


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

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# Guideline for Accredited Clinical Supervisor (ACS) and Training Provider for ACS

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**(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

1.1 This guideline prescribes the requirements for:

1.1.1 Approval and renewal of Accredited Clinical Supervisor (ACS) of the Hong Kong Institute of Clinical Psychologists (HKICP),

1.1.2 Being a Training Provider for ACS of HKICP.

1.2 It should be read with reference to the following HKICP documents:

1.2.1 Membership Registration and Handling Policy  
(HKICP-RSD-PO-002-R0)

1.2.2 Guideline on Remedial Training: Supervised Clinical Practice  
(HKICP-CPD-GL-006-R0)

1.2.3 Guideline on Continuing Professional Development in Clinical Psychology  
(HKICP-CPD-GL-008-R0)

## 2. Scope

2.1 Supervised clinical practice is required in the following situations:


2.1.1 An accredited clinical psychologist on the Register of HKICP (i.e. member of Register of Clinical Psychologists accredited by Department of Health) without post-qualification practice experience (e.g. a qualified CP graduate who newly joins the profession) is required to receive 2 years of supervised clinical practice upon renewal of registration.

2.1.2 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.

2.2 ACS of HKICP is to provide the supervision required in these two situations.

## 3. Definitions

3.1 An accredited clinical supervisor (ACS) is a registrant of HKICP who has completed the required supervision training stipulated in this document.

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- 3.2 The status of ACS is publically identifiable on the website of HKICP.
- 3.3 ACSs who fail to fulfill the requirements will have their ACS status revoked or may be required to undertake remedial training.
- 3.4 ACSs who have a full-time job is permitted to accept a maximum of 2 supervisees a year while a maximum of 5 supervisees is permitted for those not holding a full-time job.
- 3.5 ACSs who want to take more than the maximum number of supervisees may apply to HKICP stating the reasons for approval.

#### **4. Approval and Renewal of Accredited Clinical Supervisor (ACS)**

##### **4.1 Requirements for Approval as ACS**


To apply for approval as ACS, the candidate has to fulfill the following requirements:

- 4.1.1 Being a registrant of HKICP,
- 4.1.2 Does not have any condition or limit of practice on their registration,
- 4.1.3 Has at least 10 years of clinical supervisory experience with clinical psychology trainees or clinical psychologists,
- 4.1.4 Has successfully completed a HKICP-approved Full Training Programme in Clinical Supervision,
- 4.1.5 Completes the application procedures.

##### **4.2 Continuation and renewal of ACS status**

To continue the ACS status, the supervisor has to fulfill the following requirements:

- 4.2.1 Hold and maintain the registration with HKICP,
- 4.2.2 Does not have any condition or limit of practice on their registration,
- 4.2.3 Completes a HKICP-approved ACS Refresher Course every 5 years,
- 4.2.4 Completes the procedures for renewal every 5 years.
- 4.2.5 Produces on a yearly basis the log sheet with the following information:
- 4.2.5.1 Number of supervisee (s) accepted

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4.2.5.2 Number of supervisee (s) rejected

### 4.3 Discontinuation or revocation of ACS status

The status as an ACS may be discontinued or revoked by the HKICP when one of the following situations occurs:

- 4.3.1 The approval of ACS status has expired,
- 4.3.2 The ACS fails to meet the training requirements set out in these guidelines,
- 4.3.3 An impairment is found to be affecting the ACS' capacity to practice and supervise as an ACS,
- 4.3.4 There is an adverse finding relating to the ACS' conduct or performance, or HKICP has evidence of the failure of the ACS to adhere to his/her responsibilities.


### 4.4 Application Procedures

A candidate has to fill in the application form for Accredited Clinical Supervisor and send the completed form together with other required documents to the Education and Professional Standards Committee of HKICP for processing (Appendix 1).

## 5. Competencies of ACS

In order to provide quality supervision, ACS should demonstrate the following 7 competencies:

- 5.1 Knowledge and understanding of the profession,
- 5.2 Knowledge of and skills in effective supervision practices,
- 5.3 Knowledge of and ability to develop and manage the supervisory relationship,
- 5.4 Ability to assess the psychological competencies of the supervisee,
- 5.5 Capacity to evaluate the supervisory process,
- 5.6 Awareness of and attention to diversity,
- 5.7 Ability to address the legal and ethical considerations related to the professional practice of psychology.

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## 6. Full Training Programme in Clinical Supervision for ACS Candidates

Candidates for ACS are required to complete the full training programme which consists of 3 components as follows:

### 6.1 Knowledge assessment:

This component requires the ACS candidate to have adequate knowledge in the criteria for registration of clinical psychologists with HKICP, administrative requirements of clinical supervision, and legal and ethical issues in clinical psychology practice as well as clinical supervision. It requires 4-7 hours of preparatory work (in terms of reading relevant materials and reflection on practice) and a formal assessment of the preparatory work.

### 6.2 Skills training:

This component includes a minimum of 12 hours' face-to-face training and should focus on the development of supervision skills that are appropriate to the clinical psychology supervisee. It should provide practical skills training for evaluating the supervisee's competencies and training to develop reflective practice supervision.

### 6.3 Competency-based assessment and evaluation:

This component involves an assessment of the ACS candidate's supervisory competencies. The ACS candidate is required to submit materials such as video or audio recording, and written reflection for the trainer's assessment.

## 7. Refresher Course for ACS


7.1 An ACS is required to complete a HKICP-approved ACS Refresher Course every 5 years in order to continue their status as ACS.

7.2 Alternatively, an ACS may choose to attend a HKICP-approved Full Training Programme in Clinical Supervision again in lieu of this refresher course.

7.3 The minimum requirement for the Supervisor Refresher Course is a total of at least 6 hours of training which consists of two components:

7.3.1 A review of the updated registration requirements in HKICP and the latest



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legal and ethical considerations related to the professional practice of psychology,

- 7.3.2 At least 3 hours of face-to-face training which provides supervisors with an opportunity to reflect on their supervision practice and to extend their knowledge and skills in a particular area of supervision (e.g. reflective practice supervision, legal and regulatory responsibilities, evaluating supervisees, providing feedback, managing difficult supervision situations and ethical issues in supervision, supervision for trauma informed practice, etc.)

## 8. Training Provider for Accredited Clinical Supervisor

### 8.1 Qualifications and Requirements for Training Providers of ACS Training


The Training Provider of ACS training must fulfill the following requirements:

- 8.1.1 Is a registrant and ACS of HKICP,
- 8.1.2 Has experience in providing quality supervision and training in the profession,
- 8.1.3 Has to adhere to the requirements of Full Training Programme in Clinical Supervision and Supervisor Refresher Course stipulated in this document,
- 8.1.4 Has to provide details of a training activity to HKICP and apply for HKICP's approval for conducting the training before advertising it,
- 8.1.5 Is responsible for administering the approved training and providing certification that a participant has satisfactorily completed all tasks required during the training,
- 8.1.6 Has to provide an evaluation of the training activity upon its completion.

### 8.2 Application Procedures

A training provider has to fill in the application form for Training Provider for Accredited Clinical Supervisor and send the completed form together with other required documents to the Education and Professional Standards Committee of HKICP for processing (Appendix 2).


## 9. Reference documents

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- 9.1 Psychology Board of Australia (2018). Guidelines for supervisors. Accessible via <http://www.psychologyboard.gov.au/Standards-and-Guidelines/Codes-Guidelines-Policies.aspx>
- 9.2 Psychology Board of Australia (2018). Guidelines for supervisor training providers. Accessible via <http://www.psychologyboard.gov.au/Standards-and-Guidelines/Codes-Guidelines-Policies.aspx>

## 10. Attachments

- 10.1 **Appendix 1:** Application / Renewal Form for Accredited Clinical Supervisor
- 10.2 **Appendix 2:** Application Form for Training Provider for Accredited Clinical Supervisor

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## Appendix 1:

### Application / Renewal Form for Accredited Clinical Supervisor (electronic on website)

#### Application

PERSONAL CORRESPONDENCE:

Mr. / Ms / Mrs. / Dr. (check box)

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\*Surname:

\*First Name:

(In Chinese):

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(name must be same as HKID or passport)

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\*HKICP Registration No.

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\*HKID / Passport No. (check box)

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\*Mailing Address

Tel:


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Fax:

\*E-mail Address

Mobile:

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### **NEW / RENEWAL APPLICATION**


(Please provide training record required which may include:

- \* HKICP-approved Full Training Programme for Accredited Clinical Supervisors, or
- \* HKICP-approved Refresher Course for Accredited Clinical Supervisors (for renewal only)

Name of Training Provider(s)	Date of Training Course	Date Completed	*Upload Certificate

\* compulsory field

Experience in clinical supervision with clinical psychology trainees / clinical psychologists

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SELF DECLARATION:

- I understand and will comply the Code of Ethics, Scope of Practice and Competency Requirement of HKICP upon successful application as an Accredited Clinical Supervisor of HKICP
- I understand that my name (in English and Chinese) and my status as an Accredited Clinical Supervisor will be accessible by public upon successful application as an Accredited Clinical Supervisor of HKICP.
- I understand and accept that the personal information I have provided to the HKICP will be used for the purpose of approval application as an Accredited Clinical Supervisor only.


Signature \_\_\_\_\_


Name \_\_\_\_\_

Date \_\_\_\_\_

*Note: Submission of application documents for approval as an accredited clinical supervisor does not imply the application has been successful. Processing of an application normally takes <16> calendar weeks after all necessary documents have been received. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received during a particular period. Please note that an application without relevant supporting documents will not be processed.*

Applicant may write to HKICP for enquiry of application status via email [icp@icphk.org.hk](mailto:icp@icphk.org.hk).

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## Appendix 2:

### Application Form for Training Provider for Accredited Clinical Supervisor (electronic on website)

#### Application

PERSONAL CORRESPONDENCE:

Mr. / Ms / Mrs. / Dr. (check box)

---

\*Surname:

\*First Name:

(In Chinese):

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(name must be same as HKID or passport)

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\*HKICP Registration No.

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\*HKID / Passport No. (check box)

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\*Mailing Address

Tel:


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Fax:

\*E-mail Address

Mobile:

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Applicants need to provide training record on clinical supervision completed & record of training on clinical supervision provided in the past 5 years. These training include:

- HKICP-approved Full Training Programme for Accredited Clinical Supervisors, or
- HKICP-approved Refresher Course for Accredited Clinical Supervisors

\* Training record on clinical supervision completed in past 5 years

Name of Training Provider(s)	Date of Training Course	Date Completed	*Upload Certificate

\* Record of training on clinical supervision provided in past 5 years


Name of Training Provider(s)	Date of Training Course	Date Completed	*Upload Certificate

**APPLICATION FOR PROVISION OF THE FOLLOWING TRAINING:**

- HKICP-approved Full Training Programme for Accredited Clinical Supervisors
- HKICP-approved Refresher Course for Accredited Clinical Supervisors

Names of Training Providers	Date / Venue of Training Course	Estimated number of participants



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\* compulsory field

SELF DECLARATION:

- I understand and will comply the Code of Ethics, Scope of Practice and Competency Requirement of HKICP upon successful application as a Training Provider for Accredited Clinical Supervisor of HKICP
- I understand that my name (in English and Chinese) and my status as an approved training provider will be accessible by public upon successful application as a Training Provider for Accredited Clinical Supervisor of HKICP.
- I understand and accept that the personal information I have provided to the HKICP will be used for the purpose of approval application as a Training Provider for Accredited Clinical Supervisor only.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

*Note: Submission of application documents for providing training on clinical supervision does not imply the application has been successful. Processing of an application normally takes <16> calendar weeks after all necessary documents have been received. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received during a particular period. Please note that an application without relevant supporting documents will not be processed.*

*Applicant may write to HKICP for enquiry of application status via email [icp@icphk.org.hk](mailto:icp@icphk.org.hk).*