



Continuing Competence Program: Where Should I Be Now?

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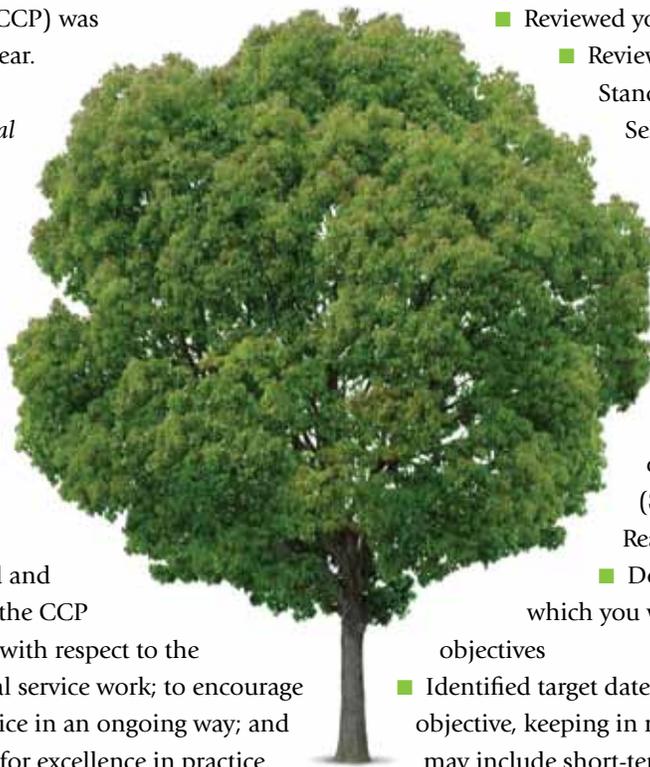
As members will know, the Continuing Competence Program (CCP) was introduced earlier this year.

According to the Registration Regulation made under the *Social Work and Social Service Work Act*, all members of the College are required to participate in the CCP. The CCP requires members to identify learning goals and objectives related to the Principles and Interpretations contained in the Standards of Practice Handbook, which prescribe the basis on which professional practice is conducted in a sound and ethical manner. The purpose of the CCP is to promote quality assurance with respect to the practice of social work and social service work; to encourage members to enhance their practice in an ongoing way; and to encourage members to strive for excellence in practice. The CCP is one of the ways in which the College fulfills its mandate of public protection.

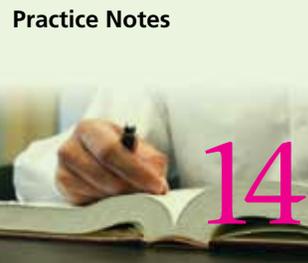
WHERE YOU SHOULD BE NOW

At this point in time, it is expected that you will have:

- Reviewed the CCP documents (the Self-Assessment Tool and Professional Development Plan Documents and Instruction Guide booklets)
- Reviewed your practice
- Reviewed all eight Principles in the Standards of Practice and completed the Self-Assessment Tool
- Identified learning goals
- Transferred these learning goals to your Professional Development Plan Summary Sheet
- Specified your learning objectives for each learning goal identified, ensuring that each objective meets the "SMART" criteria (Specific, Measurable, Attainable, Realistic and Timely)
- Documented learning activities in which you will engage to reach your goals and objectives
- Identified target dates for the accomplishment of each objective, keeping in mind that your Self-Assessment Tool may include short-term and long-term goals.
- Indicated evidence of the accomplishment of the objectives you have reached
- Engaged in learning activities and recorded the outcomes of your activities
- Reviewed your progress towards your goals periodically,



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documenting the goals that have been reached and adding new goals and/or unanticipated learning to the Professional Development Plan Summary Sheet

- Maintained evidence of goals that have been reached in your OCSWSSW Member Resource Binder

NEXT STEPS

Declaration of Participation in the CCP

All members will be required to complete and submit an annual declaration to the College of participation in the CCP at the time of their annual renewal. The declaration will consist of the following 3 questions. The declaration will require that members provide full particulars if they answer “no” to any of these three questions:

1. Have you completed the Self-Assessment Tool in accordance with the Instruction Guide?
2. Have you completed the Professional Development Plan in accordance with the Instruction Guide?
3. Have you carried out the learning activities identified in your Professional Development Plan and kept evidence regarding these activities?

Learning Activities

Members are reminded that a learning activity must relate to a learning goal identified through the self-assessment, and relate to the practice of social work or social service work. Learning opportunities are broadly defined and could include such things as web-based learning, independent reading or observing a colleague, as well as attending seminars, workshops or conferences. It is recognized that you may not have completed your learning activities (or reached your goals) at the time you make your declaration, however, it is expected that at least some of your learning activities will be underway. For examples of learning activities, members are encouraged to review page 17 of the CCP Instruction Guide.

Retention of the CCP Materials

Members are required to retain their Self-Assessment Tool and all evidence of learning for 7 years. Members should not send their Self-Assessment Tools or evidence of learning to the College but rather keep them in their OCSWSSW Member Resource Binder. If requested, members will be required to produce their Self-Assessment Tool, Professional Development Plan, learning activities and other Continuing Competence Program materials to the College.

FREQUENTLY ASKED QUESTIONS (FAQS)

During the months of April, May and June of this year, the College made 10 presentations regarding the CCP across the province. The following FAQs are in

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response to the feedback the College received during these presentations. For more FAQs, please refer to page 12 of the CCP Instruction Guide.

1. How do I know that I am developing appropriate learning goals?

The CCP is a self-directed, adult education model. This is in keeping with the Standards of Practice, Principle II, Competence and Integrity, which states that members are responsible for being aware of the extent and parameters of their competence and demonstrating their commitment to ongoing professional development.

The learning goals and Professional Development Plan you develop are relevant to your needs. Ultimately, you must be able to demonstrate that you have made reasonable efforts to develop an appropriate learning plan. You will need to use your professional judgment about what is reasonable and appropriate. However, the following may assist you:

- completing the CCP Work Sheet in the Self-Assessment Tool and Professional Development Plan Documents booklet
- incorporating practice dilemmas
- consulting with colleagues and/or supervisors,
- consulting with the College's Professional Practice Department

2. I am currently retired but wish to maintain my membership in the College. Why do I need to participate in the CCP?

As a regulated professional, participation in the CCP is mandatory for all College members, including those who are retired from practice, on maternity/paternity leave, working part-time or are currently unemployed. Members of the public need to be assured that all College members, regardless of work status, are engaged in the enhancement of their practice in an ongoing way and striving for excellence in the provision of social work and social service work service.

3. I am currently in an administrative position and am no longer seeing clients. How does the CCP apply to me?

Social workers and social service workers provide services to a wide spectrum of clients and client systems that encompass direct and indirect practice and clinical and non-clinical interventions. In a broad sense, the term "client" refers to any person or body that is the recipient of social work or social service work services. In defining the client or client system, a member could ask the question: "To whom do I have an obligation in respect to the services I am providing?" The term client refers to an individual, a family, group, community, organization or government. In research, the client may be a participant and in education, the client may include students.

4. I have listed several goals as part of this year's learning plan which I have not completed. Can I carry them forward to next year's learning plan?

Yes. The learning activities you identify will vary in time commitment. What is most important is that you take the necessary steps to meet your learning goals. While some goals will be met within a short period of time, others will require months or even years. For those goals which require longer time frames to complete, members are advised to identify benchmarks or milestones that they expect to reach as part of these larger goals. These benchmarks should be established using the SMART objectives (Specific, Measurable, Attainable, Realistic and Timely).

For more information on the Continuing Competence Program, please contact the Professional Practice Department at ccp@ocsuww.org.