

## CONTINUING COMPETENCE PROGRAM SELF-ASSESSMENT FORM

Note: Use this as a tool only. Members must complete the self-assessment in the Member Portal available at [www.mcsw.ca](http://www.mcsw.ca).

NAME: \_\_\_\_\_ RSW # \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

All Social Workers commit to abide by *The Social Work Profession Act*, the Social Work Profession Regulation, the MCSW Bylaw, the MCSW Code of Ethics and the MCSW Standards of Practice. This includes adherence to the requirements of the Continuing Competence Program.

Please refer to the [MCSW Code of Ethics](#) and [Standards of Practice](#) as you consider the following:

<b>✓ the box according to your present self-assessment. The indicators provided should be interpreted as broadly as possible to fit your role and setting.</b>	<b>I excel in this area</b>	<b>Sufficient for my practice</b>	<b>Develop further</b>	<b>Not relevant to my practice</b>
I demonstrate my respect for the unique worth, inherent dignity, personal beliefs and identity of others.				
I demonstrate my understanding of the connection between individual challenges, public issues and structural disadvantage.				
I ensure my clients understand, to the best of their ability, that they have a right to make choices based on voluntary informed consent; this includes clients who are children.				
If I am delivering involuntary services to clients due to court orders or legislation, I ensure that I use the least restrictive means possible.				
I ensure that my clients have complete and accurate information regarding the extent, nature and limitations of the services available to them.				
I convey a respectful and non-judgmental attitude in my behaviour and my use of language				
I promote the qualities of honesty, reliability, impartiality and diligence in my professional practice.				
The best interests of my clients are paramount. I demonstrate this by maintaining professional boundaries and avoiding conflicts of interest. Should a conflict of interest arise, the nature of the conflict is fully disclosed.				

	<b>I excel in this area</b>	<b>Sufficient for my practice</b>	<b>Develop further</b>	<b>Not relevant to my practice</b>
I am knowledgeable of the MCSW Code of Ethics (Code) and Standards of Practice (Standards) and fully incorporate them into my practice. If there is a conflict between the MCSW Code and Standards and my employing environment, I advise my employer and the College and seek a resolution.				
I respect my clients' rights to confidentiality and inform them as early as possible of the limits to confidentiality including access to information by my colleague(s) and/or manager(s).				
I maintain currency in the professional knowledge and skills related to my field of practice. This includes my knowledge of relevant current legislation and policies.				
I maintain learning in relation to the cultural diversity and the pluralistic nature of Manitoba.				
I maintain learning and skills related to indigenous peoples, including their history, culture and spirituality.				
I have knowledge and skills in working with communities and groups.				
I do not engage in any area of professional practice unless I am competent to do so by virtue of my knowledge, experience and training. This also includes not practicing if my competence is compromised or impaired by the use of alcohol, drugs, illness, personal problems or other reasons.				
I engage in ongoing reflection, self-assessment and consultation/supervision in order to critically examine how my own beliefs and practices may impact my professional relationships with others who are different or similar to me..				
I actively utilize core professional values for the engagement and formation of a therapeutic relationship with clients.				
I conduct my practice professionally with the understanding that there are limits to the scope of my intervention and relationship with clients.				
I ensure that I document my work and that my documentation/records are created and retained in accordance with the policies and procedures of my employer, the MCSW Standards of Practice, and all applicable legislation.				

Reflect on the information checked above. What are areas you would like to further develop in your professional practice? (You may use this reflection to identify your goal(s) for your Learning Plan).

### RESEARCH IN SOCIAL WORK:

Complete this section if you engage in research in your practice.  
Please refer to the Code of Ethics Guideline 6 as you consider the following:

<b>✓ in the box according to your assessment of where you consider yourself to be at present. The indicators provided below should be interpreted as broadly as possible to fit your role and setting.</b>	<b>I excel in this area</b>	<b>Sufficient for my practice</b>	<b>Develop further</b>	<b>Not relevant to my practice</b>
I ensure that I minimize risks to participants.				
I ensure informed consent, and maintain confidentiality.				
I accurately report the results of the study.				

Reflect on the information checked above. What are areas you would like to further develop in your professional practice? (You may use this reflection to identify your goal(s) for your Learning Plan).

## PRIVATE PRACTICE:

Complete this section if you engage in private practice.

Please refer to the [Code of Ethics](#) Guideline 5 and the [Standards of Practice](#), Standard 7 as you consider the following:

<b>✓ in the box according to your assessment of where you consider yourself to be at present. The indicators provided below should be interpreted as broadly as possible to fit your role and setting.</b>	<b>I excel in this area</b>	<b>Sufficient for my practice</b>	<b>Develop further</b>	<b>Not relevant to my practice</b>
I practice with an established fee structure and provide services and products at a fair market value.				
I have established policies regarding: third party payments, charges for missed or cancelled appointments, overdue accounts and non-payment of accounts.				
I ensure all fees and related policies are discussed with clients at the beginning of service. I am aware that I may provide services pro bono.				
I maintain my accessibility to my clients. For example, I respond to them promptly. When I'll be unavailable, I arrange for coverage by competent peers. I ensure that my professional space is free from mobility impediments.				
I maintain regular, consistent and structured supervision from a supervisor with relevant expertise, experience and knowledge of social work ethics and standards of practice.				
I maintain records that substantiate my service in a secure place, and in accordance with all applicable legislation.				

**Reflect on the information checked above. What are areas you would like to further develop in your professional practice? (You may use this reflection to identify your goal(s) for your Learning Plan).**

## RURAL AND NORTHERN SOCIAL WORK PRACTICE:

Complete this section if you engage in Rural and Northern Social Work practice.

Please refer to the [Standards of Practice](#), Standard 10 as you consider the following:

✓ in the box according to your assessment of where you consider yourself to be at present. The indicators provided below should be interpreted as broadly as possible to fit your role and setting.	I excel in this area	Sufficient for my practice	Develop further	Not relevant to my practice
I develop and maintain collegial relationships with Social Workers and other helping professionals in a variety of ways e.g. electronic communication for the purpose of professional consultation, guidance and support.				
I engage in collective problem-solving with other helping professionals and members of the community to collaboratively address issues such as scarcity of resources and other issues of concern.				
I share professional expertise through collaboration and collective educational opportunities.				

**Reflect on the information checked above. What are areas you would like to further develop in your professional practice? (You may use this reflection to identify your goal(s) for your Learning Plan).**

### Consider:

- Value and ethical issues that confront you on a regular basis in your practice.
- Strategies you have used to deal with those issues.

- Any compromises you may have made with respect to the Code of Ethics and Standards of Practice.

**What areas are important in your current or future practice? You may choose from your lists above and/or from other areas you feel are important.**

**Use these reflections to identify 1 to 3 goals for your Learning Plan. It is important to continue to be reflective of your practice. You may find you need to adapt or change your goals and your Learning Plan during your 3 year learning cycle.**