

**Occupational Therapists Board of Hong Kong**

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**Clinical Training Information**

The applicant is invited to submit details of his/her clinical training to facilitate the determination of his/her suitability for registration as an occupational therapist with the Occupational Therapists 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 occupational therapy programme/course was undertaken:

\_\_\_\_\_

Commencement date of the course: \_\_\_\_\_

Completion date of the course: \_\_\_\_\_

**Details of clinical training:**

(Definition of supervised clinical training: Supervision refers to the process of overseeing the student's implementation of an OT process, where the supervisor is responsible for the quality of the student's practice and for the safety of the recipient of occupational therapy. It is likely that supervision will initially include (a) discussion with the student; (b) review of the student's intervention plans and records; and (c) observation of the student's actions. The clinical training, regardless of the mode, should consist of (i) real client with genuine OT needs for OT assessment and intervention; and (ii) clinical interaction between client and the student.)

<b>Placement venue and period</b> (Note 1)	<b>Nature of the placement</b>	<b>Setting of the placement</b> (Note 2)	<b>Duration (hours)</b> (excluding hours of placement undertaken at home)	<b>Name and registration number of Occupational Therapist providing clinical supervision</b>	<b>Communicated with patient(s) in English/Cantonese effectively?</b> (Yes/No) (Note 3)
<i>ABC Hospital 01/2023-03/2023</i>	<i>Rehabilitation</i>	<i>Acute, out-patient and extended rehabilitation</i>	<i>200</i>	<i>Mr Chan Tai Man (OT999000)</i>	<i>Yes</i>

E.g.

Placement venue and period (Note 1)	Nature of the placement	Setting of the placement (Note 2)	Duration (hours) (excluding hours of placement undertaken at home)	Name and registration number of Occupational Therapist providing clinical supervision	Communicated with patient(s) in English/ Cantonese effectively? (Yes/No) (Note 3)
<b>Total number of clinical hours: (Should be not less than <u>1,000</u> hours)</b>					

Notes:

1. For placement not undertaken in the home country/region of the University, please provide further document/evidence of: (i) prior agreement between the University and the organization offering clinical education; (ii) clinical education guidelines; (iii) training of the clinical educator about the clinical education guidelines; and (iv) the pattern/schedule of the clinical supervision.
2. For non face-to-face clinical training in clinical setting, such as “simulation / simulated training”, “virtual”, “project”, “tele-health”, etc., further information should be provided to show that the clinical placement has involved real recipient(s) with genuine occupational therapy needs and implementation of occupational therapy process including interaction with client.
3. Please specify the language used in clinical placement if it is conducted in neither English nor Cantonese.

\_\_\_\_\_  
Signature & Name of Programme Director

\_\_\_\_\_  
Official Stamp of the Institute

\_\_\_\_\_  
Date

## IMPORTANT NOTE

### For Completion of Clinical Training Information Form

Applicants are required to take note of the definition of supervised clinical training as recognized for registration as occupational therapists in Hong Kong as follows: -

*Supervision refers to the process of overseeing the student's implementation of an OT process, where the supervisor is responsible for the quality of the student's practice and for the safety of the recipient of occupational therapy. Recipients should be real clients with genuine OT needs for assessment and intervention. There should be clinical interaction between students and recipients. It is likely that supervision will initially include (a) discussion with the student; (b) review of the student's intervention plans and records; and (c) observation of the student's actions.*

In other words, the clinical training, regardless of the mode, should consist of these elements: (i) implementation of OT process; and (ii) recipient.

As such, for non face-to-face clinical training in clinical setting, such as “simulation / simulated training”, “virtual”, “project”, etc., further information should be provided to show that the clinical placement has involved *real clients with genuine OT needs, clinical interaction between student and recipients*, and implementation of occupational therapy process.

For placement undertaken NOT in the home country/region of the University (including placement in Hong Kong)

The following document/evidence should also be provided-

- (i) Documents to demonstrate a prior agreement between the educational institute and the organization which offers clinical education
- (ii) Clinical education guidelines for the clinical education, which is established by the educational institute, concerning philosophy, procedure and criteria for rating student's performance in the clinical placement
- (iii) Evidence, in terms of declaration and/or records, on training of the clinical educator about the clinical education guidelines
- (iv) Evidence, in terms of declaration and/or records, to indicate the mode and pattern/schedule of the clinical supervision