is offered by PACFA on a regular basis

#### Members of the Ethics Committee

PACFA relies on the generosity of members of the Ethics Committee who volunteer their time to help us to ensure PACFA and its constituents achieve a high level of ethics in their practice and related fields of work.

## Requirements of the Chair of the Research Committee

The Chair of the Ethics Committee is elected by the PACFA Council; however the PACFA Board aims to contribute to the succession planning for this role given that it is a key, senior role within PACFA that requires specialist skills and expertise.

The position of Ethics Committee Chair is open to Individual Members of PACFA or members of PACFA Member Associations.

It is expected that the Ethics Committee Chair will be an experienced practitioner who has achieved PACFA Clinical registration or the equivalent practising membership of a PACFA Member Association.

Ideally, the Ethics Committee Chair will also have the following expertise, experience and skills:

- Expertise in ethics within the counselling and psychotherapy field
- Experience in the conduct of ethical complaints and/or mediation
- Policy-writing skills

## Role of Chair of the Ethics Committee

The Chair of the Ethics Committee is expected to:

- Report to the PACFA Board in writing prior to every Board Meeting as per the PACFA Communication Strategy
- The Report will include de-identified data on ethical complaints using the agreed reporting template, including number of queries, number of complaints, start and end dates for complaints, complaint categories and complaint outcomes
- Participate in meetings of the PACFA Council as Delegate for the Ethics Committee
- Call Ethics Committee Meetings, organise the agenda, minutes, discussion etc.
- Progress the work of the Ethics Committee in accordance with the Committee's Terms of Reference, calling in external advice when required
- Provide advice and support to the PACFA Office in relation to administration of particular complaints or appeals
- Be accountable for expenditure against the Ethics Committee's allocated budget