

PEI SOCIAL WORK REGISTRATION BOARD

STANDARDS FOR THE PRIVATE PRACTICE OF SOCIAL WORK

POLICY

Approved 2009 04 09

PEI Social Work Registration Board

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Introduction:

One of the main functions of regulated professions is to ensure that the clients of the professional service are protected from preventable harm or injury. Standards for private practice also can ensure that the clients receive service at a regulated standard that is regularly monitored. It assures the public that those practicing in the profession take seriously their responsibility to guarantee that certain qualifications and training expectations have been met.

Definition:

Private practitioners are social workers who, wholly or in part, are engaged in the independent practice of social work without the benefit of supervision provided by an employer or board of directors. They are solely responsible for their actions in all direct and contract work in whatever field they practice, as defined by The Social Work Act.

Registry:

The Social Work Registration Board of PEI will maintain a Registry of Private Practitioners for the Province of Prince Edward Island. This will be part of the mandatory registration process for social workers on PEI.

SECTION 1

Essential Criteria for Private Practice Registration:

Criteria:

Social Workers who engage in private practice shall meet the following criteria:

1. Shall have a Master of Social Work or Doctorate of Social Work from an accredited Canadian School of Social Work or foreign equivalency;
2. Be a Current Registered Social Worker (RSW) and a member in good standing of the Prince Edward Island Association of Social Workers (PEIASW);
3. Shall have a minimum of four (4) years or equivalent hours of paid social work experience, relevant to the areas of specialization within the past ten years.

4. The social work experience must have been clinically supervised or supervised by a practicing community social worker with appropriate experience in the area of specialization;
5. Social Work experience refers to a position in which the primary professional designation is social work or for which a social work qualification is required or preferred;
6. Provide two (2) letters of reference from qualified professionals with appropriate experience in the area of specialization, speaking to the applicants competency in their area(s) of specialization;
7. Evidence of ongoing professional development in the proposed fields of practice;
Specialized training, other than graduate school, needs to be documented to substantiate the education or supervised experience in the area of specialization- such as, family mediation, chronic pain management, attention deficit disorders, organization development, etc.

SECTION 2

Exceptional Circumstances: * See Appendix “A”

The Registration Board may approve as qualifications in private practice a combination of education and extensive social work experience. This category has been created to acknowledge those social workers who have demonstrated leadership and recognized competence in fields of practice but who have not completed an MSW. Successful candidates will meet all of the following criteria*:

1. Hold current RSW status, member in good standing of PEIASW
2. Have a BSW degree. (Special Consideration see Appendix A)
3. Shall have eight or more years of paid supervised social work experience, within the past ten years , relevant to the area of specialization.
4. Shall provide three references from qualified professionals with appropriate experience in the area of specialization, speaking to the applicant’s competency in that area.

5. Show evidence of continuing education (see Continuing Education Policy) development.
6. Access to relevant professionals for consultation.

SECTION 3

Additional Requirements:

Persons who engage in private practice as social workers must:

- A) identify themselves as such to clients
- B) have their RSW designation visible in the office.
- C) inform their employer that they are engaged in private practice to avoid conflict of interest.
- D) comply with the guidelines as established by the Continuing Education Policy of Social Work Registration Board of PEI
- E) have access to relevant professionals for consultation.
- F) carry current liability insurance.
- G) adhere to standards as required by the Registration Board, including annual registration for private practice.

SECTION 4

Professional Business Practices:

Members of the Private Practice Registry shall uphold the Social Work Code of Ethics in their professional business practice as well as the following:

a) Advertising:

Members of the Registry may advertise their services in any media within the following guidelines:

- i) the information must not be misleading and false, and
- ii) the information must be in a form that can be reviewed and
- iii) members of the Registry will refrain from advertising in a matter that can discredit other colleagues or the profession

b) Fees:

Members of the Registry may advertise their fees, providing they outline the fee structure to include all types of service prorating in exceptional circumstances. Individual Practitioners are, however, free to set their actual minimums and maximums, to use sliding scales, a set fee for service for all services or a

variable fee schedule related to the natures of the service provided.

(ie: assessment, family counselling, court reports, child therapy)

Social Workers may reduce, waive or delay collecting fees in situations where there is financial hardship to clients , or they may refer clients to appropriate alternative agencies so that clients are not deprived of professional social work services

Appendix B: Factors to be Considered When Determining a Fee for Service

Appendix C: Suggested Range of Fees

SECTION 5:

RSW APPROVED FOR PRIVATE PRACTICE/ THE REGISTRY

Registration for private practice will be similar to the annual registration process for all Social Workers practicing on Prince Edward Island. When the social worker is completing their annual registration they will complete the section for private practice. *Their registration certificate will specify their Private Practice designation.* The registration board will maintain a Private Practice Registry. This registry will be available to the public upon request.

Social Workers shall submit (upon effective date of policy or initial application) to the Registration Board:

- A) an updated curriculum vitae
- B) summary of private practice work experience
 - C) continuing education credits
 - D) malpractice liability insurance confirmation
 - E) peer consultation availability when necessary (documentation may be required)

Social Workers upon renewal will submit

- A) malpractice insurance confirmation
- B) peer consultation availability

Cancellation Policy:

If an association member in Private Practice fails to renew their membership or fails to register, their name will be removed from the Registry.

For reinstatement applicant will follow initial application process as outlined in SW Act and Private Practice Policy

The Registrar will make recommendations to the Board regarding applicant's status.

Cost:

See fee structure

APPEALS:

Social Workers who wish to appeal the removal of their name from the registry will be dealt with in accordance with the Social Work Act, in regard to removal based on malpractice.

APPENDIX A

Special Consideration will be given to practicing social workers with current RSW status that do not hold a Social Work degree, but have been in the field of private practice for five or more years. **To be considered, an applicant must apply to the Registration Board under this section within twelve months after coming into force of these revised regulations, Renewal of Private Practice Status**

- 1) Applicants must provide documentation that indicates the level of knowledge, skills and experience in the areas of specialization are outstanding and exceptional.
- 2) Applicants must provide documentation that the private practice has existed for four or more years.
- 3) All other Special Circumstance criteria must be met.

APPENDIX B

FACTORS TO BE CONSIDERED WHEN DETERMINING A FEE FOR SERVICE GUIDELINES FOR PRIVATE PRACTITIONERS

There are several factors that should be considered by any private practitioner who is establishing a fee for service

- **Academic Qualifications/Experience/Expertise/Reputation in Specific Fields**

A licenced social work practitioner in the Private Practice of Social Work in the Province of Prince Edward Island is required to have a Masters Degree in Social Work. *The only exceptions to this requirement are those BSW private practitioners who were grand parented in under the Legislation at the time licensure began at were approved for private practice.* In addition the number of years of experience in a particular field, the level of expertise and the reputation of the practitioner in the professional community are recognized as enhancing academic qualifications.

- **Nature and Level of Skill Required**

The nature of the practice, as well as the knowledge and skill requirements associated with the practice, further serve as significant factors when setting fees. Highly specialized areas of social work practice are more likely to command higher fees than less specialized areas of practice because of the related knowledge and skill requirements.

- **Size (population)/Income Level of Community**

The relative scarcity or availability of services, the income level of potential clients and the fee range, that is considered normative in a particular community often play a significant role in the determination of competitive fees.

APPENDIX C

Suggested Range of Fees

CLINICAL SERVICES include family counselling, group sessions, individual counselling and other therapeutic interventions, assessment

- the hourly rate = 50 minutes of direct client contact plus ten (10) minutes for recording and other related activities
- charges for other related items such as court appearances, telephone calls, stand-by related to court are negotiable with the client.

Recommended hourly range is \$50 to \$125

CONSULTATION is divided into two (2) areas, clinical consultation and organizational consultation

- **Clinical Consultation** - eg., providing expert consultation on a case by case basis or on a general basis to a group of practitioners in a specialized area such as child protection.
- **Organizational Consultation** eg., program design, review/evaluation, restructuring, operational evaluation/review of an agency, strategic planning

Recommended hourly range is \$75 to \$125

SUPERVISION provided to students, private practitioners, candidates for registration

Recommended hourly range is \$80 to \$125

EDUCATION/TRAINING - Involves the provision of seminar, workshops in an area in which the practitioner has expertise

Recommended hourly range per one-half (1/2) day is \$300 to \$400.

This policy will be reviewed in two (2) years from effective date.

