

**SUPPLEMENTARY MEDICAL PROFESSIONS ORDINANCE
(Chapter 359)**

**OCCUPATIONAL THERAPISTS (REGISTRATION
AND DISCIPLINARY PROCEDURE) REGULATIONS**

**Application for Registration
as an Occupational Therapist**

I
(name in both English and Chinese)

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

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

2. I hold the following qualifications
.....
.....
.....
.....

3. I have the following professional experience
.....
.....
.....
.....

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.

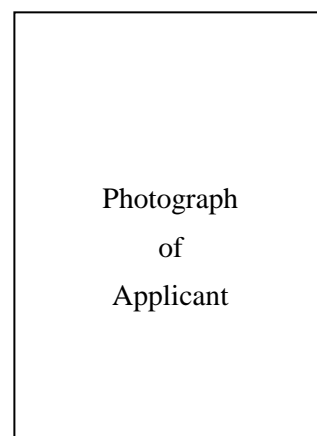
Signed at
.....
the day of 20..... }
(Signature of Applicant)

Before me,

.....
(Name in block letters)

.....
(Signature)

* Barrister/ Commissioner for Oaths/ Occupational therapist registered in Part I of the Register/
Registered medical practitioner/ Solicitor.



† Please supply details of conviction.

* Delete as inappropriate.

**OCCUPATIONAL THERAPISTS BOARD OF HONG KONG
REGISTRATION OF OCCUPATIONAL THERAPISTS
GUIDE TO APPLICANTS**

Introduction

----- The purpose of registration is to ensure the professional competence and good conduct of occupational therapists. The statutory basis for registration is contained in the Supplementary Medical Professions Ordinance (the Ordinance), Cap. 359, and the Occupational Therapists (Registration and Disciplinary Procedure) Regulations. Under the Ordinance, all practising occupational therapists should be registered. Moreover, at least one director of every occupational therapy company must be registered in Part I of the register. Certain categories of persons are however exempted from registration. For details, please refer to Appendix I.

2. The register for occupational therapists is divided into three parts. Persons registered in Part I can practise without supervision, whereas those registered in Part II or III can only practise under the supervision of a person registered in Part I. The deadline for applications for provisional registration (Part III of the register) was 30 June 1991. As the provisional registration is a one-off exercise, applications for registration under this category are no longer acceptable.

How to apply for registration

3. Applications for registration should be made on the prescribed form. Such application forms are obtainable in person, or on written request, from the Central Registration Office at 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Qualifications required for registration

----- 4. Before completing the application form, applicants should study carefully the qualifications required for registration in Part I or II of the register as specified in Appendix II.

Registration in other parts of the register

----- 5. A registered occupational therapist may, after he has attained further qualifications and/ or working experience that qualify him for registration in other part(s) of the register, submit a fresh application for this purpose. Applicants for Part I registration are requested to submit the form at Appendix VI that should be duly completed by their supervisor(s) for documentary proof. A separate form will be required for each employment or each supervisor may complete a new form. Applicants should read carefully the guidelines at Appendix VII before completing the form at Appendix VI.

How to complete application forms

6. Completed application forms should be witnessed and signed by a person belonging to one of the following categories:

- (a) Barrister;
- (b) Solicitor;
- (c) Commissioner for Oaths;
- (d) Registered medical practitioner; or
- (e) Occupational therapist registered in Part I of the register.

7. The location where the witnessing was done should be clearly indicated after “Signed at.....” on page 2 of the application form.

8. If an applicant has more than one business address, he should indicate the principal one with a 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 pasted on the photograph box in the application form. In addition, photocopies of the following documents, certified true by a person belonging to one of the categories stipulated in paragraph 6 above, should be submitted:

- (a) Hong Kong Identity Card, or Passport;
- (b) Diploma(s) or certificate(s) relating to the qualification(s) held
(If the qualification is not one of those specified in Sections B and C of Appendix II, transcripts of study should also be produced);
- (c) Documents certifying professional experience in occupational therapy (e.g. certification from employer); and
- (d) Documents certifying present employment as an occupational therapist (e.g. certification from employer).

Deadline for returning application forms

10. 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 has come into effect since 1 August 1991 in relation to the occupational therapy profession. Registration under section 12(1) of the Ordinance is an on-going exercise without any deadline.

Practising certificates

11. 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”. This section has come into effect since 1 August 1991. Section 16(3) of the Ordinance states that “Where 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 occupational therapy in Hong Kong to hold a valid practising certificate has become a mandatory requirement since 1 August 1991. Applicants who wish to apply for a practising certificate are requested to complete the letter at Appendix III. This should go together with the application form.

Self-addressed labels

12. Applicants are requested to fill in their corresponding address on the labels at Appendix IV. Future correspondence will be sent to the address written on the labels. These labels should also be submitted with the application form.

Examination

13. Applicants who do not possess the formal qualifications specified in sections B and C of Appendix II may be required to sit for an examination.

How to return the completed application forms

14. Completed application forms, together with all related documents, may be returned in person (either by the applicant himself or his 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

15. 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 organizations.

Fees

16. After approval has been given, fees will be charged for the issue of registration certificates and practising certificates in accordance with the scale of charges shown in Appendix V. Applicants will be notified later of the method of payment. No fees will be charged before approval of the application.

Statement of purposes

17. The 'Statement of Purposes' in relation to the personal data provided in the applications forms is at Appendix VIII.

Office hours of counter services and telephone enquiry number

18. 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).

19. The telephone enquiry number during office hours is 2961 8647/ 2961 8652, or you may dial the 24-hour enquiry hotline at 2574 4333.

January 2016

Exemptions

- A. Under section 30(2) of the Supplementary Medical Professions Ordinance, the following persons practising occupational therapy 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 member of the Chinese People's Liberation Army; 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 occupational therapy privately in Hong Kong.

- B. Extract from Schedule 4 to the Occupational Therapists (Registration and Disciplinary Procedure) Regulations

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 student in the course of undergoing any course in occupational therapy or medicine at the University of Hong Kong, the Chinese University of Hong Kong or the Hong Kong Polytechnic University	21(1)

Qualifications

Registration criteria are stipulated in section 12(1) of the Supplementary Medical Professions Ordinance. Under section 15A of the Ordinance, the Occupational Therapists Board has the authority to hold examinations. Relevant extracts from the Ordinance are reproduced in section A of this Appendix. Qualifications/ criteria for registration under sections 12(1)(a), 12(1)(b) and 12(1)(c) of the Ordinance are described in sections B to D respectively.

A. Extract from the Supplementary Medical Professions Ordinance

Section 12 “ **Persons who are qualified to be registered**

(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 recognized by the Council as qualifying the holder thereof to be registered; and in deciding whether or not to so recognize 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 “ **Examinations by the board**

Each board may---

(a) hold examinations for the purposes of section 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 extracted from the Occupational Therapists (Registration and Disciplinary Procedure) Regulations for registration under section 12(1)(a) of the Ordinance

Regulation 4 “ **Qualifications for registration**

For the purposes of section 12(1)(a) of the Ordinance, a person shall be qualified for registration if he holds---

- (a) a Professional Diploma in Occupational Therapy issued by the Hong Kong Polytechnic before 1 January 1994, or a Bachelor of science Degree in Occupational Therapy issued by the Hong Kong Polytechnic or the Hong Kong Polytechnic University on or after 1 January 1994; or
- (b) a certificate from the Board that he has passed an examination relating to occupational therapy conducted under section 15A of the Ordinance for the purposes of section 12(1)(a) of the Ordinance.”

Regulation 5 “ **Qualifications and experience for entry in various parts of the register**

For the purposes of section 13(4) of the Ordinance the Secretary shall enter the name of an occupational therapist---

- (a) who holds a qualification referred to in regulation 4 and who has---
 - (i) experience of not less than 1 year---
 - (A) acquired after the occupational therapist acquired such qualification; and
 - (B) recognized for the purposes of this regulation by the Board; or
 - (ii) such other experience, acquired before the occupational therapist obtained such qualification, as may be accepted by the Board in a particular case subject to such conditions (if any) relating to the acquisition of post qualification experience as the Board may impose,
in Part I of the register;
- (b) who holds a qualification referred to in regulation 4 but does not have the experience referred to in paragraph (a)(i) or (ii), in Part II of the register;”

C. Non-local qualifications for registration under section 12(1)(b) of the Ordinance

- (1) A person who holds non-local qualifications in Occupational Therapy or other qualifications which are not mentioned in section B above may apply for registration under section 12(1)(b) of the Ordinance. The Supplementary Medical Professions Council will decide whether a particular qualification is registrable and if registrable, in which part of the register the name of the holder should be entered.

- (2) Some registrable qualifications, which are subject to review by the Supplementary Medical Professions Council from time to time, from Australia, Canada and New Zealand are listed below :

(a) Australia

- (i) School of Occupational Therapy, Cumberland College
 - Bachelor in Applied Science in Occupational Therapy
(obtained in or after 1978)
(Formerly New South Wales College of Occupational Therapy)
(Duration of course : 3 years)
 - Diploma in Occupational Therapy
(obtained in or after 1954)
(Duration of course : 3 years)
 - Graduate Diploma in Occupational Therapy
(obtained in or after 1980)
(Duration of course : 1 year)
- (ii) School of Occupational Therapy, Lincoln Institute of Health Sciences, Latrobe University
 - Bachelor in Applied Science in Occupational Therapy
(obtained in or after 1974)
(Formerly Occupational Therapy School of Victoria)
(Duration of course : 3 years)
 - Diploma in Occupational Therapy
(obtained in or after 1954)
(Duration of course : 3 years)
- (iii) Department of Occupational Therapy, University of Queensland
 - Bachelor of Occupational Therapy
(obtained in or after 1969)
(Formerly Bachelor in Applied Science in Occupational Therapy)
(Duration of course : 3 years)
- (iv) School of Occupational Therapy, South Australian Institute of Technology
 - Bachelor in Applied Science in Occupational Therapy
(obtained in or after 1977)
(Formerly Diploma in Occupational Therapy)
(Duration of course : 3 years)
- (v) School of Occupational Therapy, Curtin University of Technology (Formerly W.A.I.T.)
 - Bachelor in Applied Science in Occupational Therapy
(obtained in or after 1970)
(Formerly Royal Perth Hospital School of Occupational Therapy)
(Duration of course : 4 years)
 - Diploma in Occupational Therapy
(obtained in or after 1961)
(Duration of course : 3 years)

(b) Canada

- (i) Department of Occupational Therapy, Faculty of Rehabilitation Medicine, University of Alberta
 - Bachelor of Science - Occupational Therapy
(obtained in or after 1981)
(Formerly Occupational Therapy Diploma)
(Duration of course : 3 years)
- (ii) Division of Occupational Therapy, School of Medical Rehabilitation, The University of Manitoba
 - Bachelor of Medical Rehabilitation
(obtained in or after 1976)
(Formerly Diploma in Occupational Therapy)
(Duration of course : 3 years)
- (iii) Division of Occupational Therapy, School of Rehabilitation Therapy, Queen's University
 - Bachelor of Science
(obtained in or after 1970)
(Duration of course : 4 years)
- (iv) Department of Occupational Therapy, Faculty of Applied Health Sciences, University of Western Ontario
 - Bachelor of Science (Occupational Therapy)
(obtained in or after 1976)
(Duration of course : 4 years)
- (v) Programme d'ergothérapie, Ecole de Readaptation, Université Laval
 - Bachelor of Science
(obtained in or after 1972)
(Duration of course : 3 years)
- (vi) Division of Occupational Therapy, Department of Rehabilitation Medicine, University of Toronto
 - Bachelor of Science (Occupational Therapy)
(obtained in or after 1952)
(Duration of course : 3 years)
- (vii) Ecole de Readaptation, Faculté de Médecine, Université de Montréal
 - Bachelor of Science (Occupational Therapy)
(obtained in or after 1959)
(Duration of course : 3 years)
- (viii) Occupational Therapy Programme, School of Occupational & Physical Therapy, McGill University
 - Bachelor of Science (Occupational Therapy)
(obtained in or after 1954)
(Duration of course : 3 years)

- (ix) Mohawk College / McMaster University
 - Bachelor of Science (Occupational Therapy)
(obtained in or after 1984)
(Duration of course : 4 years)

(c) New Zealand

Central Institute of Technology, School of Occupational Therapy (Formerly School of Occupational Therapy)

- Diploma in Occupational Therapy
(obtained in or after 1971)
(Duration of course : 3 years)

- (3) Holders of any of the qualifications listed in paragraphs 2(a), 2(b) and 2(c) above with not less than one year's post-qualification experience are eligible for registration in Part I of the register.
- (4) Holders of any of the qualifications listed in paragraphs 2(a), 2(b) and 2(c) above who do not possess the one-year post-qualification experience are eligible for registration in Part II of the register.

D. Criteria for registration under section 12(1)(c) of the Ordinance, and entry in various parts of the register

Applicants who possess very rich experience in practising occupational therapy but who do not possess any formal qualifications may apply for registration under section 12(1)(c) of the Ordinance. Each application will be considered on its individual merits on a case-by-case basis. The education, training, professional experience and skill will be taken into consideration.

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 an occupational therapist is approved, 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 Number _____

Date _____

IMPORTANT NOTE : The need for a person practising occupational therapy in Hong Kong to hold a valid practising certificate has become a mandatory requirement since 1 August 1991.

Name : _____

Address : _____

Name : _____

Address : _____

Name : _____

Address : _____

Name : _____

Address : _____

Name : _____

Address : _____

Name : _____

Address : _____

FEES

<u>Item</u>	<u>Particular</u>	<u>Fee</u> (wef 1.1.2016)
1.	Certificate of registration under section 13 of the Ordinance	HK\$1,330
2.	Practising certificate issued under section 16 of the Ordinance (be in force for any period not exceeding 12 months and ending on 30 June in any year)	HK\$435

To : Secretary, Occupational Therapists Board

Application for Registration as an Occupational Therapist in Part I of the Register under Section 12(1) (*a/b/c) of the Supplementary Medical Professions Ordinance

by *Mr/ Ms _____

(Name of applicant)

The above-named person applies for Part I registration and I confirm the following.

- (a) The nature of the applicant's employment (*his/ her job description and duties) is as follows:

- (b) The average monthly hours of supervision, and mode and channel of supervision between the applicant and supervisor(s) on each of the following areas are[#]:

Areas (see Note 1)	Mode of supervision (see Note 2)	Channel of supervision (see Note 3)	Average monthly hours of supervision
Administrative			(a)
Clinical			(b)
Supportive			(c)
Overall monthly hours of supervision: (a) + (b) + (c) (see Note 4)			

- (c) The applicant *is/ was continuously employed on a *full-time basis/ part-time basis (please specify)
(_____)

(Details of part-time employment)

with _____

(Name of employing organization)

holding the position of _____

(Position held)

from _____ to _____. The applicant's business address(es) *is (are)/
(Date) (Date)

was (were) _____

During the above period, the applicant *has taken/ has not taken leave for more than one month. *Period of leave taken was from _____ to _____ and from _____ to _____.
(Date) (Date) (Date) (Date)

Signature of Supervising Part I Occupational Therapist : _____

Name of Supervising Part I Occupational Therapist : _____

Registration Number : _____

Current Post Title : _____

Organization : _____

Contact Telephone Number : _____

Business Address : _____

Date : _____

[#] Please use separate sheets where necessary.

* Please delete as appropriate.

Note 1: **Administrative** areas include preparation of reports/ case summaries/ supervision logs, arranging meeting with supervisor(s)/ traveling, etc.;

Clinical areas include learning of skills and knowledge, treatment planning/ implementation, and case management, etc.

Supportive areas include seeking assistance/ emotional support/ counselling, etc.

Note 2: Mode of supervision includes case conference, peer review, training course, discussion, meeting, document review, clinical visit, etc.

Note 3: Channel of supervision includes face-to-face supervision, on-site observation, telephone contact, email contact, teleconferencing, etc.

Note 4: Documentary proof, e.g. detailed document(s) and record(s) of supervision including date, duration, mode and contents of supervision, is required to be submitted when the overall monthly hours of supervision are less than 10 hours for a full-time job or less than 5 hours for a part-time job.

**Guidelines on Supervision for
Occupational Therapists in Part II of the Register**

General Principles

1. Section 6(2) of the OT Regulations provides that a person registered in Part II of the register can only practise under the supervision of a person registered in Part I. Practice under supervision for one year full-time or equivalent is also one of the requirements stipulated by the Board for Part I registration.
2. The purpose of supervision is to enable occupational therapists with Part II registration to -
 - (a) develop knowledge and competence, and good standard of practice;
 - (b) assume responsibility for their clinical practice; and
 - (c) enhance the delivery of safe and effective occupational therapy services to the public.
3. Both quality and quantity of supervision are essential for ensuring effective supervision.

Role of Supervisee, Supervisor and Employer

4. The role of different stakeholders involved in supervision are set out as follows -
 - (a) A *supervisee* should:
 - initiate a clear supervision agreement (with objective) with the supervisor(s);
 - maintain a cooperative relationship with the supervisor(s) based on respect for supervisor's/ supervisors' knowledge, competence and experience;
 - provide the supervisor(s) with information on the duties and scope of practice;
 - consult the supervisor(s) in complex clinical situations;
 - take proactive steps in approaching the supervisor(s) for review and discussion on a regular basis;
 - provide a confidential case summary for periodic review by the supervisor(s);
 - maintain a supervision log with details of the date, duration and nature of supervision; and
 - attend trainings as suggested by the supervisor(s);

(b) *A supervisor* should:

- maintain a collaborative relationship with the supervisee(s) in an effort to establish, maintain and enhance their professional competence and performance through close supervision and case observation, and ensure the safe and effective delivery of occupational therapy services by the supervisee(s);
- cooperate with the employer of the supervisee(s) to ensure that coaching, training and critical reflection in day-to-day practice issues could be carried out;
- ensure that supervision form is completed in a timely manner for registration application purpose;
- provide regular performance review, e.g. case review and documentation audit to the supervisee(s) during the supervision period; and
- provide an annual review (based on the actual results achieved as measured against the agreed supervision objective) to the supervisee(s) by the end of the supervision period.

(c) *An employer* should:

- be aware of the requirements of occupational therapists registration in Hong Kong;
- maintain a cooperative relationship with the supervisor(s) of their occupational therapist employee to ensure the delivery of an effective supervision; and
- facilitate the supervisor(s) in providing on-site visits and case study with their supervisee(s) in practice settings where necessary.

Statement of Purposes

Purpose of Collection

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

- (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 Occupational Therapists Board; and
- (vi) any other legitimate purpose.

The provision of personal data is voluntary. However, if you do not provide sufficient information, the Occupational Therapists 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 Occupational Therapists 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 (<https://www.smp-council.org.hk/ot/en/intro.php>) of the Occupational Therapists Board.

4. The main purpose of publishing such information is to protect the public by creating a public record of persons who are registered occupational therapists 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 Occupational Therapists 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, Occupational Therapists 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