### CURRENT CONVERSATIONS IN PROFESSIONALISM

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Definition of ethic

WHAT IS ETHICS?

- 1: the discipline dealing with what is good and bad and with moral duty and obligation.
- 2: a set of moral principles; a theory or system of moral values; the principles of conduct governing an individual or a group.

#### PCB ETHICAL VIOLATIONS

- 9 violations in 2022 (as of current writing)
- 22 violations listed in 2021
  - 4 for dual relationships violation with two specifically for sexual misconduct
- 24 violations listed for 2020
- 9 violations listed for 2019
- 4 violations listed for 2018, 2017

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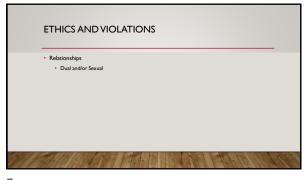
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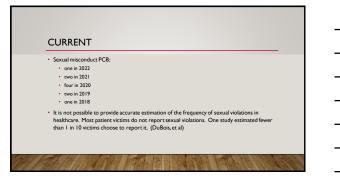
#### ETHICS AND VIOLATIONS

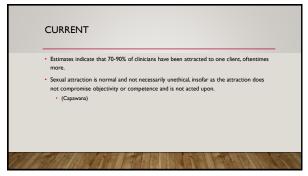
- Cooperation with the Board
  - Not responding to the Board when a complaint is lodged

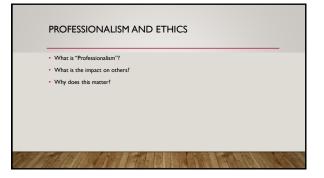
ETHICS AND VIOLATIONS

Fraud
 Misrepresenting professional credentials













#### ATTITUDE AND BEHAVIOR

- · Maintain a relatively positive attitude.
- If there is an issue that needs to be addressed, address it directly, within the context of the issue (not making it personal), politely.
- In event of conflict:
  - Don't take things personally, unless it actually is personal.
  - Understand the situation from more then just your perspective.
  - Ask questions.
  - A professional typically views conflict as a chance to practice the art professionalism.

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#### ATTITUDE AND BEHAVIOR

- Maintain honesty, integrity.
- Maintain confidence in yourself, even if you're not confident in what you're doing at the moment.
- · Have a positive attitude toward learning, growth, and personal health.

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#### COMPETENCE

- Be an expert in what you know...
- and don't be an expert in what you don't know.
- And know that you'll never know it all and that there's always more to learn (remember to be humble...).

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#### RESPONSIBILITY

- Accountability for actions taken, or not taken.
- The ability to manage time and other resources.
- Treating others with respect.

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#### TEAMWORK

- · Are you willing to help others, and be helped by others?
- · Do you take others into consideration when making decisions and/or acting in your role?
- Do you respect your co-workers?
- Do you fit the culture of the team and/or organization?

COMMUNICATION

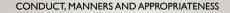
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- Communication
- Listen and learn
- Understand and speak the language of the profession
- Professional language versus Jargon
- Jargon special words or expressions that are used by a particular profession or group and that are difficult for others to understand
- Obfuscation the action of making something obscure, unclear, or unintelligible

## COMMUNICATION

- Written communication proper (or at least decent) grammar, abbreviations, and tone are important.
- Oral communication be accurate, concise, and do not use more words or syllables than are necessary (back to obfuscation).
- Technology based communication email, text, social media. Think twice before hitting the send button.
- Email etiquette.



Some "Dos and Don'ts" for professionalism:

- Be on time
- Maintain a positive, or at least a neutral attitude (don't be a grump)
- Don't gossip
- Be truthful, don't lie
  Don't air your dirty laundry, or anyone else's

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- Always fight fair
- Be polite, or at least don't be rude
  - Mistaking "brutal honesty" versus "honest brutality"

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#### SOME MORE THOUGHTS ON PROFESSIONALISM

- · Professionalism on the Job
  - Being a professional on the job ensures a positive first impression, successful interpersonal relationships and a lasting reputation. The key elements of on-the-job professionalism include time management, effective communication, enthusiasm, assignment delivery and appropriate attire.
- Stay Calm Under Pressure

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 It's natural to get stressed when things go wrong at work, but if you show your employees or teammates that you're able to keep your cool when things heat up, they'll be more likely to adopt similar behavior that enables them to better manage stress. And that could really come in handy the next time a disaster (whether major or minor) happens to strike your business.

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# SOME MORE THOUGHTS ON PROFESSIONALISM Be the Brand The compary our work for has invested a loc of resources into building a strong brand, and sur represent that brand whenever you're in the public eye. Work Smarter; Not Harder Hy you aren't already looking for ways to be more efficient a work, make this a key part of your carrer gates this year. Believe it or not, invostors can be people like Steve Jobs who chargen the curse of an entrie industry innovators can be people like the director of a mation alongonoff who implemented the use of a shared document to keep check-in meetings with their team on track.

#### SOME MORE THOUGHTS ON PROFESSIONALISM

- Pair Complaints with Solutions
  - Bosses are used to having employees complain to them, but no one wants to be known as the employee who does nothing but complain. You'll be more respected and feel more empowered if you can suggest a couple of ways to fix what's frustrating you.
- AdmitWhenYou'reWrong

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A good leader is someone others can relate to and respect, and a good way to make that happen is to own up to mistakes rather than gloss over them or put the blame elsewhere. If you show your team that you're willing to had yourself accountable when thing go wrongs your employees will be less afraid to make mistakes themselves in the course of stepping outside their respective comfort zones.

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#### SOME MORE THOUGHTS ON PROFESSIONALISM

- Do: Be accountable.
  - One of the cornerstones of professionalism is accountability—showing you are a responsible
    person who does what they say they will, and on time. Your boss is going expect you to hold
    yourself accountable for doing your job and meeting deadlines.
- Don't: Say "like" and "um."

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on C Say Tike and "um". • Using these filter works too often can make you look as if you lack confidence and therefore, professionalism. (Pfus. it can just be really annoying) The next time you want to say Tike" or "um," take a deep presch. Using these works is usually just a wys to take a benefic from what spotter saying—o practice actually calking that break, and you'll seem so much more professional when you speak, in meterings or in private!



#### SOME MORE THOUGHTS ON PROFESSIONALISM

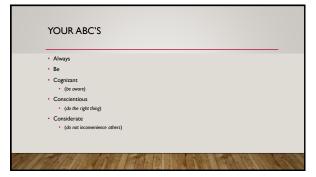
· Do:Turn complaints into requests.

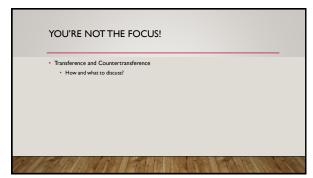
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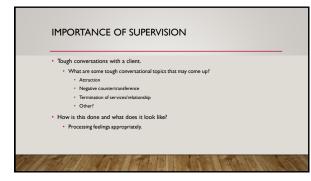
• Do: Dress well.

You can show your personality and sense of fashion in what you wear at work. But be sure
not to wear anything too revealing, or inappropriate for the office.

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#### EXPECTATIONS AND STANDARDS

- · Regulators develop and set expectations.
- Organizations are responsible for acknowledging, stating, and inacting the expectations and standards in the workplace.
- · It is the manager's job to reinforce the expectations and standards.
- It is the employee's job to meet the expectations and standards.

#### PROFESSIONAL DEVELOPMENT

- Need for education, building competencies, deepening the context of practice.
- If you are running after CEs for certification requirements, etc., how do you navigate collecting CE hours that are solid and good education rather than simply checking the CE hours box?
- Are there tricks to identify good trainings over not good, or at least beyond basic?
   Implicit knowledge is not data driven. When to be skeptical...
- As you move through your career, how do you ensure you are engaged with advanced training opportunities that are consistent with where you are professionally?









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