


The Department of Health announced on 31st October 2019 that HKICP was granted full accreditation status under the Pilot Accredited Registers Scheme for Healthcare Professions.


	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-CPD-GL-006-R0
	Guideline on Remedial Training: Supervised Clinical Practice	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	1 of 7

Guideline on Remedial Training: Supervised Clinical Practice

Version	Effective Date
1.0	31/07/2019


Document Number	HKICP-CPD-GL-006-R0
Author	Education and Professional Standards Committee
Custodian	Education and Professional Standards Committee
Approved / Endorsed By	Board of Directors
Approval Date	31/07/2019

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-CPD-GL-006-R0
	香港臨床心理學家公會有限公司	Issue Date	31/07/2019
	Guideline on Remedial Training: Supervised Clinical Practice	Review Date	30/07/2022
		Approved by	Board of Directors
		Page	3 of 7

Contents

	Page No.
1. Objective	4
2. Scope	4
3. Qualifications of Accredited Clinical Supervisors	4
4. Requirements for the Supervised Clinical Practice	4
5. Format of Supervision	5
6. Content of Supervision	5
7. Process	5
8. Evaluation	6
9. Completion of Supervised Clinical Practice as Remedial Training Required for Registration	7
10. Special Considerations	7

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-CPD-GL-006-R0
	Guideline on Remedial Training: Supervised Clinical Practice	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	4 of 7

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

1. Objective

This guideline describes details of the remedial training in the form of Supervised Clinical Practice prescribed for applicants for registration with Hong Kong Institute of Clinical Psychologists (HKICP) (i.e. to be a Member of Register of Clinical Psychologists accredited by Department of Health).

2. Scope

Under the transitional arrangement, a candidate applying for registration with HKICP but with significant gaps in their clinical training is required to make up the shortfall via supervised clinical practice.


3. Qualifications of Accredited Clinical Supervisors

All accredited clinical supervisors have to fulfill the following criteria:

- 3.1 Being an accredited clinical psychologist of HKICP (i.e., Member of Register of Clinical Psychologists accredited by Department of Health),
- 3.2 Does not have any condition or limit of practice on their registration,
- 3.3 Has at least 10 years of clinical supervisory experience with clinical psychology trainees or clinical psychologists, and
- 3.4 Has successfully completed a HKICP-approved Full Training Programme in Clinical Supervision with satisfactory outcome (refer to the Guideline for Accredited Clinical Supervisor (ACS) and Training Provider for ACS, HKICP-CPD-GL-007)

4. Requirements for the Supervised Clinical Practice

- 4.1 Supervised Clinical Practice is an Alternative Qualifying Requirement in the transitional arrangement for applicants who have a post-graduate clinical psychology qualification that do not meet the educational standard for direct registration (refer to Membership Registration and Handling Policy of HKICP, HKICP-RSD-PO-002)
- 4.2 Duration of the required supervised practice, maximum 2 years, is to be determined through the Clinical Competency Assessment.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-CPD-GL-006-R0
	Guideline on Remedial Training: Supervised Clinical Practice	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	5 of 7

- 4.3 During the period of Clinical Supervised Practice, there should be no less than 4 hours of direct face-to-face contact per month with the clinical supervisor.

5. Format of Supervision

- 5.1 Direct on-site observation of case assessment or intervention. Video recording of case assessment or intervention would only be accepted when direct on-site observation is impossible and with prior approval of the Education and Professional Standards Committee (EPSC).
- 5.2 Review of assessment and case formulation reports.
- 5.3 Discussion with clinical supervisor on relevant issues in clinical practice.
- 5.4 Electronic communications (e.g., text messages, e-mails) do not constitute supervision.


6. Content of Supervision

The following will be the focus of the clinical supervision:

- 6.1 Knowledge and skills in evidence-based assessment, intervention and case management,
- 6.2 Case formulation,
- 6.3 Skills in report writing,
- 6.4 Professional and ethical issues relevant to clinical psychological practice,
- 6.5 Collaboration with related professionals.

7. Process

- 7.1 Candidates prescribed with remedial training in the form of Supervised Clinical Practice will be informed by the HKICP of the necessary requirements (e.g. duration and number of clinical supervisors needed to be involved) and a list of accredited clinical supervisors.
- 7.2 Candidates are to identify the appropriate clinical supervisor(s) from the list and secure agreement from the identified clinical supervisor(s).
- 7.3 A supervision plan is to be developed by the candidate and the clinical supervisor. This plan has to be submitted to EPSC of HKICP for

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-CPD-GL-006-R0
	Guideline on Remedial Training: Supervised Clinical Practice	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	6 of 7

approval.

7.4 The candidate shall keep a logbook to record details of the supervision. It should be signed by both the candidate and the clinical supervisor. The record has to include:

- 7.4.1 Date and duration of supervision sessions,
- 7.4.2 Method and type of supervision,
- 7.4.3 Brief content of discussion,
- 7.4.4 Supervisor's evaluative comments,
- 7.4.5 Plan for next session,
- 7.4.6 Signatures of supervisor and candidate on each page.


8. Evaluation

8.1 A Progress Report shall be submitted to EPSC every 6 months. It should be completed by the clinical supervisor in conjunction with the candidate at a supervision session. The Progress Report shall include the following:

- 8.1.1 Review of progress made in accordance with the supervision plan agreed at the beginning of supervision,
- 8.1.2 Feedback on the candidate's clinical performance,
- 8.1.3 Comment of the candidate on the supervision,
- 8.1.4 Target(s) to achieve for the remainder of the supervision period.

8.2 A Final Report shall be submitted to EPSC at the end of the supervision period. The Final Report should be completed by the clinical supervisor in conjunction with the candidate at a supervision session. The Final Report shall include the following:

- 8.2.1 Review of progress made in accordance with the supervision plan agreed at the beginning and the target(s) set in the last progress report,
- 8.2.2 Feedback on the candidate's clinical performance,
- 8.2.3 Comment of the candidate on the supervision,
- 8.2.4 Recommendations for registration.

	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP-CPD-GL-006-R0
	Guideline on Remedial Training: Supervised Clinical Practice	Issue Date	31/07/2019
		Review Date	30/07/2022
		Approved by	Board of Directors
		Page	7 of 7

9. Completion of Supervised Clinical Practice as Remedial Training Required for Registration

- 9.1 EPSC shall verify and issue a letter to certify that the candidate has completed the Supervised Clinical Practice prescribed as remedial training required for registration within 6 weeks upon receipt of the Final Report.
- 9.2 The letter from the EPSC in 9.1 should be submitted together with the other documents certifying the completion of the necessary remedial training to the Registration Committee for completion of HKICP Registration Procedure.

10. Special Considerations

A written submission to EPSC has to be made in case the prescribed Supervised Clinical Practice cannot be fulfilled within the required time frame. These circumstances include, but not limited to, the following:

- 10.1 Special personal circumstances encountered by the candidate that could hinder on the onset or continuation of the clinical supervision.
- 10.2 The agreement of both the candidate and the clinical supervisor that continuation of the clinical supervision is unlikely to achieve its objectives. Starting a new supervision agreement, with or without change of clinical supervisor, would be necessary.