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Procedures for Accreditation of Clinical Psychology Training Programme

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

1. Objectives

- 1.1 This document prescribes the policy and handling procedures for the accreditation of local clinical Psychology training programmes.
- 1.2 The aim of accreditation is to ensure a high standard of training of local clinical psychology training programmes to serve the needs of the community.

2. Scope

- 2.1 HKICP works with local clinical psychology training programmes to ensure that their training meets the criteria set by HKICP.
- 2.2 The criteria for accreditation are drawn up with reference to the standards set by a number of well-established professional psychological associations overseas (refer to reference list). Views and experiences from local universities which confer master and doctoral degrees in clinical psychology and stakeholders of clinical psychology profession were collected before finalization of these criteria.
- 2.3 The detailed Criteria for Accreditation of Clinical Psychology Training Programme can be found in the HKICP's document on Education Standards of Clinical Psychology in Hong Kong (HKICP-CPD-PO-002-R0).

3. Definitions

- 3.1 Local clinical psychology training programmes refer to master and doctoral degrees in clinical psychology conferred by universities in Hong Kong Special Administrative Region.
- 3.2 Graduates from local clinical psychology training programmes accredited by HKICP will be eligible to be a member of the Register for Clinical Psychologists accredited by the Department of Health (ACP), via the Entry Qualification Route of the Long-term Arrangement.

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4. Roles and Responsibilities

4.1 HKICP

- 4.1.1 To ensure that all aspects of the accreditation process are carried out in accordance with the requirements set out here.
- 4.1.2 To support fully any Registration Committee (RC) or RC Accreditation Panel (RCAP) member who has acted in accordance with the accreditation guidelines and HKICP's Code of Ethics.
- 4.1.3 To ensure that the applicant receives an approved report and associated follow-up correspondence at the conclusion of the process.
- 4.1.4 To maintain an updated list of clinical psychology training programmes accredited by HKICP, and ensure that the list is conveniently accessible by the public.

4.2 Registration Committee (RC)

- 4.2.1 RC processes applications and makes recommendations to the Professional Council of HKICP regarding approval of new accreditation and re-affirmation or change in accreditation status of clinical psychology training programmes.
- 4.2.2 RC makes recommendation to the Professional Council on changes to the Accreditation criteria and procedures for accreditation of clinical psychology training programmes,
- 4.2.3 RC investigates and makes recommendation to the Professional Council should a complaint on the standard of a clinical psychology training programme arise.

4.3 RC Accreditation Panel (RCAP)

- 4.3.1 A RCAP shall be formed to conduct site visit to clinical psychology training programme applying for accreditation. The RCAP is appointed by and accountable to the RC of HKICP.
- 4.3.2 All RCAP members are accredited clinical psychologists of HKICP, i.e. members of Register of Clinical Psychologists accredited by Department of Health, bound by the HKICP's Code of Ethics and all protocols in the public arena.
- 4.3.3 Each panel shall consist of no less than 3 members, one of them being a

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RC member who shall also become the convenor of the team. The other members are invited and appointed by RC. At least one of the members shall be a person with experience in running or contributing to clinical psychology education and training programme in university. All other members have to be accredited clinical psychologists with at least 10 years of post-qualification experience.

- 4.3.4 RCAP members should have a commitment to and a perspective relevant to education, training, and the accreditation process. They shall base their judgments in compliance with the accreditation criteria.
- 4.3.5 RCAP members should behave in such a way that they will not bring HKICP into disrepute. All members should declare all relevant interests which may or may be seen to conflict with their duties in the RCAP (refer to the Policy on Declaration & Handling of Conflict of Interest of HKICP, HKICP-ECI-PO-003-R0).
- 4.3.6 RCAP is to report to RC.

4.4 Applicant for accreditation

- 4.4.1 To prepare documentation for inspection by RC or RCAP in compliance with the appropriate accreditation criteria.
- 4.4.2 To accept that RC or RCAP as a whole acts as HKICP's representative and therefore, no member of RC or RCAP will be singled out in any personal way by institution.
- 4.4.3 To make available for inspection by accreditation panel all physical resources underpinning the accreditation.
- 4.4.4 To inform RC if there is any change in the list of academic staff or any condition that may affect the accreditation status.

5. Procedures for Accreditation of Clinical Psychology Training Programme

5.1 Application

- 5.1.1 Application should be made to the RC.
- 5.1.2 The completed application form should be verified and signed by the person in charge of the training programme (hereafter referred to as "the

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applicant”), and submitted together with the completed Self-Assessment Report (SAR) on Clinical Psychology Training Programme ([refer to Appendix](#)) and all supporting documents.

5.1.3 New application, re-application and continuation of accreditation will be considered at the regular meetings of RC.

5.1.4 RCAP will be formed to conduct site visit for a particular application or continuation of accreditation status of a training programme.

5.2 Site visit

5.2.1 The secretary of RC will arrange with the applicant the date and agenda of such a visit no less than [<6 weeks>](#) prior to the visit.

5.2.2 The visit aims to understand the programme in its own context. The applicant shall make arrangement and prepare all necessary documentary evidence in compliance with the appropriate accreditation criteria for review and discussion with the panel. Written documents shall preferably be submitted with the application so that panel members can have adequate time to read the documents before the visit.

5.2.3 During the visit, members of the RCAP will:

5.2.3.1 Look at the physical resources of the programme.

5.2.3.2 Review and discuss with the applicant and relevant personnel all the core components of the programme with reference to the accreditation criteria as stated in [<section 6>](#). Applicant is encouraged to highlight any good practices or challenges they are facing.

5.2.3.3 For a new clinical psychology training programme, the applicant should demonstrate to the panel the readiness and capacity of the programme to plan and provide clinical training that will meet the accreditation standard. RCAP shall examine carefully whether the applicant and the programme staff involved fully understand and demonstrate the competence to meet the accreditation criteria.

5.3 RCAP Report

5.3.1 A visit report will be produced by RACP after the visit.

5.3.2 The applicant will be asked to comment on the draft report before it is submitted for formal accreditation. Comments on factual accuracy or more substantive issues can be raised and RCAP has the discretion to

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accept or not to accept any changes to the draft report. The applicant shall provide comments within <2 weeks> upon receipt of the draft report.

5.3.3 RCAP shall submit the final report to RC no later than <8 weeks> after the visit. The report shall include the completed accreditation criteria checklist, any relevant documents collected and a summary of their views and recommendations.

5.4 Result of application

5.4.1 A decision will be made on the application by RC within <6 months> after the application is received by HKICP. Decision on the application made by RC will fall into one of the following categories:

5.4.1.1 Accredited clinical psychology training programme

The clinical psychology training programme that has satisfied the accreditation criteria of HKICP will be granted the status of Accredited Clinical Psychology Training Programme.

5.4.1.2 Accredited clinical psychology training programme (Provisional)

The status of Accredited Clinical Psychology Training Programme (Provisional) will be granted when a Clinical Psychology Training Programme fails to fulfill the accreditation criteria because, either one of the following conditions:

5.4.1.2.1 There are demonstrated deficiencies but has proven to RC that the identified deficiencies will be made good or further evidence that the criteria are met will be provided within a reasonable period of time, or

5.4.1.2.2 There is no available evidence that the accreditation criteria are fulfilled because the Programme is new, but has proven to RC the capacity to satisfy the accreditation criteria.

The provisional accreditation will be valid for <2 years>. Applicant must submit re-application for accreditation <6 months> before expiry of the provisional accreditation.

5.4.1.3 Not accredited

The Programme fails to fulfill the accreditation criteria and fails to demonstrate capacity of doing so.

5.4.2 RC will submit the final accreditation report on an application containing its decision and recommendations to HKICP Professional Council **for endorsement**. RC will inform the applicant of the result and disseminate

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the accreditation report accordingly.

5.5 Continuation of accreditation status

- 5.5.1 Accreditation of a training programme will be subject to regular review by RC. This will normally be conducted every <5 years>. A review by RC can also be arranged anytime when there is evidence (e.g. a complaint against the standard of the programme is received) suggesting that the training programme is no longer able to comply with the accreditation criteria. The secretary of RC shall liaise and make the necessary arrangement with the applicant for the review.
- 5.5.2 After the review, continuing accreditation may sometimes be dependent on the training programme meeting certain conditions that relate to the accreditation criteria as provided in the recommendations of the review report.

5.6 Discontinuation of accreditation status

Accreditation of a training programme will be discontinued if the training programme fails to comply with the accreditation criteria. The decision shall be made by HKICP upon the recommendation of the RCAP appointed by RC after conducting a review.

5.7 Appeal

- 5.7.1 In case an applicant disagrees with the accreditation status recommended by RC, the applicant may submit in writing within <30 days> to the Chairperson of HKICP Professional Council (the Council) and must specify the grounds on which the appeal is made with a non-refundable appeal fee. Further, the appeal must include the documentation necessary to support the appeal. The Council will consider the reasons for the appeal, decide whether it is accepted, and notify the applicant of its decision. An appeal sent to the Chairperson of the Council more than <30 days> after receiving formal notice from RC about decision of accreditation status is invalid and will not be considered.
- 5.7.2 Upon acceptance of the appeal, the Council will form and appoint an ad hoc Appeal Panel which comprises of no less than 3 members. At least one of the members shall be a person with experience in running or contributing to clinical psychology education and training programme in university. All other members have to be an accredited clinical

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psychologist with at least 10 years of post-qualification experience.

- 5.7.3 The Appeal Panel may conduct site visit, and/or invite one or more representatives from the training programme to appear before the Appeal Panel to make oral and/or written presentation. The Appeal Panel will make the final decision on the appeal and submit to the Council. HKICP will then notify the applicant the outcome of the appeal accordingly.
- 5.7.4 The decision of the Appeal Panel is final and no further correspondence will be entered into.
- 5.7.5 The appeal process should be completed in a timely manner. It will be completed within <6 months> of the date of HKICP formal notice of decision of accreditation status.

5.8 Re-application

Unsuccessful applicant can submit a new application for accreditation at a later time. The time lapse between two applications should at least be <2> year.

5.9 Fees

- 5.9.1 For new applications, applicant for accreditation of a clinical psychology training programme shall pay an application fee of HK\$200,000 together with their applications.
- 5.9.2 Applicant who submits an appeal against an accreditation decision shall pay a fee of HK\$100,000.
- 5.9.3 HKICP shall have the discretion to waive the fees, totally or partially, for application and appeal for training programme that has fulfilled the following requirements:
- 5.9.3.1 UGC-funded, or
- 5.9.3.2 has attained QF Level 6 for Master degree in Clinical Psychology under Qualification Register of Qualification Framework of the Education Bureau of HKSAR, or
- 5.9.3.3 has attained QF Level 7 for Doctoral degree in Clinical Psychology under Qualification Register of Qualification Framework of the Education Bureau of HKSAR.

(Reference for 5.9.3.2 & 5.9.3.3: http://www.hkqr.gov.hk/HKQRPRD/web/hkqr-en/about/Introduction/Qualification_Register/)

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5.9.4 All fees paid by applicants are not refundable.

6. Review

- 6.1 The procedures for accreditation of clinical placement setting outlined in this document are subject to review by the [Registration Committee \(RC\)](#) at least every **3 years** in accordance with relevant research and evidence as well as development of the clinical psychology profession in Hong Kong, or any time as appropriate after stakeholder consultation.
- 6.2 Updates will be disseminated to registrants by e-mail within **6 weeks** and made available on the HKICP website within **3 months** of effective date.

7. Reference documents

- 7.1 American Psychological Association - Commission on Accreditation. 2016. Standards of Accreditation for Health Service Psychology. *Periodical* 2016.
- 7.2 Australian Psychological Society. 2013. College Course Approval Guidelines for Postgraduate Professional Courses. *Periodical* 2013.
- 7.3 Australian Psychology Accreditation Council. Rules for Accreditation and Accreditation Standards for Psychology Courses (version 10). Available at: <http://www.psychologyboard.gov.au/Accreditation.aspx>. Accessed Aug 2, 2017.
- 7.4 Division of Clinical Psychology, Hong Kong Psychological Society. Guidelines for Accreditation of Clinical Placement Setting for Clinical Psychology Training. Available at: [http://www.dcp.hkps.org.hk/downloads/Guidelines for Accreditation of CP placement.pdf](http://www.dcp.hkps.org.hk/downloads/Guidelines%20for%20Accreditation%20of%20CP%20placement.pdf). Accessed Aug 2, 2017.
- 7.5 Division of Clinical Psychology- Hong Kong Psychological Society. Guidelines for Recognition of Clinical Psychology Training Programme Available at: [http://www.dcp.hkps.org.hk/downloads/Guidelines for Recognition of CP program.pdf](http://www.dcp.hkps.org.hk/downloads/Guidelines%20for%20Recognition%20of%20CP%20program.pdf). Accessed Aug 2, 2017.
- 7.6 Health and Care Professions Council. Approved education and training programmes. Available at: <http://www.hcpc-uk.org/education/programmes/>.

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Accessed Aug 2, 2017.

- 7.7 Hong Kong Psychological Society. The Professional Registration of Psychologists in Hong Kong. Available at: <http://www.hkps.org.hk/index.php?fi=wpage7>. Accessed Aug 2, 2017.
- 7.8 National Register for Health Service Psychologists. Guidelines for Defining an Internship or Organized Health Service Training Program in Psychology. Available at: <https://www.nationalregister.org/sitemap-2/guidelines-for-defining-an-internship-or-organized-health-service-training-program-in-psychology/>. Accessed Aug 15, 2017.
- 7.9 The Association of State and Provincial Psychology Boards. APA Accredited Programs. Available at: <http://www.asppb.net/?page=APAAccreditation>. Accessed Aug 2, 2017.
- 7.10 The British Psychological Society. Standards for the Accreditation of Doctoral programmes in clinical psychology. Available at: www.bps.org.uk/partnership. Accessed Aug 2, 2017.

8. Attachment

Appendix: Self-Assessment Report on Clinical Psychology Training Programme

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Appendix

**Accreditation of Clinical Psychology Training Programme
Registration Committee
Hong Kong Institute of Clinical Psychologists**

Self-Assessment Report on Clinical Psychology Training Programme

Basic information

Name of training institute:	
Department/Faculty in which programme is based:	
Full name(s) of programme(s) as it appears on award certificate:	
Duration of the programme(s):	
Number of trainees currently registered on the programme(s):	
Is the programme(s) accredited by any academic/professional body (please specify):	
Questionnaire completed by (please provide name and position held):	
Date of submission:	

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Qualifications of students enrolled in the programme

% of current cohort(s) of students having a 1st degree with psychology as the main subject _____ %

Qualifications of the remaining students (e.g., % with postgraduate cert/ dip in psychology):

Programme specification

	Available (please supply information on a separate sheet if any of the item is "No")	Submitted with this form
Programme handbook / outline	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course contents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learning outcomes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Methods / criteria for assessment of trainees	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Quality management / audit system	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Most recent external examiner's report	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other relevant documents (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Core Components of the Training Programme

Academic course

Core subject areas	Modules/coverage (please specify if the teaching is not on a face-to-face basis)
Psychological assessment methods, interpretation of findings, formulation of problems and implications for future management	
Theories of psychological problems of main client groups of children/adolescents, adults and the elderly	
Psychological treatment with different orientations, each covering philosophical, theoretical, practical and empirical aspects	
Professional and ethical issues	
Research methodology	
Neuropsychology	
Health and community psychology	

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Supervised Clinical Practice

The following documents are attached:

- Guidelines on supervised clinical practice / clinical supervision
- Lists of clinical placement settings and clinical supervisors
- A summary of clinical placements for current cohort(s) of CP trainees (a sample of the summary form is attached at the end of this document)

Mechanisms/procedures are available to ensure that the clinical tutor can monitor the clinical experience of the trainees and the supervision they receive, and to help resolving any problems that may arise during the placement:

- Document attached (_____)
_____)

Number of trainees in current cohort(s) that are unable / will not be able to complete 80% of the supervised clinical practice in DCP recognized placement settings

= _____

Reasons:

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Research

- List of dissertation titles and research supervisors of current cohort(s) of CP trainees

Personal Growth

Mechanisms are in place for the support of students' personal growth and development as clinical psychologists.
(Please specify)

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(SAMPLE)

A Summary of Clinical Training Records for All Clinical Psychology Trainees
(ABC University of Hong Kong)

Please provide the following information for each placement:

1) setting & area covered (see notes), 2) name of supervisor, 3) date and duration, 4) availability of training logs, 5) availability of supervision log, & 6) availability of evaluation report from supervisor

	1 st Placement	2 nd Placement	3 rd Placement	4 th Placement	5 th Placement	6 th Placement	7 th Placement	Remarks
Trainee 1	1. KCH (APP) Mary Wong 30.11.17 – 30.01.18 (44 days)	2. SWD (PP/MD) Chan CC 01.02.18-30.4.18 (44 days)						

Note: APP = Adult psychological problems; CAPP = Child and adolescent psychological problems; PMC = People with medical conditions; PP/MD = People with physical/mental disabilities; PCOB = People with criminal offending behaviors.