

# **PEI SOCIAL WORK REGISTRATION BOARD**

## **STANDARDS FOR THE PRIVATE PRACTICE OF SOCIAL WORK**

### **POLICY**

Approved January 2016

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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 Doctor 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 applicant's 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**

### **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 3

### Professional Business Practices:

Members of the Private Practice Registry shall uphold the PEI 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 will identify their fee structure to their clientele.

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

### Appendix B: Suggested Range of Services

## SECTION 4:

### 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.

**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

### 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 and were approved for private practice prior to 2008.* 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 B

### Suggested Range of Services

**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.

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

- **Clinical Consultation** - e.g., 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** - e.g., program design, review/evaluation, restructuring, operational evaluation/review of an agency, strategic planning.

**SUPERVISION** provided to students, private practitioners, candidates for registration.

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

**This policy will be reviewed in two (2) years from effective date. (Review November 2021)**