

Chapter: Social Work Services (SO)

Section 1: Availability, Organization, Staffing, and Integration with Other Services

Policy

Social Work services are readily available to the patient, the patient's family, and other persons significant to the patient; are well organized, properly directed, and staffed with a sufficient number of qualified individuals; and are appropriately integrated with other units and departments/services of the hospital.

Procedure

1. Social Work services are delivered by Social Workers assigned to unit treatment teams, with the unit Administrative Director, and Director of Social Work having responsibility for the supervision and direction of each Social Worker. The Social Worker joins with other unit team members in clinical staffing and other treatment focused meetings and contributes his/her clinical insights and skills in the formation and implementation of treatment plans.
2. Clinical, functional supervision, consultation, in addition to line supervision, are available to all Social Workers.
3. All Social Workers employed at the hospital are licensed by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing as clinical Social Workers or certified Social Workers.
4. In addition to administration, there are sufficient Social Workers in clinical staff positions to cover the treatment units. Each patient is assigned a Social Worker who gives input into that individual's treatment plan.
5. Social Work Services supports the hospital's mission statement. Because of the hospital's specialization of treatment units, the treatment philosophy and programs may differ from unit to unit.

Implemented: 6-6-89

Reviewed: 1-91

Revised: 4-92

Revised: 6-93

Revised: 9-95

Revised: 12-98

Revised: 2-02

Reviewed: 8-09

Revised:12-12

Chapter: Social Work Services (SO)

Section 2: Personnel Training and Education

Policy

Social Work Services personnel are prepared for their responsibilities in the provision of Social Work services through appropriate licensing, training, and educational programs.

Procedure

1. Prior to being employed at Utah State Hospital, all Social Workers must be licensed with the Department of Commerce, Division of Occupational and Professional Licensing.
 2. During their first year of employment, Social Workers receive supervision, orientation and/or training, in:
 - 2.1. Social History Assessments
 - 2.2. Treatment and Discharge Planning
 - 2.3. Individual Therapy
 - 2.4. Group Therapy
 - 2.5. Family Therapy
 - 2.6. Community Services:
 - 2.6.1. Community mental health services:
 - 2.6.1.1. Civil court mental health law.
 - 2.6.1.2. Criminal court mental health law.
 - 2.7. Supervision of students:
 - 2.7.1. Undergraduate students.
 - 2.7.2. Graduate students.
 - 2.7.3. Collegial toward LCSW.
 - 2.8. Current USH New Employee Orientation
 - 2.9. Social Work Policies and Procedures
 - 2.10. Unit Policies and Procedures
 - 2.11. Hospital Policies and Procedures
-

2.12. Confidentiality

2.13. Documentation:

2.13.1. Social Histories.

2.13.2. Assessments.

2.13.3. Progress notes.

2.13.4. Individual Comprehensive Treatment Plans.

3. Social Workers participate in in-service training offered at USH.
4. The Director of Social Work has the responsibility to identify and provide needed Social Work training.
5. Outside continuing educational opportunities are provided whenever feasible by USH.
6. All Social Workers are encouraged to be working toward receiving and maintaining LCSW licensure.
7. Social Workers will demonstrate competency in their position by successfully meeting the competency expectation outlined in their individual performance plans.
8. Documentation of hospital, discipline, or unit in-service is kept in the Social Worker's personnel file in the Human Resource office.

Implemented: 6-6-89

Reviewed: 1-91

Revised: 4-92

Reviewed: 6-93

Revised: 9-95

Revised: 12-98

Revised: 2-02

Revised: 9-09

Revised: 12-12

Chapter: Social Work Services (SO)

Section 3: Documentation

Policy

Adequate documentation of the Social Work services provided is included in the patient's medical record.

Procedure

1. Each patient is assigned a Social Worker who provides documentation in the patient's medical record.
2. Documentation includes but is not limited to weekly progress notes for the first eight weeks following admission and a minimum of monthly progress notes thereafter.
3. The Social Work section (social history) of the Integrated Assessment is completed for each patient within fourteen days of admission.
 - 3.1. The Social Work section (social history) of the Integrated Assessment is completed within 72 hours on ARTC.
4. The Social Worker is responsible to participate with other unit clinical team members in the formulation of the patient's Individualized Comprehensive Treatment Plan. The social worker will document the patient's progress as it relates to the treatment plan goals.

Implemented: 6-19-89

Reviewed: 1-91

Reviewed: 4-92

Revised: 6-93

Reviewed: 9-95

Revised: 12-98

Revised: 2-02

Revised: 9-02

Revised: 4-03

Revised 9-09

Revised: 12-12

Chapter: Social Work Services (SO)

Section 4: Physically Disabled Patients

Policy

Social Work Services provides for assessment and intervention relative to the unique needs of the physically disabled patient.

Procedure

1. The Social Work section (social history) of the Integrated Assessment will include any pertinent information regarding the physical disability of the patient. (i.e. trauma, coping skills, support systems, etc.)
2. The Social Worker will work with the clinical team to insure that the physically disabled patient receives appropriate clinical treatment.
3. As part of the discharge planning, the Social Worker will identify the special needs (i.e. living arrangements, income, transportation, etc.) of the physically disabled patient to the community liaison.

Implemented: 6-19-89

Reviewed: 1-91

Revised: 4-92

Reviewed: 6-93

Revised: 12-98

Reviewed: 2-02

Revised: 9-09

Revised: 12-12
