

Notice of Appeal to the Board

(Re: Complaint Decision, *Social Work Profession Act Sec. 36 (1)*)

An appeal is to be made by mailing this written notice of appeal to the Registrar
within 30 days after the date the Complainant was given notice of the complaints committee decision.

Complaint Case #: _____

Complainant's Contact Information:

Name: _____ **Email Address:** _____

Reason for Appeal:

Regarding a decision of the MCSW Complaints Committee, dated: _____

Written Submission

Based on the information in the Decision Summary, specify the error(s) made in the Complaint Committee's decision (attach a separate sheet if necessary):

Have you attached any additional documents for review by the Appeal Panel?

Yes No

Please list the items you have attached and explain their relevance:

**Please Note: No new information can be submitted on Appeal. Information that provides further clarification or detail on already provided information is acceptable.*

Power on appeal

Section 36(3) of the *Social Work Profession Act* states, that on an appeal under this section, the board must do one or more of the following:

- (a) make any decision that in its opinion ought to have been made by the complaints committee;
- (b) quash, vary or confirm the decision of the complaints committee;
- (c) refer the matter back to the complaints committee for further consideration in accordance with any direction that the board may make.

By signing this form, I understand and agree that:

- copies of complaint/appeal material, including this form, any documents and any evidence submitted or gathered, may be shared or released to the Social Worker that is subject to the complaint
- as part of the complaint and appeal process the Manitoba College of Social Workers may obtain my personal information, including records and clinical notes, contained in the records of the Social Worker that is subject to the complaint
- the Appeal Panel of the Board of Directors must consider whether the Complaints Committee made any errors in their decision based upon the information available to the Complaints Committee at the time their decision was rendered. The Complaints Appeal Panel will review the information relied upon by the Complaints Committee in their decision, along with any information submitted in relation to this appeal. Complaints Appeal reviews do not involve oral or in-person testimony.
- I have included all information and documentation to support my appeal. This information/documentation is relevant to the Complaints Committee decision and does not introduce new information.
- Appeal panel review dates are subject to change and/or additional dates may be required to complete the review.
- Following the review, a Decision Summary is completed, which may take several weeks to compile. This Summary will be distributed as soon as it is available.

Signature of Complainant: _____

Date: _____

Please submit this form and relevant attachments to:

Manitoba College of Social Workers, 101 – 2033 Portage Avenue, Winnipeg, MB R3J 0K6
Phone: (204) 888-9477 Fax: (204) 831-6359 Email: admin@mcsw.ca Website: www.mcsw.ca