

[LOGO]	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	nn/nn/2018
		Review Date	
		Approved by	
	Page	1 of 7	

# Guideline on Remedial Training: Supervised Clinical Practice

Version	Effective Date
1.0	

Document Number	HKICP-CPD-GL-006-R0
Author	<<Post and Name>>
Custodian	<<Post and Name>>
Approved / Endorsed By	<<Respective Committees>>
Approval Date	DD/MM/YYYY

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



[LOGO]	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	nn/nn/2018
	Guideline on Remedial Training: Supervised Clinical Practice	Review Date	
		Approved by	
		Page	3 of 7

## Contents

	<b>Page No.</b>
1. Objective	4
2. Scope	4
3. Qualifications of Accredited Clinical Supervisors	4
4. Duration of Supervision	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

[LOGO]	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	nn/nn/2018
		Review Date	
		Approved by	
	Page	4 of 7	

**(Distribution list: This Policy shall 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 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 Has at least 10 years of clinical supervisory experience, and
- 3.3 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-R0)

## **4. Duration of Supervision**

- 4.1 One year of clinical supervision for candidates who have proof of practice for at least 2 years in clinical psychology in Hong Kong.
- 4.2 Two years of clinical supervision for candidates who have proof of practice for less than 2 years in clinical psychology in Hong Kong.

[LOGO]	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	nn/nn/2018
		Review Date	
		Approved by	
	Page	5 of 7	

4.3 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 Committee (EC).
- 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).

[LOGO]	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	nn/nn/2018
		Review Date	
		Approved by	
	Page	6 of 7	

7.3 A supervision plan is to be developed by the candidate and the clinical supervisor. This plan has to be submitted to EC of HKICP for 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 EC 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 EC 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.

[LOGO]	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
		Issue Date	nn/nn/2018
	Guideline on Remedial Training: Supervised Clinical Practice	Review Date	
		Approved by	
		Page	7 of 7

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

- 9.1 EC 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 Candidates who have completed all remedial training required for registration can submit the letter together with other documents (e.g. Certificate of the Commissioned Remedial Training in Clinical Psychology for the Register of Clinical Psychologists accredited by Department of Health) to RC for completion of HKICP Registration Procedure.

## 10. Special Considerations

A written submission to EC 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.