

## **Role of the Registrar PEI Social Work Registration Board (PEISWRB)**

The PEI Social Work Registration Board (referred to as the Board) regulates the practice of social work in the Province, promotes established standards and safeguards the welfare of the public with regard to social work services. The Registrar shall then enter all of the following information concerning the applicant in the Register:

- (a) The name, address and phone number of the applicant;
- (b) Any conditions imposed on the certificate;
- (c) The date of issue of the certificate;
- (d) The expiry date of the certificate;
- (e) The details of any endorsement added to the certificate;
- (f) Such other information respecting the applicant as may be prescribed by the regulations.

Appointed by the Board and reporting to the Board, the Registrar is primarily responsible for the management of the Provincial registration and certification processes, receiving and conducting preliminary investigations of complaints, recommending to the Board appropriate processes for addressing complaints, and participating in investigative and disciplinary processes in accordance with the Social Work Act and Regulations. The Registrar attends and participates in scheduled meetings of the Board. The registrar will provide support to the chair.

The Registrar will establish and maintain a relationship with other Registrars, attending and representing the Board and PEI at annual national meetings and other meetings as may be required. The Registrar may also be requested to facilitate and/or conduct information sessions regarding the Social Work Act and Regulations aimed at educating members and employers. The registrar will maintain ongoing working relationships with the Canadian Council of Social Worker Regulators.

The Registrar will, on occasion, be requested by the Board to assume sole or shared responsibility as its representative on studies or special projects. In addition, the registrar will give direction and leadership towards the achievement of the Board's annual goals and objectives. Also with the chair the registrar will assist in enabling the Board to fulfill its governance functions.

The Registrar will be paid an honorarium in recognition of providing the Board with a specified number of hours of work per week. Both the hours per week and the honorarium will be determined by the Board. The Board will, through an arrangement with the Voluntary Resource Centre, provide the Registrar with administrative support and an office.

A detailed statement of work functions is attached.

**Details of Work Functions  
Registrar  
PEI Social Work Registration Board (PEISWRB)**

**Executive Functions**

- manage office procedures and online database and website
- maintain an up to date information system
- liaise with the Association
- provide support to the chair
- advise the treasurer
- assist the Board in establishing committees as needed
- liaise with other Registrars re: national regulatory issues
- attend Board meetings as an ex-officio member
- orientate new Board members
- advise the Board on matters related to policy development
- assist the board in their work with the PEI Government officials

**Certification Functions**

- maintain an up to date registration system
- receive and assess all new and renewal applications
- issue certificates and other correspondence related to certification
- provide information to employers and the public regarding certification regulations
- investigate lapsed memberships
- investigate reports of individuals practising social work without current registration

**Standards and Discipline Functions**

- receive complaints and make a determination regarding their disposition (i.e. dismiss, refer to mediation or to an Investigation Committee)
- liaise with legal counsel
- co-ordinate disciplinary hearings
- report to the Board on the status of complaints and disciplinary proceedings
- orientate new committee and Board members to the Act, Regulation and procedures governing the standards and disciplinary process
- educate the membership on matters related to professional standards and discipline procedures.

Reviewed September 21, 2015