

SUPPLEMENTARY MEDICAL PROFESSIONS ORDINANCE
(Chapter 359)
PHYSIOTHERAPISTS (REGISTRATION AND DISCIPLINARY
PROCEDURE) REGULATION
Application for Registration
as a Physiotherapist

Iof
 (name in both English and Chinese)

.....
 (correspondence or home address in both English and Chinese)

..... being
 qualified for registration as a physiotherapist under section 12(1)*(a)/(b)/(c) of the Supplementary
 Medical Professions Ordinance apply for registration as a physiotherapist and request that my name
 be placed on Part *Ia/Ib of the Register.

2. I hold the following qualifications (please state qualifications obtained in chronological
 order):

| Qualification | Issuing Authority | Date Issued |
|---------------|-------------------|-------------|
| | | |

3. I have the following professional experience (please state professional experience obtained
 in chronological order):

| Post Title | Name of Organization/company | Period | |
|------------|------------------------------|--------|----|
| | | From | To |
| | | | |

4. My business address(es) *is/are as follows:

(English)

.....

(Chinese)

.....

...

5. My telephone numbers are (Home)(Office).

6. I *†have/have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment. I *have/have not been found guilty in Hong Kong or elsewhere of unprofessional conduct. I *am/am not the subject of an existing order under section 22(1)(i) or (ii) of the Supplementary Medical Professions Ordinance.

I declare that the information given in this application is correct to the best of my knowledge and belief.

Signed at

.....

theday of 20.....

}

(Signature of Applicant)

Before me,

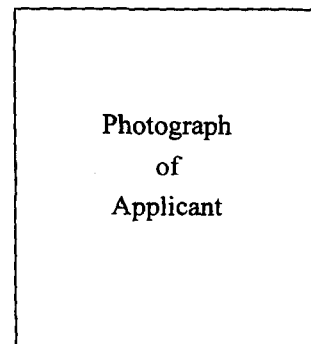
.....

(Name in block letters)

.....

(Signature)

* Commissioner for Oaths /
Solicitor / Barrister / Part Ia Physiotherapist /
Registered Medical Practitioner.



† Please supply details of conviction.
* Delete if inappropriate.

**PHYSIOTHERAPISTS BOARD OF HONG KONG
REGISTRATION OF PHYSIOTHERAPISTS
GUIDE TO APPLICANTS**

Introduction

The purpose of registration is to ensure the professional competence and good conduct of physiotherapists. The statutory basis for registration is contained in the Supplementary Medical Professions Ordinance (Cap 359) (henceforth called the Ordinance) and the Physiotherapists (Registration and Disciplinary Procedure) Regulation (henceforth called the Regulation). Registration of physiotherapists commenced on 1 April 1997 and the relevant provisions in the Ordinance which prohibit the practice of physiotherapy by unregistered persons came into effect on 1 July 1999. Certain categories of person are, however, exempt from registration. For details, please refer to Appendix I.

How to obtain application forms

2. An application for registration should be made on the prescribed application form obtainable in person or in writing from the Central Registration Office at 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. The form can also be downloaded at www.smp-council.org.hk/pt/english/index_form.htm.

Statement of purposes

3. A statement of purposes in relation to the personal data provided in the application form is shown at Appendix II.

Qualifications required for registration

4. The register of physiotherapists is divided into two parts, Part I and Part II¹. Part I is further divided into Part Ia and Part Ib. Before completing the application form, applicants should study carefully the registrable qualifications specified in Appendix III for registration in different parts of the register.

Registration in other parts of the register

5. Registered physiotherapists may, after they have attained further qualifications and work experience that qualify them for registration in other parts of the register, submit a fresh application for this purpose.

¹ The provisional registration in the Part II Register under section 15 of the Ordinance, being a one-off exercise, had concluded on 30 September 1997. Applications for registration under this category are no longer entertained. For details, please refer to paragraph 13.

How to complete the application form

6. The completed application form should be witnessed and signed by a person belonging to one of the following categories:

- (a) Part Ia physiotherapist
- (b) Barrister
- (c) Solicitor
- (d) Registered medical practitioner
- (e) Commissioner for Oaths

7. The place where the witnessing has been done should be entered after 'Signed at' on page 2 of the application form.

8. Applicants having more than one business address should indicate which is the principal one by the symbol '#'.

Documents to be submitted together with the completed application form

9. Applicants should submit four passport-size (50mm x 40mm) photographs, including one to be affixed to the photograph box in the application form. In addition, a photocopy of the following documents, certified true by a person belonging to one of the categories stipulated in paragraph 7, should be submitted:

- (a) Hong Kong Identity Card or Passport;
- (b) Diploma(s) or certificate(s) (if any) in relation to the qualification(s) in physiotherapy entered in the application form. If a qualification is not one of those specified in section B of Appendix III, (i) transcripts of study; (ii) certification of registration with a physiotherapy governing body; (iii) a recent letter of good standing from an academic institution or an employer or a professional body; and (iv) a completed Appendix IV signed by the programme director of the institute should also be produced;
- (c) Certification of professional experience (if any) in physiotherapy (e.g. certification from employer); and
- (d) Certification of present employment (if any) as a physiotherapist (e.g. certification from employer).

10. Applicants who do not possess formal qualifications in physiotherapy for submission under (b) should provide other relevant documents such as letters certifying work experience from employers, duty lists, business registration certificates, membership cards of professional associations, attendance certificates at professional conferences and so on as proof of their experience in practising physiotherapy.

11. Applicants applying for registration in Part Ia of the register should also ask their former and present employers to each complete the reply slip at Appendix V and submit it together with their other application documents.

Deadlines for submitting applications for registration

12. Section 21(1) of the Ordinance stipulates that ‘... a person who practises a profession without being registered in respect of that profession commits an offence’. This section came into effect on 1 July 1999 in relation to the physiotherapy profession. Registration under section 12(1) of the Ordinance is an ongoing exercise without any deadline.

13. The deadline for applications for provisional registration (Part II of the register) under section 15 of the Ordinance was 30 September 97. Provisional registration being a one-off exercise, applications for registration under this category are no longer entertained.

Practising certificates

14. Under section 16(1) of the Ordinance, ‘a person registered shall not practise a profession in Hong Kong unless he is the holder of a practising certificate which is then in force’. Section 16(3) of the Ordinance states that ‘[w]here a practising certificate is issued pursuant to an application made under subsection (2), the certificate shall, subject to subsection (5), be in force for any period not exceeding 12 months and ending on 30 June in any year as may be specified in the certificate’. The need for a person practising physiotherapy in Hong Kong to hold a valid practising certificate became a mandatory requirement on 1 July 1999. Applicants who wish to apply for a practising certificate should complete the letter at Appendix VI.

Self-addressed mailing labels

15. Applicants are requested to fill in their correspondence address in the label sheet at Appendix VII. The completed label sheet should also be submitted with the application form.

How to return the completed application form

16. The completed application form, together with all relevant documents, may be returned in person (either by the applicant or a representative) or by post to the Central Registration Office at 17/F Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.

Warning against false declaration

17. Under section 12(2) of the Ordinance, ‘a person who wilfully procures himself or any other person to be registered by making or producing or causing to be made or produced, any false or fraudulent representation or declaration, whether in writing or otherwise, commits an offence’. Please note that the Board may verify information and documents submitted by applicants with the appropriate organisations.

Fees

18. The fees for sitting the registration examination, registration under section 13 of the Ordinance and issuing a practising certificate are shown at Appendix VIII. Applicants will be notified later of the method of payment.

Office hours of counter services and enquiry telephone numbers

19. Counter services in relation to applications for registration are provided from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. from Tuesdays to Fridays, and from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on Mondays (except public holidays).

20. For enquiries, please call 2961 8647 or 2961 8652 during office hours or our 24-hour hotline at 2574 4333.

January 2012

Appendix I

Exemptions

A. Under section 30(2) of the Ordinance, the following persons practising physiotherapy directly connected with and necessary for the discharge or performance of their duties shall while serving in the appointments specified be deemed to be registered:

- (a) a person holding an appointment in Her Majesty's Forces; and
- (b) a person holding an appointment in a ship.

However, section 30(2) of the Ordinance shall not extend to any person specified therein who is practising physiotherapy privately in Hong Kong.

B. Extract from Schedule 4 to the Regulation:

Exemptions from the Ordinance

| <u>Item</u> | <u>Person Exempt</u> | <u>Exempt Section</u> |
|-------------|---|-----------------------|
| PART 1 | | |
| 1. | A registered medical practitioner while practising medicine | 21(1) |
| 2. | A dentist registered under section 8 of the Dentists Registration Ordinance (Cap 156) but who is not qualified to be so registered by virtue of having been registered under the repealed Dentists Registration Ordinance 1940 (1 of 1940, see Cap 156, 1950 Ed) while practising dentistry | 21(1) |
| 3. | A student in the course of undergoing any course in physiotherapy, medicine or dentistry at the University of Hong Kong, The Chinese University of Hong Kong or The Hong Kong Polytechnic University | 21(1) |
| 4. | A veterinary surgeon registered under the Veterinary Surgeons Ordinance (Cap 529) in relation to any treatment by him of an animal | 21(1) and (2) |

Statement of Purposes

Purpose of Collection

The personal data provided by you to the Physiotherapists Board are to be used for the following purposes in relation to the Supplementary Medical Professions Ordinance (Cap 359) and the Physiotherapists (Registration and Disciplinary Procedure) Regulation:

- (i) to process your application for registration and/or examination;
- (ii) to compile statistics;
- (iii) to prepare, maintain and publish the register;
- (iv) to process complaints or enquiries;
- (v) to send you materials issued by the Physiotherapists Board; and
- (vi) any other legitimate purpose.

The provision of personal data is voluntary. However, if you do not provide sufficient information, the Physiotherapists Board may be unable to process your application for registration.

Disclosure of Personal Data to the Public

2. Under section 11 of the Supplementary Medical Professions Ordinance, a list of the names, addresses, qualifications and dates of the qualifications of all persons whose names appear on the register has to be published annually in the Government of the Hong Kong Special Administrative Region Gazette. The correspondence address that you provide to the Physiotherapists Board will appear in the Gazette and on the relevant Government website where the e-Gazette is published.

3. The names and the registration numbers of registrants will also be posted on the website (www.smp-council.org.hk/pt/english/index.htm) of the Physiotherapists Board.

4. The main purpose of publishing such information is to protect the public by creating a public record of persons who are registered physiotherapists and are entitled to practise the profession in Hong Kong.

Classes of Transferees

5. The personal data that you provide are mainly for use within the Physiotherapists Board, but, if required, they may also be disclosed to other government departments, bureaux, agencies and authorities for the purposes mentioned in paragraph 1 above. Apart from such disclosure, your data may only be disclosed to other parties where you have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

6. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

Enquiries

7. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Secretariat, Physiotherapists Board
2/F, Shun Feng International Centre
182 Queen's Road East
Wan Chai, Hong Kong
Tel No.: 2527 8369
Fax No.: 2865 5540
Email: smpb@dh.gov.hk or info@smp-council.org.hk

Appendix III

Qualifications

Registration eligibility is stipulated in sections 12(1) and 15 of the Ordinance. Under section 15A of the Ordinance, the Physiotherapists Board has the authority to hold examinations. Relevant extracts from the Ordinance are reproduced in section A of this Appendix. The qualifications/criteria for registration under sections 12(1)(a), 12(1)(b), 12(1)(c) are described in sections B, C and D respectively.

A. Extracts from the Ordinance

- Section 12 (1) Subject to this Ordinance, the following persons are qualified to be registered -
- (a) a person who -
- (i) holds such degree, diploma or other document as may be prescribed, issued by any examining body as may be prescribed or by the board; or
- (ii) holds any such degree, diploma or other document and has the prescribed experience; or
- (b) a person who holds such other degree, diploma or any other document of any examining body, which together with appropriate experience, may from time to time be recognised by the Council as qualifying the holder thereof to be registered; and in deciding whether or not to so recognise the Council may consult the relevant board; or
- (c) a person who, on the date on which this section commenced to apply to a profession, is practising that profession and who by reason of his education, training, professional experience and skill satisfies the Council, after consultation with the relevant board, that he is a fit person to be registered.
- Section 15A Each board may -
- (a) hold examinations for the purposes of sections 12(1)(a) and 15(2) and (2A) as and when it considers expedient or necessary;
- (b) conduct such examinations itself or appoint examiners to conduct them on its behalf; and
- (c) specify conditions as regards the eligibility of persons to sit for -

- (i) any examination held under paragraph (a);
- (ii) any examination so held which is of a particular class; or
- (iii) any particular examination so held.

B. Qualifications recognised for registration under section 12(1)(a) of the Ordinance

(1) A person who holds any of the following qualifications and has recognised experience of not less than 1 year gained after acquiring such a qualification is eligible for registration in Part Ia of the register:

- (a) a Bachelor of Science Degree in Physiotherapy awarded by the Hong Kong Polytechnic or The Hong Kong Polytechnic University;
- (b) a Professional Diploma in Physiotherapy issued by the Hong Kong Polytechnic on or before 1 January 1995;
- (c) a certificate issued by the Hong Kong Government School of Physiotherapy of the Medical and Health Department on or before 1 January 1981; or
- (d) a certificate from the Board that he has passed an examination relating to physiotherapy conducted under section 15A of the Ordinance for the purposes of section 12(1)(a) of the Ordinance.

(2) A person who holds any of the above qualifications but who does not possess the recognised experience is eligible for registration in Part Ib of the register.

(3) "Recognised experience" means experience in the practice of physiotherapy acquired by a person other than in the course of practising physiotherapy -

- (a) as a sole proprietor;
- (b) in any other capacity at a profit-seeking establishment at which no other physiotherapist who has experience of not less 1 year in the practice of physiotherapy practises physiotherapy.

C. Criteria for registration under section 12(1)(b) of the Ordinance

(1) A person who holds qualifications other than those stated in section B above may apply for registration under section 12(1)(b) of the Ordinance. On the recommendation of the Physiotherapists Board, the Supplementary Medical Professions (SMP) Council will decide whether a particular qualification is recognized for registration and the part of the register in which the name of the holder should be entered.

(2) A person is eligible for registration under section 12(1)(b) of the Ordinance if he or she -

- (a) holds an entry-level degree in physiotherapy awarded by a tertiary institute recognized by the local physiotherapy governing body. The degree must follow a programme equivalent to full-time duration of no less than three years for undergraduate or two years for post-graduate courses. The programme curriculum should be recognized by the SMP Council which include at least 800 supervised clinical hours of physiotherapy practice;
- (b) holds a current registration status with a physiotherapy governing body* and with a current practising right in that jurisdiction; and
- (c) produces a recent letter of good standing from the academic institution or the employer or a professional body.

** The governing body is defined as Government or a professional licensing body.*

(3) Applicant who has fulfilled the criteria (a) – (c) above, but failed to satisfy completely the requirement regarding the curriculum as recognized by the SMP Council will be invited to sit for the Physiotherapists Board's registration examination which consists of two parts – a written examination and a practical assessment. Candidate who has passed the written examination will be admitted to take the practical part. Anyone who has passed both parts of the examination is qualified for registration under section 12(1)(a) of the Ordinance.

(4) Applicant holding not less than one year of post-qualification "recognized experience" may apply for registration in Part Ia Register. Applicant who does not possess that experience may apply for registration in Part Ib of the Register. For details of the meaning of "recognized experience", please refer to section B (3).

D. Criteria for registration under section 12(1)(c) of the Ordinance

A person who possesses very rich experience in practising physiotherapy but who does not hold any formal qualifications may apply for registration under section 12(1)(c) of the Ordinance. The Supplementary Medical Professions Council and the Physiotherapists Board will consider each application and determine in which part of the register the name of the successful applicant should be entered on the basis of the applicant's education, training, and professional experience and skills. Each application will be considered on its own merits.

Appendix IV

Physiotherapists Board of Hong Kong

2/F, Shun Feng International Centre
182, Queen's Road East, Wan Chai, Hong Kong
Phone: (852) 2527 8369 Fax: (852) 2865 5540
Website: www.smp-council.org.hk Email: info@smp-council.org.hk

Professional Training Information

The applicant is invited to submit details of his/her professional training to facilitate the determination of his/her suitability for registration as a physiotherapist with the Physiotherapists Board of Hong Kong.

Please complete the following form, which should be signed by the programme director and endorsed with the institute's seal or stamp.

Name of the applicant: _____

Title of the programme/course: _____

Name of the institute at which your physiotherapy programme/course was undertaken:

Address of the institute: _____

Commencement date of the course: _____

Completion date of the course: _____

I. Details of course curriculum (please extend the table as necessary).

| Subjects | Duration (hours) | Mode of delivery (e.g. tutorial/lecture/practical) | Assessment format (e.g. practical test, assignment / written exam / presentation / group work) | Grade obtained |
|-----------------|-------------------------|---|---|-----------------------|
| | | | | |
| | | | | |
| | | | | |

II. Details of clinical training (the nature, setting, duration of each clinical placement and the total hours of clinical training must be included).

| Placement name | Nature of the placement (e.g. neurological / cardiopulmonary/ musculoskeletal) | Setting of the placement (e.g. acute/ out-patient/ extended rehabilitation) | Duration (hours) | Clinical experience of the clinical supervisor / educator at each placement (years) | Grade obtained |
|--|---|--|-------------------------|--|-----------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total number of clinical hours: | | | | | |

Signature & Name of Programme Director

Official Stamp of the Institute

REPLY SLIP

To: Secretary, Physiotherapists Board
2/F, Shun Feng International Centre
182, Queen's Road East, Wanchai, Hong Kong

**Application for Registration as a Part Ia Physiotherapist
-- Mr/Ms/Mrs**

The above person has been working/worked[#] for _____
_____ from _____ to _____.
(Organisation Name)

I confirm that:

the organisation is a non-profit seeking one;*

the organisation is a profit-seeking one;*

AND during the above-mentioned period,

the organisation employed another physiotherapist having at least one year of experience in practising physiotherapy.*

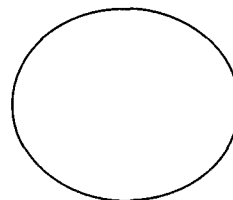
the organisation did not employ another physiotherapist having at least one year of experience in practising physiotherapy.*

Signature: _____

Name: _____

Post Title: _____

Date: _____



Company's chop if applicable

#Please delete as appropriate

**Please tick as appropriate*

Appendix VI

Central Registration Office
17/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

Dear Sir/Madam,

Application for Practising Certificate

If my application for registration as a physiotherapist is granted, please treat this letter as my application for a practising certificate under section 16 of the Supplementary Medical Professions Ordinance Cap 359.

Signature _____

Name _____

Hong Kong Identity Card/Passport No. _____

Date _____

IMPORTANT NOTE:

The need for a person practising physiotherapy in Hong Kong to hold a valid practising certificate became a mandatory requirement on 1 July 1999.

Appendix VII

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Appendix VIII

FEES

| <u>Item</u> | <u>Particular</u> | <u>Fee (w.e.f. 1.7.2006)</u> |
|-------------|--|------------------------------|
| 1. | Registration under section 13 of the Ordinance | HK\$1,155 |
| 2. | Practising certificate issued under section 16 of the Ordinance | HK\$395 |
| 3. | Examination fee for any examination conducted under section 15A of the Ordinance | HK\$1,460 |