



Rancho Los Amigos National Rehabilitation Center

CLINICAL SOCIAL WORK POLICY AND PROCEDURE

SUBJECT: PURPOSE OF CLINICAL SOCIAL WORK TRAINING BINDER-Policy SW 100

Supersedes:

Reviewed: June 18, 2020

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The basic purpose of this manual is to document the policies and procedures of the Clinical Social Work Department. It was written for the orientation of new Clinical Social Work Department staff and for their continuing use as a reference. It includes assessment tools, common resources, training presentations, reporting procedures and documentation templates.

Every member of the Clinical Social Work Department should be familiar with the contents of the manual and should report any errors or changes in policies. Corrections and/or revisions will be periodically made as updates occur and new trends/laws trigger a change in workflow. The training binder will be reviewed on a yearly basis.

The Director of Clinical Social Work is responsible for writing, revising, or approving any additions to this manual. It is the responsibility of every member of the Clinical Social Work Department to maintain knowledge of the contents and to contribute to the accuracy and currency of the manual.

Distribution of this manual is limited to members of the Clinical Social Work Department. Requests for the use of or copies of any part of this manual should be referred to the Director of Clinical Social Work.

Training Binders are created for the following positions:

Clinical Social Worker/Senior Clinical Social Worker

Medical Case Worker II

Clinical Social Work Supervisor I/II

VR

Ref:SW100

EFFECTIVE DATE: December 1981

COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES

APPROVED BY: 

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