

Clinical Social Work Committee
Terms of Reference

1. Purpose and mandate	To regulate the practice of clinical social workers in the province of Alberta. To promote and advocate for the standard of excellence within the practice of clinical social work. To review applications for membership on the Clinical Specialty Registry. To develop policies related to clinical social work practice for review by Council and members.
2. Definition	The Clinical Social Work Committee is a regulatory committee established under the authority of the HPA to make recommendations to Council on requirements for inclusion on the Clinical Specialty Registry and to review applications.
3. Goals	To process all applications in a timely manner. To keep current on standards related to the provision of clinical social work services. To identify training or other needs of clinical social workers in Alberta and to arrange opportunities where appropriate. To liaise with University of Calgary Faculty of Social Work for the purpose of promotion of education and Clinical Social Work Practice.
4. Membership a. Recruitment, selection and approval process b. Number of members c. Council Liaison	a. Members are recruited from the Clinical Specialty Register and are to be representative of different types of clinical practice and geographic areas of the province, etc. Council appoints committee members. b. The committee may have up to nine members. c. Council Liaison as appointed by Council is a working, voting member of the committee.
5. Procedures a. Officers b. Terms of Office c. Accountable to d. Frequency of meetings e. Quorum f. Decision on application f. Recording and circulation of minutes h. Minutes and Agenda	a. The committee has a Chair, appointed by Council. b. Committee members are appointed for a two year term and may be reappointed for a maximum of three consecutive terms. c. The committee is accountable to Council. d. The committee meets at least three and no more than six times per year. e. Quorum is 50% of the appointed members f. A decision on the application to the Clinical Registry must be confirmed by two members. g. Applications which are approved are noted in the Clinical Specialty Register, once the applicant passes the Clinical Social Work Exam. All decisions regarding applications are kept in writing on the relevant file. g. Minutes are to be completed and distributed within 3 weeks of a meeting. Agendas are to be distributed 1 week prior to a meeting. h. Written reports are prepared with regard to proposed policies and are forwarded to Council for approval. The committee also completes an annual report.
6. Planned date for review	May 2016
7. Date revised by committee	May 2015
8. Date adopted by Council	