



Private Practice Referral Form

This form is to provide a reference for an MSW or PhD Social Work applying for private practice. This form must be completed and submitted by the referee directly to the Nova Scotia College of Social Workers.

The form should be completed by a qualified Registered Social Worker in good standing with the College (or with the equivalent social work regulatory body in their jurisdiction if outside Nova Scotia) who can speak to the applicant's ability to competently practice in the requested area(s) of specialization.

Name of Person Giving the Reference	
Degree, Credentials	
Current Employer of Reference Person	
Mailing Address	
Phone Number(s)	
Email address	
Name of applicant applying for private practice designation	

1. How long have you known the applicant and in what capacity?
 Describe your professional relationship with the applicant and the basis of your knowledge of their practice. Please include whether you have observed this person in practice and if you supervised them.*

2. How long did you supervise the applicant? From: _____ to _____
 What was the frequency of the supervision? _____



3. Please fill out the chart below:

	Yes	No	No opportunity to observe	Not applicable
**Provides adequate assessments				
Provides adequate consultation				
Provides adequate teaching of education materials				
Provides adequate individual therapy				
Provides adequate family therapy				
Provides adequate group therapy				
**Performs short- and/or long-term interventions				
**Establishes treatment plans with measurable goals				
**Adapts interventions to maximize services to clients				
**Demonstrates competence in suicide risk assessment and intervention				
**Recognizes when personal issues affect clinical objectivity				
**Recognizes and operates within own practice limitations				
**Seeks consultation when needed				
**Refers to sources of help when appropriate				
**Practices within established ethics and legal parameters				
**Demonstrates integrity with professional values/beliefs				



	Yes	No	No opportunity to observe	Not applicable
**Demonstrates self-confidence in practice				
**Identifies needs and plan(s) for professional development				
** Works well with diverse groups/populations				
**Demonstrates appropriate record-keeping and file management skills				
**Uses literature and other resource materials to enhance practice				
**Works collaboratively with other professionals to meet the client's best interest				
**Integrates clinical theory into practice meaningfully				
**Manages professional boundaries appropriately				
Demonstrates cultural awareness and knows how to access culturally appropriate services and resources.				
Follows the guidelines of the Nova Scotia College of Social Work Code of Ethics (nscsw.org/practice/code-of-ethics)				
Follows the Nova Scotia College of Social Work Standards of Practice (nscsw.org/practice/standards-of-practice)				

4. Describe how the applicant establishes and maintains effective working relationships.*



5. Identify any concerns you have regarding the social work practice of the applicant.*

6. Would you refer people to work with this applicant? YES NO *

If no, explain:

Signature _____ Date _____

Please submit the completed referral form directly to the Nova Scotia College of Social Workers by mail: 1888 Brunswick St., Suite 700, Halifax, NS B3J 3J8

References

*British Columbia College of Social Workers. Note Questions taken from the BCSW Clinical Reference Letter

**Alberta College of Social Workers. Note: Questions taken from and/or adapted from ACSW Practice Indicators reference form

Nova Scotia College of Social workers Code of Ethics

Nova Scotia College of Social Workers Standards of Practice

