



# Excellence in Social Services

Medical Social Worker III Application Packet  
*(Including renewal)*

Revised August 19, 2008

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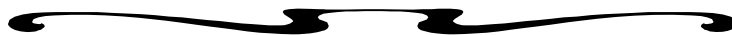
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## Definition of Medical Social Worker III

The Medical Social Worker (MSW) III program has been developed to offer recognition and a career advancement opportunity for the MSW who has excelled in clinical practice, leadership and professionalism. The MSW III role is designed to enable the clinically expert MSW to find continuing recognition and rewards in the provision of direct care in his/her area of social work practice.

The MSW III functions in the clinical setting as an exemplary advocate to patients, a model of proficiency for co-workers and a colleague to physicians. From years of social work experience and a continued expansion of clinical knowledge, the Clinical MSW III practitioner demonstrates professional excellence through expertise, proficiency and leadership.

A clinical specialty is any specific area of social work practice related to diagnosis or patient population. The specified area of focus provides an opportunity for the MSW to develop expertise, age-related and culturally-appropriate competencies, and a specific skill set that best meets the needs of the patient population served.



Through an intuitive use of knowledge, fine discretionary judgment, experience and leadership, the Clinical Expert is able to provide the best possible patient care and a safe environment.

## Applicant Responsibilities

- Provide the best possible documentation of his/her area of social work practice, leadership, and professionalism to the MSW III Regional Selection Committee.
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- Ask for timely assistance from a mentor who can be any person chosen by applicant.
- Assist the selection committee in making the best decision possible.
- If needed, appeal to the selection committee, in writing, within 30 days of the original decision.
- Successful applicants need to become familiar with the requirements to maintain their new status including renewal requirements.

## Mentor Role

As an applicant for MSW III, the selection committee strongly recommends the MSW III candidate choose a mentor to assist them in the application process. The Applicant/Mentor relationship is voluntary, and ideally, the relationship would start at least one month before the application deadline.

The role of the mentor is to review your application portfolio for completeness before it is submitted to the committee. A mentor can be any person chosen by applicant or a MSW III who can offer suggestions to improve the application portfolio prior to submission.

## Minimum Qualifications

*All Minimum Qualifications must be met at the time of application for MSW III*

1. Must meet all MSW II requirements.
2. Masters Degree in Social Work accredited by the Council of Social Work Education with direct patient care experience in a health care and / or medical center setting
3. Eighteen (18) Continuing Education Units (CEU's) in her/his area of social work practice, every two (2) years, including one course in Law and Ethics (6 CEU's) related to social work practice and approved by the California Board of Behavioral Science Examiners.
4. Three (3) years of social work practice which includes at least one year at Kaiser Permanente
5. Work in the area of social work practice with the Employer for a minimum of 20 hours or more per week.

## Advanced Qualifications

*\*At least one of the Advanced Qualifications must be met at the time of MSW III application*

1. Membership in Medical Center, Service Area, and regional or national task force or committee for Service Quality Improvement for at least one year.
2. Lead at least one, member specific, support group and / or educational forum per year.
3. Act as an experienced Social Worker on an ongoing basis for at least three months, to promote the growth and development of employees and / or students, including, but not limited to:
  - New employee training
  - Departmental training and development
  - Student Interns
4. Involvement, on a voluntary basis, in at least one community outreach program, relevant to social services, per year.
5. Ability to develop and present organizational tools that enhance patient care and / or services including, but not limited to:
  - Policy and Procedures
  - Articles
  - Grants / Proposal

*\* See Professional Participation Guidelines on Page 10*

## Application Process

Application packets for MSW III are available and contain written guidelines for the completion of the application. The applicant may contact a member of the selection committee to discuss completeness of the application prior to submission.

A downloadable version of the Application Packet for the MSW III is available via the UHW website (**to be determined**). Application deadlines will be three (3) times a year; set for January 1, May 1, and October 1. Once an application is received, the primary manager will be sent a copy of the candidate's application. Applications must be submitted by First Class mail, package delivery, or certified mail. Electronic submissions will NOT be considered at this time.

At the time of application, the MSW III applicant must:

1. Meet all MSW II minimum qualifications
2. Meet at least one of the MSW III advanced qualifications
3. Submit a completed application portfolio containing the following:
  - a. MSW III application form
  - b. Verification of 20 hour position
  - c. Documentation of at least eighteen (18) continuing education units (CEUs) in the area of clinical specialty including one course (at least 6 CEU's) in law and ethics related to social work practice, and approved by the California Board of Behavioral Science Examiners.
  - d. Appropriate documentation describing at least one of the criteria outlined in the Advanced Qualifications within the past twelve (12) months. Personal statements are optional.

*(See Advanced Qualification Documentation Form – page 14)*



## Continuing Education Documentation

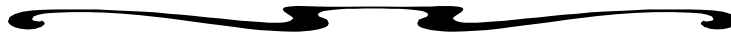
Continuing education is a critical activity to remain current with specific social service issues and interventions. MSW III practitioners must actively participate in ongoing education relevant to his/her area of social work practice. Applicants will be required to provide documentation of courses completed to meet the continuing education units (CEU's) requirements for MSW III status every two years including one course in law and ethics (at least 6 CEU's), related to social work practice and approved by the California Board of Behavioral Science Examiners or Association of Social Work Boards, and/or CEU related medical social work practice.

Determination of applicability to the area of social work practice will be made by the selection committee.

Courses must be approved by the Board of Behavioral Science Examiners.

Continuing education must be completed every two years.

Photocopies of CEU education must be included in the portfolio when the application is submitted.



### MSW III Applicants Guidelines:

- A written explanation or description of course content is not required, but may be requested by the selection committee for clarification

## Professional Participation Guidelines

MSW III applicants must meet at least one of the criteria outlined in the Advanced Qualifications within the past 12 months. Using the \*Advanced Qualifications Documentation Form, the applicant must describe his/her specific contributions and experiences, (no more than one page per criteria) that demonstrate clinical expertise. Areas may include, but are not limited to:

### Committee, Work Group Activities:

Active participation in at least one activity, with participation occurring within the last six (6) months, designed to enhance patient care and / or services. Examples include, but are not limited to:

- Work Groups
- Policy and Procedure
- Performance Improvement
- Other, i.e. Advance Directive or Ethics Committees

### Teaching Activities:

Lead at least one, member specific, support group and / or educational forum per year. Examples include, but are not limited to:

- Formal or Informal in-services and / or presentations
- Community Teaching (must be voluntary)
  - Include syllabus
  - Number of persons attending
  - Evaluation feedback
- Development and / or presentation of patient education program.
- Orienting / cross-training

Community teaching must be voluntary. Teaching activities are not necessarily ongoing in nature. They may be significant one time events.

### Leadership Activities:

(Include in Cover Letter)

- Community Task Force
- Labor Management Partnership Committee
- Leading special projects
- Provide examples of projects/presentation
- Clinical Supervision (ASW)
- Supervision of Interns
- Participate on the bargaining team
- Research and journal publications

\* Refer to the Advanced Qualifications Documentation Form on page 4

## Letters of Recommendation

Three letters of recommendation forms are required to be submitted with the MSW III application. Letters of Recommendation Form provide feedback describing specific leadership, clinical and expert skills and abilities that are unique to the applicant.

Letters will be accepted from peers, colleagues, mentors, supervisors/managers, community contacts, or physicians. No more than one peer letter of recommendation will be accepted. The applicant will need to provide all prospective authors with the "Letters of Recommendation Form"

*Refer to the Letter of Recommendation Form page 16*

# APPLICATION FORMS

### MSW III Application (Checklist) Form

*Review the minimum and advanced qualifications included in the application packet before completing this application. (Attach additional pages, if needed)*

Name: \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_  
Facility: \_\_\_\_\_ Manager: \_\_\_\_\_  
Years of Service: \_\_\_\_\_ Position Held / Duration: \_\_\_\_\_  
Licensure: \_\_\_\_\_ Hours employed weekly: \_\_\_\_\_

1. Briefly describe your current duties that meet the criteria for MSW III.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List continuing education courses in the last two years along with copies of certificates.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide three references that are familiar with your clinical expertise.

<u>Name</u>	<u>Phone Number</u>
_____	_____
_____	_____
_____	_____

4. List licensure, if applicable, including license number, date of expiration and a photocopy.

Licensure: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_

5. List years of service for Kaiser Permanente. If more than one site, combine years of service.

\_\_\_\_\_  
\_\_\_\_\_

6. List community outreach activities you are involved in (on a voluntary basis).

\_\_\_\_\_  
\_\_\_\_\_

7. Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Advanced Qualifications Documentation Form

The MSW III must meet one of the criteria outlined in the Advanced Qualifications (see page 7) within the past 12 months. Using this form, describe specific contributions and experiences (no more than one page per activity) that demonstrates clinical expertise. Advanced professional activities should be ongoing in nature with participation occurring within the last six (6) months.

Purpose of the Activity:

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- Committee
- Leadership
- Workgroup
- Special Project
- Other (list) \_\_\_\_\_

Frequency of Participation:

- Weekly
- Monthly
- Quarterly
- Other (list) \_\_\_\_\_

List how and what you contributed to this work.

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For teaching provide the following:

- Copy of syllabus
- Number of people attending
- Evaluation feedback

**Activity Verification:**

Medical Social Worker III Application Package

**Committee or Group Specific Work:**

If you were involved in committee or group specific work please have the chairperson complete the section below:

As a chairperson of the above, I am verifying that \_\_\_\_\_ (insert the applicant's name) attends committee meetings on a regular basis.

Describe the applicant's role and contributions:

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---

Chairpersons signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For other professional activities, please attach samples or other forms of verification demonstrating your work and involvement.**

## Letter of Recommendation Form

**Author Instructions:** Letters of recommendations should address specific information pertinent to the applicants demonstrated leadership skills and broadened knowledge base in his/her area of clinical specialty. Please complete all sections of this form and return it to the applicant by \_\_\_\_\_. The form must be legible. Please use additional pages if needed.

Author Name and Title: \_\_\_\_\_

Applicant Name and Title: \_\_\_\_\_

Relationship to Applicant:  Supervisor / Manager  Physician  Peer  
 Colleague  Community Contact  
 Other (list) \_\_\_\_\_

Briefly describe your relationship with the applicant and the frequency and types of interactions you have:

Describe the applicant's communication skills and how this benefits their work:

Describe the applicant's specific and unique leadership qualities and how these are applied in health care or community setting:

Describe the applicant's teaching and mentoring abilities:

Describe the level of professionalism exhibited by the applicant:

Describe the level of social service skills and expertise the applicant possesses and how this is applied in the health care and / or community setting:

Do you recommend the applicant for MSW III?  Yes  No

Why do you think this applicant should receive the MSW III status?



### MSW III Recertification (Checklist)

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_  
Facility: \_\_\_\_\_ Manager: \_\_\_\_\_  
Years of Service: \_\_\_\_\_ Position Held / Duration: \_\_\_\_\_  
Licensure: \_\_\_\_\_ Hours employed weekly: \_\_\_\_\_

1. Are you currently meeting the criteria for MSW III level? Yes  No

If yes, please submit documentation of Minimum and one Advanced Qualification

If no, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List continuing education courses in the last two years along with copies of certificates.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. List licensure, if applicable, including license number, date of expiration and a photocopy.

Licensure: \_\_\_\_\_

License Number: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

4. List community outreach activities you are involved in (on a voluntary basis).

\_\_\_\_\_  
\_\_\_\_\_

5. Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Supplemental Guidelines

## Regional Selection Committee

As an applicant for MSW III, the Regional Selection Committee (RSC) strongly recommends that you consult a RSC member to advise you in the application process. The role of a RSC member is to review your application portfolio for completeness before it is submitted. The MSW III application and renewal deadlines are January 1, May 1, and October 1 beginning May 2008.

### Selection Process and RSC Composition

The Regional Selection Committee will be co-chaired by a manager selected by the Employer, and a labor representative selected by the Union. The Employer will provide a facilitator and administrative support to help with meeting planning and coordination.

The committee will be comprised as follows:

- Three (3) labor representatives (one shall be a co-chair) selected by the union.
- Three (3) managers (one shall be a co-chair) selected by the Employer -- one manager, preferably from an inpatient setting and one manager from an outpatient setting which employs social services.
- Alternate: A substitute in the same category may be used as needed. Either the applicant or the committee may request an alternate if there is a direct line relationship between the applicant and a committee member or a vacancy on the committee.

A content expert may be called if the committee has limited knowledge of the applicant's specialty area. This person is not a voting member.

Committee Member length of service:

- Three (3) years with staggered replacements.
- Each member will service as a regular member the first year, co-chair elect the second year, and co-chair the third and last year.
- During the transition period to the new tenure plan some member positions will not be following this patten (see table below). During the transition to the new RSC tenure plan, some member positions will serve up to four (4) years. (see table 1below)
- Members who have served a 3 year term on the committee should not be reassigned to the committee until 2 years have passed.

The Regional Selection Committee MSW III application and renewal deadlines are January 1, May 1 and October 1 beginning May 2008. RSC decisions will be provided within thirty (30) days of receiving applications or renewals. (See Table 2)

The Regional Selection Committee will determine how they conduct interviews. The committee should strive to make decisions by consensus. However, if consensus cannot be reached, the decision can be made by a majority vote. If the committee is unable to reach a decision through either method, the application will be considered denied. The applicant will have the right to appeal.

Medical Social Worker III Application Package

Table 1: Committee Member Transition Plan

	2008	2009	2010	2011	2012	2013	2014
	<b>RSC Transition Start Up</b>				<b>3 Year Tenure Plan</b>		
<b>SS Labor Partner 1</b>	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect
<b>SS Labor Partner 2</b>	Member	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect	Co-Chair	New Member
<b>SS Labor Partner 3</b>	Current Co-chair	Member	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect	Co-Chair
<b>Manager Partner 1</b>	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect
<b>Manager Partner 2</b>	Member	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect	Co-Chair	New Member
<b>Manager Partner 3</b>	Current Co-chair	Member	Co-Chair Elect	Co-Chair	New Member	Co-Chair Elect	Co-Chair
<b>Regional Facilitator &amp; Admin.</b>	Unlimited Tenure						

Table 2: Regional Steering Committee Application and Renewal Timelines

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Application & Renewal Accepted				Application & Renewal Accepted				Application & Renewal Accepted			
	Final Decisions				Final Decisions				Final Decisions		

## Application Process

Application packets for MSW III are available from ( \_\_\_\_\_ ) and contain written guidelines for the completion of the application. The applicant may contact a member of the selection committee to discuss completeness of the application prior to submission.

A downloadable version of the Application Packet for the MSW III is available via the UHW website ( to be determined). Application deadlines will be three (3) times a year; set for January 1, May 1, and October 1. Once an application is received, the primary manager will be sent a copy of the candidate's application. Applications must be submitted by First Class mail, package delivery, or certified mail. Electronic submissions will NOT be considered at this time.

At the time of application, the MSW III applicant must:

1. Meet all MSW II minimum qualifications
2. Meet one MSW III advanced qualification
3. Submit a completed application portfolio containing the following:
  - a. MSW III application form
  - b. Verification of 20 hour position
  - c. Documentation of at least eighteen (18) continuing education units (CEUs) in the area of clinical specialty including one course (at least 6 CEU's) in law and ethics related to social work practice, and approved by the California Board of Behavioral Science Examiners.
  - d. Appropriate documentation describing one criteria outlined in the Advanced Qualifications within the past twelve (12) months. Personal statements are optional.

*(See Advanced Qualification Documentation Form – page 14)*

Review MSW III Packet, pg. 8

## Appeals Process

Any applicant denied the MSW III may appeal the decision of the Regional Selection Committee (RSC) as follows:

1. A written appeal, clearly stating the basis for the appeal, must be submitted to the Regional Selection Committee no later than thirty (30) calendar days after notification of denial. The appeal shall not contain any application information that was not submitted with the original application as a justification for the appeal.
2. The Regional Selection Committee (RSC) shall review the appeal and either accept the application or deny the appeal. An explanation of the reason for the denial is to be given in writing. If the appeal is denied the Social Worker may appeal the decision to the Professional Standards Issues Committee no later than thirty (30) days after denial of the appeal to the RSC.
3. It is recommended that all members of the appeals process will exclude themselves from the process when they are in direct knowledge of a relational conflict of interest
4. The PSIC's review shall be limited to a consideration of the same appeal presented to the Regional Selection Committee. In addition, the PSIC may review the Social Worker's original application materials and the Regional Selection Committee's decision, including its reasons for the denial.
5. The PSIC may overturn the decision of the Regional Selection Committee only when there is clear and convincing evidence of procedural error or bias that affected the decision to deny movement up the clinical ladder to Medical Social Worker III.
6. If the decision of the Regional Selection Committee is reversed by the PSIC, the increase in pay will be retroactive to the application deadline.
7. The decision of the PSIC is final and binding and shall not be subject to dispute resolution process provision of the Collective Bargaining Agreement

## Transfers

MSW IIIs who transfer from one Medical Social Worker position to another in the Northern California region will retain their MSW III status, as long as they continue to meet all criteria for the MSW III.

Refer to Renewal Expectations and Forfeiture of MSW III Status

## Forfeiture of MSW III Position

You will **FORFEIT** your MSW III position and return to a **MSW II or MSW III** position when the following conditions apply.

You no longer meet the minimum qualifications of the MSW III which you submitted and demonstrated upon your initial application:

1. Must meet all MSW II requirements.
2. Masters Degree in Social Work accredited by the Council of Social Work Education with direct patient care experience in a health care and / or medical center setting
3. Eighteen (18) Continuing Education Units (CEU's) in her/his area of social work practice, every two (2) years, including one course in Law and Ethics (6 CEU's) related to social work practice and approved by the California Board of Behavioral Science Examiners.
4. Three (3) years of social work practice which includes at least one year at Kaiser Permanente.
5. Work in the area of social work practice with the Employer for a minimum of 20 hours or more per week.

You will forfeit your MSW III position if you fail to RENEW/REAPPLY for your MSW III position.

Your renewal date is THREE (3) years from the date you became a MSW III. Approximately two (2) months prior to your renewal date a reminder letter will be mailed to your address of record by the Employer.

You will receive an e-mail reminder one (1) month prior to your renewal date.

**Your MSW III position will be suspended if you fail to submit your renewal application by your renewal date.**

If a renewal date is missed for any reason, the MSW III pay will revert to MSW II pay at the Medical Social Worker's current pay schedule, effective renewal date.

The MSW II position will remain at that level until the MSW III status has been reinstated.

There will be a grace period to submit your renewal application at the next application date. (January 1, May 1, October 1)

**If the next renewal date is missed, the MSW II must reapply as a new applicant, and will be given a new renewal date of three (3) years after becoming a MSW III. The MSW II pay remains until the MSW III status has been reinstated.**



## Medical Social Worker III Application Package

The MSW III may at any time contact the MSW III Regional Selection Committee for information on their renewal date.

## Compensation

The MSW III shall represent a 3% increase over the MSW II.  
Those individuals who currently possess a LCSW shall automatically move to a MSW III without going through the application process.

## Medical Social Worker III Application Package

Contract Agreement Signed on August 19, 2008 by the following:

Anita Zuniga	Executive Director Patient Care Services
Linda Trowbridge	Executive Director of the Continuum
Melody Bainter	Assistant Regional Director
David Shapiro	President, MSW Union
Leonard Bellow	Employee and Labor Relations

# MSW III CANDIDATE FAQ's

## 1. Where do I send my application?

Send to:  
Kaiser Permanente  
Resource Management - Department Secretary  
Attention: MSW III Regional Selection Committee  
1950 Franklin Street, 12<sup>th</sup> Floor, Oakland, CA 94612

**NOTE:** Please make a copy of the MSW III application for your records. The application will not be returned to the applicant under any circumstances.

## 2. Can I send my application by email?

We are **ONLY** accepting MSW III applications by postal mail. We are not accepting MSW III applications by e-mail, KP interoffice mail or scanned. Please refer to the Application Process on page 8 of the MSW III application for more information.

## 3. How will I know my application has been received?

You will receive an email confirming only that your application has been received, but not regarding its completeness.

## 4. What are the educational requirements? How do I demonstrate fulfillment of my educational requirement if I normally do not receive CEU's for the courses I take?

New MSW III applicants are required to provide documentation of at least 18 continuing education units within the past 2 years of applying for the MSW III.

Recertification/Renewal MSW III applicants need 27 CEUs every 3 years from initial approval/previous recertification of MSW III.

The CEU courses need to be in the area of clinical specialty including one, 6 hour course in Law & Ethics. If CEU's are unable to be obtained, proof of attendance must be provided, i.e., attendance certificate of confirmation of attendance on letterhead

ALL CEUs need to be an approved provider with the State of California, Board of Behavioral Sciences and it needs to be stated clearly on each course certification or proof of attendance. On the CEU certification, if it does not clearly state that the course taken is BBS certified the course will not be counted toward the CEU requirement. The MSW III Regional Selection Committee will not research if a class is BBS certified, it is the responsibility of the applicant to provide the appropriate documentation.

- A letter or additional documentation stating that the program providing the course is BBS certified is acceptable to be included in the application, if it is not stated on the course certification/proof of attendance

# MSW III CANDIDATE FAQ's

## 5. How do I know that the course in Law and Ethics for 6 CEUs meets the requirement?

When in doubt, verify with the organization that sponsored the class; include the organization's written verification with your application.

The documentation you submit from the organization that sponsors the CEU class must state the number of hours earned and that the course is BBS certified. Refer to Minimum Qualifications page 6 and Continuing Education Documentation (CED) page 9 of MSW III Application

NOTE: New MSW III applicants and Recertification/Renewal MSW III applicants' needs to have 6 CEUs in Law and Ethics.

## 6. What is the role of the mentor? Is it mandatory to have a mentor?

No, it is not mandatory to have a mentor. This person is a colleague/peer reviewer who can be any person chosen by the applicant. The relationship is voluntary and ideally should start at least one month before the application deadline. The peer reviewer can offer suggestions to improve the application portfolio prior to submission.

NOTE: If you use a mentor, the documentation you provide is ultimately your responsibility as the applicant. Please review your application carefully, using the FAQs and the application packet.

## 7. Can an applicant contact a member of the MSW III Regional Selection Committee to discuss completeness of the application prior to submission? (This refers to page 8 in the first paragraph of the MSW III application.)

Referring to MSW III Application page 19 and the first paragraph. It reads – “As an applicant for MSW III, the Regional Selection Committee (RSC) strongly recommends that you consult a RSC member to advise you in the application process. The role of a RSC member is to review your application portfolio for completeness before it is submitted.” This is incorrect, the RSC cannot review MSW III applications prior to submission.

Regional Selection Committee members (RSC) can not advise and determine the denial or approval of an applicant's documentation prior to your application being submitted. It is recommended you consult with a peer or volunteer MSW III mentor. The RSC has developed a list of MSW III volunteer mentors. Contact your union steward for volunteer mentor list.

# MSW III CANDIDATE FAQ's

**8. How do I prove that I am working 20 hours? How do I prove I have worked for 3 years as a Medical Social Worker and at least one year for Kaiser Permanente?**

Your Manager must provide written documentation of your 20 or more hours/week AND at least 1 year of service with Kaiser. You may choose how to provide documentation of the additional 2 or more years of social work experience. Options would be to submit letter from a former employer if needed.

Note: You need to be a benefited MSW II employee working (at least 20 hours) to be eligible for the MSW III. Refer to page 6 of the MSW III application: Minimum Qualifications

**9. How many advanced qualification activities are required to apply for the MSW? What would qualify as an advanced qualification activity?**

At least one advanced qualification activity within 12 months of the MSW III application submission date. The exemplar activity has to be above and beyond the daily duties and role of the MSW II. Please refer to the pages 7 and 10 of the MSW III application for more details on the advanced qualification criteria.

**10. Do I need to include anything besides the “Advanced Qualifications Documentation Form” and “Committee or Group Specific Work” (if applicable) with regards to my advanced qualification activity?**

Describe in detail your advanced qualification activity or activities as it demonstrates a contribution to Kaiser Permanente, or to the community as a representative of Kaiser Permanente or to the Social Work profession as a Kaiser Permanente employee.

Please complete the Advanced Qualifications Documentation Form, (page 14 of the MSW III application) describing your specific contributions and experiences that demonstrate clinical expertise. Also have the “Committee or Group Specific Work” form completed if applicable.

Please add all attachments required by the application, but please limit your application only to required materials. Your application should not exceed 20-25 pages. Attachments can be but not limited to: agenda, flyers from groups/projects/classes, etc. Please provide any information relating to the advanced qualification that gives the Regional Selection committee a full understanding of the work/service that is being done.

# MSW III CANDIDATE FAQ's

## **11. Does being a shop steward meet the advance qualification requirement?**

Being a shop steward alone does not meet the advanced qualification requirement. However, serving as a steward may give you the opportunity to work on committees and demonstrate leadership that does meet the advanced qualification requirement. For example, some stewards serve on the LMP Committee.

Please remember that you must use the Advanced Qualifications Documentation Form and describe your specific contributions and experiences that demonstrate clinical expertise.

## **12. What is the difference between a peer and colleague with regards to letters of recommendation?**

A **Peer** is one that is equal standing to another: social worker (MSW or LCSW)

A **Colleague** is a fellow co-worker, someone that you work with: other disciplines that are not in social work (i.e. RN, MD, PT, OT, ST, spiritual care, admin, etc.)

Note: You must have 3 letters of recommendation for the MSW III application, only one letter can be from a peer (MSW or LCSW).

## **13. What will the MSW III Regional Selection Committee do with my packet?**

The MSW III Regional Selection Committee has 30 days from the application deadline to notify the applicant of the Committee's decision.

Referring to page 8 of the MSW III application "Once an application is received, the primary manager will be sent a copy of the candidate's application". The "primary manager" is referring to the MSW III Regional Selection Committee not to the applicant's manager. The MSW III Regional Selection Committee will receive a copy of the application to review and process.

## **14. I received a letter stating I have an interview scheduled with the MSW III Regional Selection Committee. Do I need to prepare for my interview?**

The interview process will last up to 15 minutes. You will be asked to speak concisely to the MSW III Regional Selection Committee about your advance qualification activity and answer questions from the Committee.

## **15. What happens after the interview?**

After the interview if you are approved for the MSW III. You and your manager will receive an email letter congratulating you. The letter will also provide information for your manager to change your status from a MSW II to MSW III.

# MSW III CANDIDATE FAQ's

**16. If necessary where do I send my appeal?**

Send to: Kaiser Permanente  
Resource Management - Department Secretary  
Attention: MSW III Regional Selection Committee  
1950 Franklin Street, 12<sup>th</sup> Floor, Oakland, CA 94612

Please refer to page 22 of the MSW III application for more information on the appeal process.

The MSW III Regional Selection Committee has 30 days from receiving the appeal to notify the applicant of the Committee's final decision.

**Please Note: The appeal shall not contain any application information that was not submitted with the original application as a justification for the appeal.**

**17. What is the PSIC committee?**

In reference to the Professional Standards Issues Committee (PSIC) in the MSW III application on page 22, PSIC was originally developed to design the career ladder (MSW III) which, in turn, became the Regional Selection Committee (RSC). Since the RSC is now managing the MSW III process, the PSIC committee ended. **Note: The MSW III Regional Selection Committee has the final decision on appeals.**

**18. Now that I have my LCSW do I need to renew my MSW III?**

No, your LCSW will now suffice for our MSW III status. You will no longer have to apply for the MSW Advance Criteria. Please send a copy of your LCSW license to the address listed in FAQ question #1.

**19. What are the MSW III application and RENEWAL (Recertification) timelines?**

The application deadline dates are January 1, May 1, and September 1. Please refer to Application page 19 first paragraph. It reads – “The MSW III application and renewal deadlines are January 1, May 1, and October 1 beginning May 2008.” This is no longer accurate. Please refer to grid below.

The renewal dates fall every three years following the application date and approval of your MSW III. For example, if you were approved in January 2009 your reapplication date would be three years following on January 1, 2012. Refer to grid below.

Jan 1	Feb	Mar	Apr	May 1	June	Jul	Aug	Sept 1	Oct	Nov	Dec
Application & Renewals Deadline	Final Decisions			Application & Renewal Deadline	Final Decisions			Application & Renewals Deadline	Final Decisions		

**20. When is my recertification due?**



# MSW III CANDIDATE FAQ's

Your renewal date is THREE (3) years from the date you became a MSW III.

The MSW III Regional Selection Committee will make every effort to send you an email 2 months and 1 month prior to your recertification date. However, it is the responsibility of the applicant to keep track of deadlines for their recertification of their MSW III.

Both emails will include the MSWIII recertification application and FAQ's. The email reminder letters will be sent to the email address listed on the most recent MSW III application on file.

**Reminder: It your responsibility to keep track of when your MSW III recertification application is due. The email reminders are a courtesy only. Even if you don't receive an email reminder, you are still responsible for turning in your recertification on time.**

## 21. What happens if I miss my renewal/recertification date?

### **Forfeiture of MSW III designation**

You will **FORFEIT** your MSW III designation and pay increase and return to a MSW II status including pay at the MSW current pay schedule when the following conditions apply:

1. You no longer meet the minimum qualifications of the MSW III which you submitted and demonstrated upon your initial application:
  - Must meet all MSW II requirements.
  - Masters Degree in Social Work accredited by the Council of Social Work Education with direct patient care experience in a health care and / or medical center setting
  - **Twenty-seven (27) Continuing Education Units (CEU's) in her/his area of social work practice, within the last three (3) years**, including one course in Law and Ethics (6 CEU's). CEU courses need to be related to social work practice and approved by the California Board of Behavioral Science Examiners.
  - Three (3) years of social work practice which includes at least one year at Kaiser Permanente.
  - Work in the area of social work practice with the Employer for a minimum of 20 hours or more per week in a benefited MSW II position.
  - At least one advance criteria activity
2. You fail to submit your MSW III recertification application by the deadline.

## **MSW III CANDIDATE FAQ's**

**Reminder:** If the renewal date is missed or you no longer meet the criteria for the MSW III designation, your MSW III pay will revert to the MSW II pay at the Medical Social Worker's current pay schedule, effective your renewal date. Both you and your manager will receive a denial letter stating this.

You must reapply as a **NEW applicant**, and if approved for MSW III, your new renewal date will be three (3) years after your most recent MSW III designation.

In regards to a "grace period" on page 24 of the MSW III application there are no grace periods to resubmit a **NEW** MSW III application. Applications (New and Recertification) are due on 3 years after your MSW III designation or MSW III recertification. These dates are January 1, May 1 or September 1 of each year.