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	Procedures for Accreditation of Clinical Placement Setting for Clinical Psychology Training	Issue Date	nn/nn/2018
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Procedures for Accreditation of Clinical Placement Setting for Clinical Psychology Training

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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 clinical placement settings.
- 1.2 The aim of accreditation is to secure a high standard of clinical training for clinical psychology trainees in local settings.

2. Scope

- 2.1 The Hong Kong Institute of Clinical Psychologists (HKICP) works with clinical placement settings to ensure that the supervised clinical training provided to clinical psychology trainees meets the accreditation criteria set by HKICP.
- 2.2 The criteria for accreditation are drawn up with references to the standards set by a number of well-established professional psychological associations overseas. Views of local universities which confer master and doctoral degrees in clinical psychology and stakeholders of clinical psychology profession were also collected before finalization of these criteria.
- 2.3 The detailed Criteria for Accreditation of Clinical Placement Setting for Clinical Psychology Training can be found in the HKICP's document on Education Standards of Clinical Psychology in Hong Kong (HKICP-CPD-PO-002-R0).

3. Roles and Responsibilities

3.1 HKICP

- 3.1.1 To ensure that all aspects of the accreditation process are carried out in accordance with the requirements set out here.
- 3.1.2 To support fully any Registration Committee (RC) or RC Accreditation Panel (RCAP) member who has acted in accordance with the

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accreditation guidelines and HKICP's Code of Ethics (HKICP-ECI-PO-001-R0).

- 3.1.3 To ensure that the applicant receives an approved report and associated follow-up correspondence at the conclusion of the process.
- 3.1.4 To maintain an updated list of all clinical placement settings accredited by HKICP, and ensure that the list is conveniently accessible by the public.
- 3.1.5 To reimburse all RC and RCAP members for expenses incurred in accordance with the financial regulations of HKICP.

3.2 Registration Committee (RC)

- 3.2.1 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 placement settings.
- 3.2.2 RC makes recommendation to the Professional Council on changes to the Accreditation criteria and procedures for accreditation of clinical placement settings.
- 3.2.3 RC investigates and makes recommendation to the Professional Council should a complaint on the standard of a clinical placement setting arise.

3.3 RC Accreditation Panel (RCAP)

- 3.3.1 A RCAP shall be formed to conduct site visit to clinical placement setting applying for accreditation, if necessary. The RCAP is appointed by and accountable to the RC of HKICP.
- 3.3.2 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.
- 3.3.3 Each panel shall consist of no less than 3 members, one of them being a RC member who shall also become the convenor of the team. The other members are invited and appointed by RC. They shall be accredited clinical psychologists with at least 7 years' experience of providing clinical supervision in local setting.
- 3.3.4 RCAP members should have a commitment to and a perspective relevant to education, training, and the accreditation process. They shall

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base their judgments in compliance with the accreditation criteria.

3.3.5 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).

3.3.6 RCAP is to report to RC.

3.4 Applicant for accreditation

3.4.1 To prepare documentation for inspection by RC or RCAP in compliance with the appropriate accreditation criteria.

3.4.2 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.

3.4.3 To make available for inspection by accreditation panel all physical resources underpinning the accreditation.

3.4.4 To inform RC if there is any change in the list of qualified clinical supervisor(s), or any condition that may affect the accreditation status.

4. Procedures for accreditation of clinical placement setting

4.1 Application

4.1.1 Application should be made to HKICP.

4.1.2 The completed application form should be verified and signed by the person in charge of the placement setting seeking accreditation (hereafter referred to as "the applicant").

4.1.3 New application, re-application or application for renewal of accreditation will be processed at the regular meetings of RC.

4.1.4 RC will decide whether a site visit is necessary for a particular application. A RCAP will be formed in accordance with [<section 3.3>](#) if an accreditation visit is deemed necessary.

4.2 Site visit

4.2.1 The secretary of RC shall arrange with the applicant the date and

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agenda of the site visit no less than <4 weeks> prior to the visit.

4.2.2 The applicant shall:

4.2.2.1 Prepare all necessary documentations in compliance with the appropriate accreditation criteria for inspection by the RCAP.

4.2.2.2 Ensure that all personnel or their deputies that the RCAP requests to see are available during the site visit.

4.2.2.3 Make available for inspection by the RCAP all physical resources underpinning the accreditation.

4.2.3 During the Accreditation visit, members of the RCAP shall:

4.2.3.1 Conduct an on-site observation of the physical premises, relevant facilities and materials.

4.2.3.2 Conduct separate interviews with the applicant, clinical supervisor(s) and CP trainee(s) if currently available.

4.2.3.3 Examine documents pertaining to placement planning and provision of clinical supervision as specified in the checklist provided.

4.2.3.4 For a setting that is offering clinical supervision for the first time, the applicant should demonstrate to the RCAP the readiness and capacity of the setting to plan and provide necessary facilities for quality placement. RCAP shall examine carefully whether the applicant and the supervisor(s) involved fully understand and demonstrate the competence to meet the accreditation criteria.

4.3 **RCAP report:**

RCAP shall submit a report to RC no later than <6 weeks> after the site visit. The report shall include the completed accreditation criteria checklist, any relevant documents collected and a brief summary of their views and recommendations.

4.4 **Result of application:**

4.4.1 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.

4.4.1.1 **Accredited placement setting**

4.4.1.1.1 The setting that has satisfied the accreditation criteria of HKICP will be granted the status of Accredited Placement Setting.

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- 4.4.1.1.2 The accreditation will be valid for <4 years> as long as the criteria for accreditation are fulfilled.
- 4.4.1.1.3 Application for renewal is necessary <6 months> before expiry of the accreditation.
- 4.4.1.1.4 The applicant is obliged to inform RC if there is any change of condition that may affect the accreditation status.

4.4.1.2 **Accredited Placement Setting (Provisional)**

4.4.1.2.1 The status of Accredited Placement Setting (Provisional) will be granted when a setting fails to fulfill the accreditation criteria because of either one of the following conditions:

- 4.4.1.2.1.1 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
- 4.4.1.2.1.2 There is no available evidence that the accreditation criteria are fulfilled because the setting is providing clinical placement for the first time, but has proven to RC the capacity to satisfy the accreditation criteria.
- 4.4.1.2.2 The provisional accreditation will be valid for <2 years>. Applicant must submit re-application for accreditation <6 months> before expiry of the provisional accreditation.

4.4.1.3 **Not accredited**

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

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

4.5 **Appeal and review**

4.5.1 In case an applicant disagrees with the accreditation status granted by RC, the applicant may submit in writing within <30 days> to the

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Chairperson of HKICP Professional Council and must specify the grounds on which the appeal is made with a non-refundable appeal fee. The appeal must include the documentation necessary to support the appeal.

- 4.5.2 The Professional Council will consider the reasons for the appeal, decide whether it is accepted, and notify the applicant of its decision.
- 4.5.3 An appeal sent to the Chairperson of Professional Council <more than 30 days> after receiving formal notice from RC about decision of accreditation status is invalid and will not be considered.
- 4.5.4 Upon acceptance of the appeal, the Professional Council will form and appoint an ad hoc Appeal Panel which comprises of three members. They should be qualified clinical supervisors with at least 10 years' experience of providing clinical supervision to trainees of post-graduate clinical psychology programmes in local settings. The Appeal Panel may conduct site visit, and/or invite one or more representatives 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 Professional Council. HKICP will then notify the applicant the outcome of the appeal accordingly.
- 4.5.5 The decision of the Appeal Panel is final and no further correspondence will be entered into.
- 4.5.6 The appeal process should be completed in a timely manner. It will be completed within <6 months>from the date of HKICP's formal notice of decision of accreditation status.

4.6 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.

4.7 Fees

- 4.7.1 For new applications, re-applications or applications for renewal of accreditation, applicants shall pay an initial application fee of HK\$2,000 together with their applications.
- 4.7.2 Applicant who submits an appeal against an accreditation decision shall pay a fee of HK\$2,000.

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4.7.3 HKICP shall have the discretion to waive the fees for application and appeal for placement settings in public sector or subvented NGOs.

4.7.4 All fees paid by applicants are not refundable.

5. Review

- 5.1 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.
- 5.2 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.

6. Reference documents

- 6.1 American Psychological Association - Commission on Accreditation. 2016. Standards of Accreditation for Health Service Psychology. *Periodical* 2016.
- 6.2 Australian Psychological Society. 2013. College Course Approval Guidelines for Postgraduate Professional Courses. *Periodical* 2013.
- 6.3 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.
- 6.4 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. Accessed Aug 2, 2017.
- 6.5 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. Accessed Aug 2, 2017.
- 6.6 Health and Care Professions Council. Approved education and training

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programmes. Available at: <http://www.hcpc-uk.org/education/programmes/>. Accessed Aug 2, 2017.

- 6.7 Hong Kong Psychological Society. The Professional Registration of Psychologists in Hong Kong. Available at: <http://www.hkps.org.hk/index.php?fi=wpag7>. Accessed Aug 2, 2017.
- 6.8 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.
- 6.9 The Association of State and Provincial Psychology Boards. APA Accredited Programs. Available at: <http://www.asppb.net/?page=APAAccreditation>. Accessed Aug 2, 2017.
- 6.10 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.