



## Prince Edward Island Social Work Registration Board

### Professional Development Policy

Approval Pending

February 2003



## Prince Edward Island Social Work Registration Board

### Professional Development Policy

#### 1. PREAMBLE

- 1.1 Professional development is a lifelong process of engaging in activities to learn new knowledge and skills and deepen professional competency.
- 1.2 The Prince Edward Island Social Work Registration Board recognizes the importance of mandatory professional development as an ethical responsibility of each social worker.
- 1.3 The Canadian Association of Social Workers Social Work Code of Ethics states: "*A social worker shall have and maintain competence in the provision of a social work service to a client*" (Code of Ethics, 1994, Section 3.0)
- 1.4 The Prince Edward Island Social Work Act states that in order to practice, a social worker *'shall provide proof of currency of professional knowledge and skills, as indicated by such requirements as may be prescribed regarding recentness of professional education, examination, active practice or refresher program.'* ( Social Work Act, 1988, Section 9:1:d )
- 1.5 The Prince Edward Island Social Work Registration Board recognizes the broad scope of the social work profession and that there are many methods of learning new skills and knowledge.
- 1.6 The Prince Edward Island Social Work Registration Board encourages Registered Social Workers to seek opportunities that combine professional development with contributing to the field of social work and the quality of life of the Island community.

#### 2. POLICY STATEMENT

- 2.1 The P.E.I. Social Work Registration Board (hereafter called "the Board") supports professional development for social workers and expects its members to adhere to the national standard of obtaining 40 (forty) professional development hours per year through those means which are most conducive to their learning.
- 2.2 Whenever possible and appropriate, employers are encouraged to ensure their staff who are Registered Social Workers are allotted a minimum of 3 (three) working days per year for professional development activities pro-rated for part-time employees. The Registered Social Worker will be responsible for the balance.
- 2.3 The minimum requirements for social workers are as follows:

- a) Registered Social Workers working full time are required to complete a minimum of 40 hours of professional development per year. Working on a full time basis is defined as working 37.5 hours or more per week on an annual basis.
  - b) Registered Social Workers working part-time are required to complete 20 hours of professional development per year. Working on a part-time basis is defined as working more than 15 hours per week but less than 37.5, or less than six months per year.
  - c) Registered Social Workers who are working **less than 15 hours per week**, and those working **less than 3 months per year**, are required to complete 10 hours of professional development per year.
  - d) Registered Social Workers who are **absent** from their professional practice for a period of less than one year are required to complete 3 hours of professional development for each month worked within that year. Reasons for being away from the workplace may include medical or parental leave, or absences for other personal reasons.
- 2.4 The Registrar of the Board will consider, in a timely manner, applications for **exemptions** from this policy.
- 2.5
- a) The Registrar will assist Registered Social Workers in interpretation of this policy statement.
  - b) The Registrar may refer matters related to interpretation of this policy to a Professional Development Committee appointed by the Board for a final decision.
- 2.6 Failure to comply with this policy will result in referral to the Discipline Committee appointed by the Board.

### **3. PROFESSIONAL DEVELOPMENT ACTIVITIES**

3.1 Registered Social Workers may meet the policy requirements through two or more of the following activities:

- Articles, presentations or research
- Board meetings, committee work and community service
- Certificate Programs
- Conferences or workshops
- Discussion Groups or Seminars
- Mentoring
- Participation in the activities of professional social work organizations
- Peer Consultation
- Public education about the profession of social work
- Self directed learning
- Supervision of Social Work students
- Training in the work place
- University Courses

3.2 A detailed description of these professional development activities is included in Appendix A.

3.3 No more than half of professional development hours can be met through self directed learning.

### **4. DOCUMENTATION**

4.1 At the time of annual registration, each Registered Social Worker must sign a statement which confirms they have met the minimum requirements of continuing professional education.

4.2 Registered Social Workers must keep a record of their professional development activities. While it is not necessary to submit these records at the time of annual registration, they will be subject to examination at the request of the Registrar

4.3 Registered Social Workers are expected to keep their professional development records for a period of three years.

4.4 The Board will request the Registrar to conduct annual, random audits on professional development activities of its members.

4.5 A suggested format for keeping track of professional development activities on an ongoing basis is included in Appendix B.

## APPENDIX A Professional Development Activities

1. **Articles, presentations and research** includes preparation (e.g. research and writing) and related activities leading to a final product.
2. **Board Meetings, committee work and community service** includes contributing volunteer time to social service, community development, advocacy or educational agencies related to the field of social work.
3. **Certificate Programs** include a planned sequence of courses and/or workshops leading to a certificate which indicates completion or competence.
4. **Conferences and Workshops** include events of one to five days with a common theme or topic related to the field of social work.
5. **Discussion Groups and Seminars** include group activities organized by Registered Social Workers which are based on individual reading and research of a relevant issue or subject. These may be designed to meet specified learning goals.
6. **Mentoring** is a consultant-consultee form of learning which is formalized through a learning contract.
7. **Participation in the activities of professional social work organizations** includes committee work, attendance at meetings or planning events on behalf of professional organizations (e.g. PEI Social Work Association, PEI Social Work Registration Board).
8. **Public Education** about the profession of social work includes giving presentations or staffing information booths at career fairs or other forums.
9. **Self Directed Learning** includes activities such as reading social work publications, using formalized instructional packages (reading, audio, video, etc.), internet research and interactive learning.
10. **Supervising Social Work Students** includes training, preparation, discussion and supervision of students' field placements for B. S. W. or M. S. W. programs.
11. **Training in the Workplace**, referred to as "In-Service Training", is continuing education provided by one's employer. It may be specifically required for the position, designed to increase one's effectiveness carrying out the tasks involved in one's job.
12. **University Courses** includes credit or non-credit courses designed to increase knowledge or skill in relation to social work practice.

**Appendix B**  
**Prince Edward Island Social Work Registration Board**  
**Record of Professional Development Activities**

Note: Please photocopy and fill in for each activity. Please retain records for 3 years.  
Do **NOT** submit with your application for registration

**Type of Professional Development**  
(See Appendix A)

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**Describe Activity**

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**Title/Event/Program**

**Date**

**Place**

**Complete where applicable**

**Author**

**Presenter(s)**

**Organization**

**Other comments**

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**Credit Hours**

**Type of Professional Development**  
(See Appendix A)

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**Describe Activity**

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**Title/Event/Program**

**Date**

**Place**

**Complete where applicable**

**Author**

**Presenter(s)**

**Organization**

**Other comments**

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**Credit Hours**