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	Management of the Register of the Hong Kong Institute of Clinical Psychologists	Review Date	
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Management of the Register of the Hong Kong Institute of Clinical Psychologists

Version	Effective Date
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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 To prescribe the system of maintenance and management of the Register of Clinical Psychologists accredited by Department of Health of HKSAR government.
- 1.2 To ensure that the Register is updated regularly and made accessible to the public so that service users can make informed decisions.

2. Scope

This policy covers the conditions for maintenance, review, update and audit of the Register as well as public access and continuous quality improvement.

3. Definitions

- 3.1 Hong Kong Institute of Clinical Psychologists (HKICP) is the accredited healthcare professional body under the Accredited Registers (AR) Scheme of the Department of Health, HKSAR.
- 3.2 HKICP is authorized to issue Certificates of Registration to our registrants for easy identification by the public.
- 3.3 Registrants can use the title "Member of Register of Clinical Psychologists accredited by Department of Health" to signify that they have met the registration standards, and will comply with the Code of Ethics and the disciplinary mechanism of HKICP.

4. Aims of the Register

- 4.1 To promote the mental health and psychological well-being of the service users and the public through up-holding the professional standards of clinical psychology practice in Hong Kong.
- 4.2 To protect the safety and well-being of the service users by ensuring that only clinical psychologists whose body of knowledge, clinical competence

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and professional conduct assessed to be suitable for practice will be admitted to the Register.

- 4.3 To facilitate informed decision of the public in seeking clinical psychology service through accessing the Register.
- 4.4 To build up public confidence in the Register by upholding the professional standard and conduct of clinical psychologists on the Register.

5. Access to the Register

- 5.1 The Register is accessible to the public through the website of HKICP (<http://www.icphk.org.hk>).
- 5.2 Information of all Registrants, including their registration number, names in English and Chinese (if applicable) will be mandatorily displayed on the Register (refer to Appendix 1). The main purpose of publishing such information is to protect the public by creating a public record of accredited clinical psychologists signified to provide clinical psychology services according to the prescribed standards in Hong Kong.
- 5.3 Hard copy of the Register can be obtained through contacting the office of HKICP either by phone or electronic mail.

6. Maintenance of the Register

- 6.1 The Registration Committee is responsible for processing applications and making recommendations to the Professional Council regarding the admission to and removal from the Register, in accordance with the Membership Registration and Handling Policy (HKICP-RSD-PO-002-R0) and the Procedures for Handling of Complaints against Registrants (HKICP-ECI-PD-006-R0) of HKICP.
- 6.2 The Registration Committee should hold a meeting at least every 2 months for vetting of applications and making recommendations to the Professional Council.
- 6.3 Applicants for registration/ registrants should provide supporting documents for proof of compliance with all requirements of the Register for initial application/ annual renewal (refer to Membership Registration and Handling Policy).
- 6.4 Registrants are able to update their information through the website of HKICP.

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- 6.5 Registrants who fail to comply with all the necessary requirements, or as a result of the disciplinary decision of HKICP, will be removed from the Register.
- 6.6 For removal of a registrant from the Register after disciplinary investigation, the Registration Committee would only take action according to the finalized recommendation from HKICP Professional Council.
- 6.7 Registration is valid for 12-months and subject to renewal before expiry. Upon renewal the registrant has to provide documentary proof that he/she has completed the required continuing professional development (CPD) to keep updated in professional knowledge and practice.
- 6.8 Regular review and update of the Register are conducted by the Registration Committee at least every 3 months to ensure its accuracy and currency.

7. Conditions which warrant immediate review of the registration status

- 7.1 The Registration Committee will review the registration status of a registrant when one or more of the following conditions is/are noted:
 - 7.1.1 Registrant fails to meet the CPD requirement.
 - 7.1.2 Registrant fails to declare no criminal conviction.
 - 7.1.3 Registrant fails to comply with the Code of Ethics.
 - 7.1.4 Registrant has declared affiliation with other professional register(s) but did not report to HKICP on any change of his/her status on such register(s).
 - 7.1.5 Registrant has declared affiliation with other professional register(s) but his/her application to renew the registration is rejected or he/she is removed from the register(s) because of disciplinary action.
- 7.2 For all these conditions, evidence will be reviewed and considered by the Registration Committee. Renewal of registration will not be accepted or a registrant may be removed from the Register immediately if any violation of policy is substantiated (refer to documents on Code of Ethics, HKICP-ECI-PO-001-R0, Membership Registration and Handling Policy and Policy on Handling of Complaints against Registrants, HKICP-ECI-PO-005-R0).

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8. Update of the Register

HKICP Register will be updated according to the time frame outlined as follows:

Action	Time frame
Addition of new registrants / expiration of registration	Within 1 month after decision was made by the Registration Committee
Withdrawal of registration	Within 1 week upon receiving written notification
Removal of registrant (disciplinary action)	As soon as possible within 1 week after decision of HKICP Professional Council

9. Regular Internal audits

- 9.1 To ensure that decisions on registrations are fair and transparent, regular internal audit will be conducted once every year to review the registration decisions.
- 9.2 The Internal Audit Team will be formed with 3 members selected randomly from among registrants of HKICP. None of these team members shall be members of the Registration Committee or Preliminary Investigation Committee.
- 9.3 Cases will be selected randomly for audit as follows:
 - 9.3.1 5% of the registration decisions on admission to the register,
 - 9.3.2 at least one disciplinary case, if any, and
 - 9.3.3 at least one case of removal from the register, if any.
- 9.4 The team members will conduct the internal audit in accordance with the Membership Registration and Handling Policy and the Policy and Procedures for Handling of Complaints against Registrants.
- 9.5 The audit will include checking on the registrants' education, reported professional affiliations, CPD records and professional indemnity coverage. The Internal Audit Team will review if all the procedures and decisions are

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made within the specified time frames, without potential conflict of interest of the decision makers, and with supporting evidence for the decisions, as stipulated in relevant policies.

- 9.6 Results of the internal audit will be documented and reported to HKICP Professional Council with recommendations for improvement, if relevant.

10. Continuous Quality Improvement

- 10.1 The public or service users can provide feedback on the accessibility and helpfulness of the Register in terms of making informed decision through the communication platform of HKICP website, or by writing to or calling the office of HKICP.
- 10.2 Any necessary change in response to the feedback will be promulgated on the website of HKICP during the regular update.

11. Reference Documents

- 11.1 Division of Clinical Psychology, Hong Kong Psychological Society. Find a Clinical Psychologist. Available at <https://hkps-dcp.org.hk/en/for-public-en>. Accessed August 10, 2018.
- 11.2 Health and Care Professions Council of Ireland. What is registration? Available at: http://www.coru.ie/en/registration/what_is_registration. Accessed July 10, 2018
- 11.3 Health and Care Professions Council of UK. The register. Available at: http://www.hcpc-uk.org/about_registration/theregister/. Accessed July 10, 2018

12. Attachment

Appendix: List of Registrants of HKICP

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Appendix: List of Registrants of HKICP

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The Hong Kong Institute of Clinical Psychologists

List of Registrants

Persons whose names appear on the register:

<u>Registration number</u>	<u>Name in English</u>	<u>Name in Chinese</u> <u>(if applicable)</u>
CP00001	XXX	XXX
CP00002	XXX	XXX
CP00003	XXX	XXX
CP00004	XXX	XXX
CP00005	XXX	XXX
CP00006	XXX	XXX
CP00007	XXX	XXX
CP00008	XXX	XXX
CP00009	XXX	XXX
CP00010	XXX	XXX
CP00011	XXX	XXX
CP00012	XXX	XXX

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