	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	1 of 11

Management of the Register of Hong Kong Institute of Clinical Psychologists Limited

Version	Effective Date
2.0	24/04/2023


Document Number	HKICP-RSD-PO-001-R1
Author	Registration Committee
Custodian	Registration Committee
Approved / Endorsed By	Board of Directors
Approval Date	24/04/2023

This document is only current as at the date of printing. Please refer to HKICP website for current version.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	2 of 11

Document History

Date of Issue	Version No.	Date Approved/ Effective	Summary of Change	Approved by
31/07/2019	1.0	31/07/2019		Board of Directors
24/04/2023	2.0	24/04/2023	<ul style="list-style-type: none"> • Section 5.2: update the option of providing public information by members. • Section 5.3: update the channel of acquiring the hard copy of the register of HKICP. • Updated with use of gender-neutral pronouns. 	Board of Directors

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	3 of 11

Contents

	Page No.
1. Objectives	4
2. Scope	4
3. Definitions	4
4. Aims of the Register	4
5. Access to the Register	5
6. Maintenance of the Register	5
7. Conditions which warrant immediate review of the registration status	7
8. Update of the Register	7
9. Regular internal audit	8
10. Continuous Quality improvement	8
11. Reference documents	9
12. Attachment	9
Appendix 1: List of Registrants	10
Appendix 2: Management of the Register-Summary Flowchart	11

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	4 of 11

(Distribution list: This Policy should be read by all staff and members of HKICP, Professional Council and its committees, and the general public.)

1. Objectives

- 1.1 To prescribe the system of maintenance and management of the Register of Clinical Psychologists accredited by Department of Health of HKSAR government.
- 1.2 To ensure that the Register is updated regularly and made accessible to the public so that service users can make informed decisions.

2. Scope

This policy covers the conditions for maintenance, review, update and audit of the Register as well as public access and continuous quality improvement.

3. Definitions

- 3.1 Hong Kong Institute of Clinical Psychologists (HKICP) is the accredited healthcare professional body under the Accredited Registers (AR) Scheme of the Department of Health, HKSAR.
- 3.2 HKICP is authorized to issue Certificates of Registration to our registrants for easy identification by the public.
- 3.3 Registrants can use the title "Member of Register of Clinical Psychologists accredited by Department of Health" to signify that they have met the registration standards, and will comply with the Code of Ethics and the disciplinary mechanism of HKICP.

4. Aims of the Register

- 4.1 To promote the mental health and psychological well-being of the service users and the public through up-holding the professional standards of clinical psychology practice in Hong Kong.
- 4.2 To protect the safety and well-being of the service users by ensuring that only clinical psychologists whose body of knowledge, clinical competence

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	5 of 11

and professional conduct assessed to be suitable for practice will be admitted to the Register.

- 4.3 To facilitate informed decision of the public in seeking clinical psychology service through accessing the Register.
- 4.4 To build up public confidence in the Register by upholding the professional standard and conduct of clinical psychologists on the Register.

5. Access to the Register

- 5.1 An up-to-date Register is accessible to the public through the website of HKICP (<http://www.icphk.org.hk>).
- 5.2 Information of all Registrants, including their registration number, names in English and Chinese (if applicable), will be mandatorily displayed on the Register (refer to Appendix 1). The main purpose of publishing such information is to protect the public by creating a public record of persons who can use the title “Member of Register of Clinical Psychologists accredited by Department of Health” (i.e., registrants of HKICP) signified to provide clinical psychology services according to the prescribed standards in Hong Kong. Registrants may also opt to display their place of work and/or contact number in the Register accessible in HKICP’s website as public information.
- 5.3 An up-to-date hard copy of the register is also available at HKICP’s office for public inspection free of charge by appointment through contacting the office of HKICP by electronic mail.

6. Maintenance of the Register

- 6.1 The Registration Committee is responsible for processing applications and making recommendations to the Professional Council regarding the admission to and removal from the Register, in accordance with the Membership Registration and Handling Policy (HKICP-RSD-PO-002) and the Procedures for Handling of Complaints against Registrants (HKICP-EI-PD-006) of HKICP.
- 6.2 The Registration Committee should hold at least 4 meetings per year for vetting of applications and making recommended outcome to the Council within the set timeline.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	6 of 11

- 6.3 Applicants for registration/ registrants should provide supporting documents for proof of compliance with all requirements of the Register for initial application/ annual renewal (refer to Membership Registration and Handling Policy).
- 6.4 Registrants are able to update their information through the website of HKICP for limited fields such as correspondence.
- 6.5 Registrants who fail to comply with all the necessary requirements, or as a result of the disciplinary decision of HKICP, will be removed from the Register.
- 6.6 For removal of a registrant from the Register after disciplinary investigation, the Registration Committee would only take action according to the final recommendation from HKICP Professional Council.
- 6.7 Any person whose name has been removed from the Register as a result of disciplinary investigation can apply for reinstatement of their name to the Register after the expiry of the sanction period and the satisfaction of the conditions, if any, as stipulated by the Inquiry Panel with application to be approved by the Registration Committee and to be endorsed by the Professional Council (refer to the document on Membership Registration and Handling Policy).
- 6.8 Registration is valid for 12 months and subject to renewal before expiry. Upon renewal the registrant has to make available documentary proof that the registrant has completed the required continuing professional development (CPD) to keep updated in professional knowledge and practice.
- 6.9 Registrants will be removed from the Register when he/ she is in arrears with annual membership for 90 days (refer to the Articles of Association of HKICP).
- 6.10 Any person whose name has been removed from the Register due to reasons such as failure to comply with the Continuous Professional Development requirements, in arrears of payment of annual registration fee beyond the grace period of 90 days, failure to provide proof of supervised clinical practice (if applicable), etc. can apply for restoration of their name to the Register upon satisfaction of the conditions specified in the document on Membership Registration and Handling Policy (HKICP-RSD-PO-002).
- 6.11 The Secretariat Officer is to input the data on the Register and to pass to the Webmaster for uploading onto the website.

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	7 of 11

6.12 Regular review and update of the Register are conducted by the Registration Committee member appointed by the Chairman of Registration Committee at least every 3 months to ensure its accuracy and currency.

7. Conditions which Warrant Immediate Review of the Registration Status

7.1 The Registration Committee will review the registration status of a registrant when one or more of the following conditions is/are noted:

- 7.1.1 Registrant fails to meet the CPD requirement.
- 7.1.2 Registrant fails to declare no criminal conviction.
- 7.1.3 Registrant fails to comply with the Code of Ethics.
- 7.1.4 Registrant has declared affiliation with other professional register(s) but did not report to HKICP on any change of their status on such register(s).
- 7.1.5 Registrant has declared affiliation with other professional register(s) but that registrant's application to renew the registration is rejected or that registrant is removed from the register(s) because of disciplinary action.

7.2 For all these conditions, evidence will be reviewed and considered by the Registration Committee. Renewal of registration will not be accepted or a registrant may be removed from the Register immediately if any violation of policy is substantiated (refer to documents on Code of Ethics, HKICP-ECI-PO-001, Membership Registration and Handling Policy, HKICP-RSD-PO-002 and Policy on Handling of Complaints against Registrants, HKICP-ECI-PO-005).

8. Update of the Register

HKICP Register will be updated according to the time frame outlined as follows:

Action	Time frame
Addition of new registrants / expiration of registration / restoration of registrant	Within 1 month after decision was made by the Professional Council

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	8 of 11


Withdrawal of registration	Within 1 week upon receiving written notification
Removal of registrant (disciplinary action)	As soon as possible within 1 week after decision of HKICP Professional Council

9. Regular Internal audits

- 9.1 To ensure that decisions on registrations are fair and transparent, regular internal audit will be conducted once every year to review the registration decisions.
- 9.2 The Internal Audit Team will be formed with 3 members selected randomly from among registrants of HKICP. None of these team members shall be members of the Registration Committee or Preliminary Investigation Committee.
- 9.3 Cases will be selected randomly for audit as follows:
 - 9.3.1 5% of the registration decisions on admission to the register,
 - 9.3.2 at least one disciplinary case, if any, and
 - 9.3.3 at least one case of removal from the register, if any.
- 9.4 The team members will conduct the internal audit in accordance with the Membership Registration and Handling Policy and the Policy and Procedures for Handling of Complaints against Registrants.
- 9.5 The audit will include checking on the registrants' education, reported professional affiliations, CPD records and professional indemnity coverage. The Internal Audit Team will review if all the procedures and decisions are made within the specified time frames, without potential conflict of interest of the decision makers, and with supporting evidence for the decisions, as stipulated in relevant policies.
- 9.6 Results of the internal audit will be documented and reported to HKICP Professional Council with recommendations for improvement, if relevant.

10. Continuous Quality Improvement

- 10.1 The public or service users can provide feedback on the accessibility and helpfulness of the Register in terms of making informed decision through the

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	9 of 11

communication platform of HKICP website, or by writing to or calling the office of HKICP.

- 10.2 Any necessary change in response to the feedback will be promulgated on the website of HKICP during the regular update.


11. Reference Documents

- 11.1 Division of Clinical Psychology, Hong Kong Psychological Society. Find a Clinical Psychologist. Available at <https://hkps-dcp.org.hk/en/for-public-en>. Accessed on 24 April, 2023.
- 11.2 Health and Care Professions Council of Ireland. What is registration? Available at: <https://coru.ie/health-and-social-care-professionals/registration/about-registration/purpose-and-professions/what-is-registration-.html>. Accessed April 24, 2023
- 11.3 Health and Care Professions Council of UK. The register. Available at: <http://www.hcpc-uk.org/about-registration/theregister/>. Accessed on 24 April, 2023.

12. Attachment

Appendix 1: List of Registrants of HKICP

Appendix 2: Management of the Register-Summary Flowchart

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	10 of 11

Appendix 1: List of Registrants of HKICP




LOGO

The Hong Kong Institute of Clinical Psychologists List of Registrants

Persons whose names appear on the register:

<u>Registration No.</u>	<u>Name in English</u>	<u>Name in Chinese</u> (if applicable)	<u>Office/Clinic</u> <u>Address/Contact</u> <u>number</u> (optional)
CP00001	XXX	XXX	
CP00002	XXX	XXX	
CP00003	XXX	XXX	
CP00004	XXX	XXX	
CP00005	XXX	XXX	
CP00006	XXX	XXX	
CP00007	XXX	XXX	
CP00008	XXX	XXX	
CP00009	XXX	XXX	
CP00010	XXX	XXX	

Last update: XXX 2023

	Hong Kong Institute of Clinical Psychologists Limited	Document No.	HKICP-RSD-PO-001-R1
	香港臨床心理學家公會有限公司	Issue Date	24/04/2023
	Management of the Register of Hong Kong Institute of Clinical Psychologists Limited	Review Date	26/04/2026
		Approved by	Board of Directors
		Page	11 of 11

Appendix 2: Management of the Register – Summary Flowchart

