

THE NEW ZEALAND COLLEGE OF CLINICAL PSYCHOLOGISTS



MEMBERS HANDBOOK (2020)

Incorporating the

**RULES OF THE NEW ZEALAND COLLEGE OF
CLINICAL PSYCHOLOGISTS**

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FROM THE PRESIDENT

Welcome to the the New Zealand College of Clinical Psychologists Members' Handbook. The intention is to provide all our members with an easily accessible reference to the understandings and principles our organisation has developed over the years since its inception in 1989.

The intention of having a professional organisation specific to clinical psychology with membership restricted to those with a minimum Post-Graduate Masters degree and a clinical post graduate diploma was to define a clear standard for the profession, which law had not done. By being accepted as a member of this organisation we were clearly identified to the public and to employers that we were of a certain standard. The College philosophy is to help graduates to develop further by requiring ongoing supervision and offering relevant ongoing education and training for members.

As an Incorporated Society, the College is expected to have rules. These are included in this booklet. In 2004 a new Code of Ethics was developed for all psychologists and this has also been included. In 2003, new legislation affecting our registration and the regulation of our profession, the Health Practitioners Competency Assurance Act (2003), became statute. The principal purpose of the Act is to protect the health and safety of members of the public by providing mechanisms to ensure that health practitioners are competent and fit to practise their professions. Under the HPCAA fifteen registration authorities currently operate, charged with registering practitioners of the professions for which the authorities are responsible. Amongst these is the New Zealand Psychologists Board.

We trust this booklet will help you in your practice as a Clinical Psychologist and provide useful information as to the guiding principles, policies and regulations that the College operates under.

New Zealand College of Clinical Psychologists

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NZCCP National Executive

Office holders and staff responsible for the day to day running of the College

President

Vice President

Te Māngai Māori (Cultural Representative)

Treasurer

Board of Membership and Professional Standards (BOMPS) Chair

Executive Director

NZCCP Council

The full Council includes the National Executive as above and also:

Branch Representatives

Ethics Committee Representative

Kaumatua

Publications Editor

Students Representative

University Liaison

Subcommittees

Board of Membership and Professional Standards (BOMPS)

Cultural

Ethics

Publications

HISTORY OF THE COLLEGE

The Establishment of the New Zealand College of Clinical Psychologists

Specialist training in Clinical Psychology began in New Zealand in 1961 when the first course was offered at Canterbury University. The College was established at a national meeting in Auckland in August 1989. It was set up with the purpose of promoting and co-ordinating ongoing education, providing representation, and implementing quality assurance and improvement processes for the profession of Clinical Psychology at a time when there was a widespread sense that existing organisations did not adequately meet the needs of the profession.

Psychologist's Act 1981

Clinical Psychologists were the driving force behind a 20-year campaign to establish registration of psychologists in the hope that this would lead to the development of professional standards and a system of public accountability. Many clinical psychologists were disappointed with the effects of the implementation of the Psychologists Act. The Act introduced a generic registration that by its nature does not help the public to differentiate between practicing psychologists with clinical qualifications, and those without. In 2003 the Health Practitioners Competency Assurance Bill became law, superceding the Psychologist Act. This has as its core purpose to protect the public. Scopes of practice have also been clarified so that a clinical psychologist is registered in a clinical scope, thereby differentiating between non-clinically and clinically trained psychologists. The term "psychologist" is also protected under law.

New Zealand Association of Hospital Psychologists (NZAHP)

This organisation developed out of the desire of Hospital Board psychologists to raise professional standards in the public health system. While it was successful in this, membership was limited to Hospital and Crown Health Enterprise employees only and changes in employment patterns have meant that an increasing proportion of clinical psychologists worked outside the public health system. This organisation went into abeyance in 1995. The national executive of NZAHP actively supported the formation and functioning of the College.

The Development of the College

The College was formed after clinical psychologists in Christchurch, who had been meeting to discuss professional concerns late in 1988, floated the idea of setting up a national body to represent and advocate for clinical psychology as a profession. Several clinical psychologists were invited to form a steering committee in February 1989, and a proposal was developed detailing plans for the establishment of a New Zealand College of Clinical Psychologists. With the assistance of the New Zealand Association of Hospital Psychologists, this proposal was circulated to all clinical psychologists who could be found throughout the country. Members of the steering committee presented ideas at a series of meetings that were held throughout the country. After discussion and feedback the inaugural meeting of the College was held in August 1989 at the New Zealand Psychological Society Conference in Auckland. Soon after, the College was legally incorporated. Adherence to the Code of Ethics of the New Zealand Psychological Society was subsequently endorsed and procedures for handling complaints were adopted. The College has taken an active role in the development of postgraduate education, and has represented the profession on a wide range of issues in the media and in legislative processes. This sixth edition of the College Handbook updates the Rules of the College, outlines procedures for achieving and maintaining membership, and includes the Code of Ethics.

AIMS OF THE COLLEGE

The College aims to meet goals in several primary areas of concern:

(a) Identification of Clinical Psychologists

Clinical Psychology should be clearly identifiable to the public as a specialty. Membership of the College provides a way that trained and competent clinical psychologists can be identified and distinguished from others offering mental health services. It is not the policy of the College to attempt to prevent others from legally offering psychological services. Rather, the College's role is to provide positive information about what well-trained clinical psychologists have to offer.

The procedures and processes for attaining membership of the College are outlined in detail in this handbook. Full members of the College are encouraged to use the acronym "MNZCCP" as a way of identifying for the public and referring agents that they are clinical psychologists.

(b) Education

The knowledge and techniques of treatment that are the basis of clinical psychology are continually being researched and developed. Until the advent of the College there was no systematic arrangement for qualified clinical psychologists to undertake continuing education to keep their knowledge up to date, or to develop expertise and knowledge in new areas. The College works to foster, provide and co-ordinate such training and to promote regular participation by members.

The College also provides training opportunities that assist members of other disciplines to develop an understanding of clinical psychology and to develop the appropriate use of psychological techniques.

(c) Representation

Focussed representation of concerns affecting clinical psychology as a profession is essential. The College aims to present and promote the quality and skills of its own members and assist in educating the public about sound standards of practice. Representation encompasses issues such as the following:

- (i) Providing the public with information about the areas of expertise of clinical psychologists to promote informed consumer choice.
- (ii) Making public statements on issues relevant to the profession. These may include advocacy and comment on such issues as violence or sexual abuse, and also legislative change or events in the media that may lead to harmful psychological consequences.
- (iii) Providing representation to bodies such as the Ministry of Health and other governmental agencies (e.g. ACC, MHC, Ministry of Social Development) or other organisations on matters relevant to the profession.
- (iv) Making submissions on legislation that are relevant to the mental health of New Zealanders and to the practice of clinical psychology.

(d) Quality Assurance

Three important aspects of quality assurance are:

- (i) Sound and consistently applied entry criteria. Training is essential before working as a clinical psychologist. The minimum level of training is to the standard of a Masters level degree and the postgraduate Diploma in Clinical Psychology. The postgraduate Diploma of Clinical Psychology or the Doctor of Psychology (DPsy) are available at six New Zealand universities. Without

- established competence equivalent to this level of qualification, the College holds the view that psychologists should not be practicing clinically.
- (ii) Continuing education, supervision and peer review. This has become increasingly important as more clinical psychologists work outside the public health system and more are working in isolation from their colleagues. All members of the College are required to be in supervision, and are expected to participate in continuing education. Ultimately, the College aims to develop and implement formal structures for 'peer review' and clinical audit.
 - (iii) Adequate and effective complaints procedures. There needs to be an adequate mechanism by which the public can complain about any member of the profession, and have these complaints dealt with. In the past the College has investigated complaints about its members itself. However this lead increasingly to a duplication of a difficult (and expensive) task since all College members are registered clinical psychologists with the Psychologists Registration Board. From August 1994, the College referred all complaints against members to the Psychologists Board. In 1998, legislation was passed which stated that all complaints against health professionals were to be forwarded to the Health and Disabilities Commission in the first instance, which then pass on their findings and recommendations to the Psychologists Registration Board. The College will then decide on its course of action after the Psychologists' Board has reached a determination. As a condition of membership, all College members are obliged to inform the College of the existence and outcome of a complaint to the Psychologists' Board.

BENEFITS OF NZCCP MEMBERSHIP

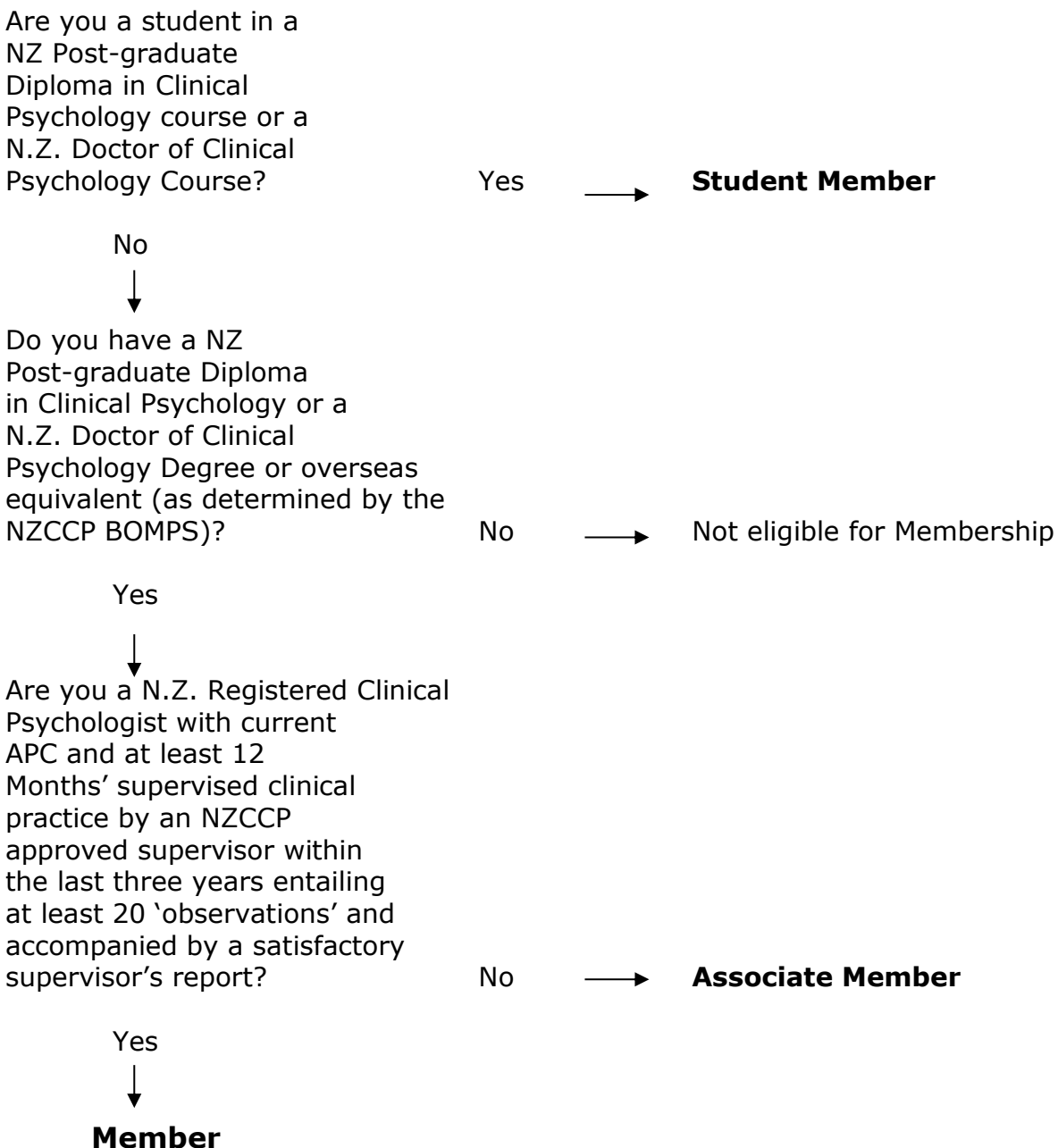
1. **Promotion of the profession.** This professional organisation actively and specifically promotes the role of practicing psychologists with clinical qualifications. It clearly promotes Clinical Psychology to the public as a professional speciality. This should have long-term benefits for individuals of the profession and cannot be done unless a significant percentage in the profession financially support it.
2. **Signifies high standing.** The College consists of members, each being a registered clinical psychologist who, in the view of the National Executive, are of good standing, deemed to be qualified (has a Diploma in Clinical Psychology or equivalent), competent to practise clinical psychology and bound by the Code of Ethics. Some psychologists who are registered under the Clinical Scope of Practice, but who are not deemed by the College as having sufficient clinical training and qualifications, are not eligible for membership of the College.
3. **Professional membership a requirement for some types of work.** Many statutory and private agencies require membership of a professional organisation such as the College, to be approved to work with their clients (e.g. ACC, Family Court, other insurers).
4. **Collegiality and support.** The College will put you in touch with the group of people who are your professional colleagues and allows for great networking. Clinical psychologists often work in multi-disciplinary teams and can feel somewhat isolated from likeminded people. Conferences and seminars give opportunities to refresh and reconnect with your discipline.
5. **Access to excellent Indemnity Insurance.** Members of the College can purchase membership of the Medical Protection Society, which provides you with access to legal advice and representation in the event of a hearing. Even working for an organization such as District Health Boards does not mean they will protect you in the event of malpractice complaints. You have enduring

- coverage for events that happened in the entire time you paid MPS fees so in the case of a retroactive complaint many years after your retirement, for instance, you will be entitled to representation. Student members of the NZCCP are entitled to be covered by the MPS scheme at no cost.
6. **Access to free confidential counselling service.** The Medical Protection Society also facilitate a free EAP style counselling service for members who may be having difficulties or issues in their personal or professional lives, that can't be addressed during supervision sessions.
 7. **Seminars/courses at reduced costs.** Membership gives you entry to the continuing education programme co-ordinated by the College in your region, often at a reduced cost. The organization is non-profit making and much of the organising of the education is done voluntarily by enthusiastic and committed members, enabling us to have high standard overseas speakers at relatively low cost. The College works to foster, provide and co-ordinate such training, and to promote regular participation by members. Ongoing education assists in the process of continued development and updating of professional skills.
 8. **Letters after your name, which identifies a standard of training and professional practice.** Membership entitles you to use the letters MNZCCP after your name as a way of identifying for the public and referring agents that you are a clinical psychologist, have undergone a recognised training programme, and practice to a recognised standard.
 9. **An avenue to effect changes in the profession.** Membership will provide an avenue for you to express your opinion about important issues affecting the profession. Full members have voting rights at the AGM.
 10. **Advice over ethical and work-related queries.** Individual members can ask for ethical advice from the College Ethics Committee and other information from the National Council or NZCCP office.
 11. **Kept informed of current issues, useful book reviews, job vacancies, courses and seminars, relevant abstracts, etc., specific to Clinical Psychology in N.Z.** Each member receives regular publications, *Journal NZCCP* and *ShrinkRAP*.
 12. **Pamphlets available to members.** Including, "A Guide to Seeing a Clinical Psychologist", and "Supervision Guidelines for Clinical Psychologists and their Employers".
 13. **Active support for students.** Any student of Psychology who is enrolled in a Postgraduate Diploma in Clinical Psychology or a Doctor of Clinical Psychology course at a New Zealand university may apply to become a Student Member. Membership is free and you receive both publications. Prizes are awarded for student presentations at conference. In some areas the local branches support students from their area to attend the NZCCP Annual Conference. The College also has annual student awards.
 14. **Reduced rate for new Associates.** Associate members have a reduced fee for up to two years or until they achieve full membership status of NZCCP. After two years an Associate member is required to pay full fee.
 15. **Referrals nationwide through our Private Practice list.** Those interested in getting private referrals are added to our private practice list, which is circulated to all members. This is an excellent resource if you wish to refer clients to someone of good standing when the client changes location. It also serves to generate referrals for interested clinicians.
 16. **Further identification of high standing.** The College has two higher levels of membership - Fellowship and Life Member - awarded to those members who have made a significant contribution to the profession.

OVERVIEW OF THE COLLEGE MEMBERSHIP REQUIREMENTS

The usual path to qualification as a clinical psychologist in New Zealand is to gain a qualification known as the Post-graduate Diploma in Clinical Psychology or the Doctor of Clinical Psychology degree. The exact structure and name of this course varies a little from one university to another but the courses are generally of a similar nature. The Diploma in Clinical Psychology is a three-year postgraduate course, completed together with either a Masters Degree or Doctor of Philosophy Degree. Together with undergraduate study, it usually takes a total of eight years to complete training as a clinical psychologist.

Flow Chart for College Membership



HOW TO BECOME A NZCCP MEMBER

MEMBERSHIP CATEGORIES FOR THE NZCCP

Psychologists may be affiliated with the College in the following ways.

1. Student Member: Any student who is enrolled in a Postgraduate Diploma in Clinical Psychology or a Doctor of Clinical Psychology course at a New Zealand university may apply to become a Student Member. Student membership is free of charge.

2. Associate Member: There are two pathways by which a qualified clinical psychologist may join the NZCCP as an Associate Member:

a. Upon newly qualifying as a Clinical Psychologist: Once a student has passed all academic requirements prescribed by their course for the Postgraduate Diploma in Clinical Psychology or a Doctor of Clinical Psychology and has gained full registration they are eligible to become an Associate Member of the College. The qualification must be completed at an approved NZ institution. For overseas applicants the completed qualification must be first deemed equivalent by the NZCCP Board Of Membership and Professional Standards (BOMPS).

b. As an experienced Clinical Psychologist: If a clinical psychologist holds an overseas qualification in clinical psychology and/or is unable to meet the supervision report requirement for Full Membership they may be invited to join the NZCCP as an Associate Member for a year prior to consideration for Full Membership. In this circumstance, if the clinical psychologist is required to have membership of a professional association by an employer or other agency, the NZCCP undertakes to provide a letter explaining the reasons for their current Associate Member status.

Associate members are required to have a New Zealand Post-graduate Diploma in Clinical Psychology or a Doctor of Clinical Psychology, or an equivalent overseas qualification, and must have NZ Registration as a Psychologist in the Clinical Vocational Scope of Practice.

Associate members are required to undertake a one year period of clinical practice closely supervised by a NZ registered Clinical Psychologist who belongs to a professional body themselves, has their own supervision in place and has experience of or a commitment to training in supervision. The supervision must be on individual (one on one) basis.

More information about the requirements for joining the NZCCP as an Associate or Full member is provided below.

The membership fee for an Associate member is usually half the Full member fee. The maximum period an Associate can retain this reduced rate is two years, after which they will be levied at Full member rate irrespective of whether they have advanced to full membership or not.

3. Full Member: Full members of the NZCCP must satisfy all the criteria to become an Associate Member and have a satisfactory NZCCP supervision report from an NZCCP approved supervisor (as described above) based on 12 months clinical practice within the last three years. This report must be based on at least 20 contact sessions. The intention of this one-year period of post-graduate supervision is to encourage and monitor the continuing development of skills in applying psychological principles, theory and knowledge to the client presenting for assistance with emotional, psychological, and behavioural difficulties. For overseas applicants the intention of the supervised year is for the purpose of assisting the applicant to generalise existing skills to the NZ setting. The overseas applicants must demonstrate that they have

been supervised by a NZ registered clinical psychologist for 12 months in the last 3 year period.

Where an applicant for Member or Associate Member has undertaken supervision after qualifying as a clinical psychologist, but before applying for membership, the BOMPS may recognise all or part of this supervision as contributing to the supervision requirements if they are within the last three years.

More information about the requirements for joining the NZCCP as a Full or Associate member is provided below.

4. Retired/Deferred Member: Full or Associate members who are currently not working in a professional role, due to having retired, being on extended or maternity leave, living overseas, or for other reasons. Deferred membership ends when the member resumes any clinical practice or another professional role. It is important to notify the College office when this happens.

5. Honorary Member: Honorary members are financial members who have been awarded membership but who may not have completed the educational requirements necessary for Associate or Full Membership because they qualified and commenced practising before the Diploma of Clinical Psychology was available as a course of study.

6. Life Member is a special non-financial membership category for retired NZCCP Members that honours a previous member's long-standing commitment and contribution to the College. Life Membership status is awarded to those previous NZCCP Members by the NZCCP National Executive following consideration by that body (or delegated subcommittee) of a written nomination by at least two existing Members of the NZCCP. Life membership entitles the holder to the standard membership benefits of Full membership.

SUPPLEMENTARY CATEGORY

Fellow of the NZCCP: This category of membership that is available to current financial Members of the NZCCP (generally Full members) and honours a member's significant and pre-eminent contribution to the NZCCP or the Psychology profession in general. Fellowship is awarded by the NZCCP National Executive following consideration by that body (or delegated sub-committee) of a written nomination by at least two current Members of The College. Fellows of the College are entitled to use FNZCCP (whereas other members can use MNZCCP) following their name.

REQUIREMENTS FOR APPLICATION FOR ASSOCIATE OR FULL MEMBERSHIP

Information Requirements for Associate or Full Membership

Applicants for Associate or Full membership must hold the Postgraduate Diploma of Clinical Psychology or a Doctor of Clinical Psychology degree from a New Zealand University, or overseas equivalent.

Overseas equivalence is determined on a case-by-case basis by the NZCCP Board of Membership and Professional Standards (BOMPS). For example, there is the requirement for equivalence in course material generally and also the requirement for the programme to include a substantial component of supervised clinical practice prior to the final examination (i.e. at least 1500 hours). A research component is also expected. Receiving the Clinical Vocational Scope of Practice from the NZ

Psychologists Registration Board is necessary but not sufficient for admission for membership with the NZCCP. In these cases sufficient course documentation must be provided to the BOMPS to enable it to establish equivalence with the training of New Zealand clinical psychology programmes. This includes but is not limited to provision of a copy of the academic transcript showing the courses taken.

In general, for qualifications that are clearly equivalent to New Zealand qualifications (such as UK qualifications leading to chartered status with the British Psychological Society, or American Psychological Association recognised courses in the USA) there is usually little difficulty establishing equivalence.

Other information required: When applying for Associate or Full membership, evidence must also be provided of:

- NZ Registration as a psychologist, Clinical Vocational Scope of Practice
- a current Annual Practising Certificate,
- current employment details,
- previous employment details (C.V.),
- two references for membership by NZ Registered psychologists who have known the applicant for more than six months
- supervision contract
- supervision report (for Full membership applications only)
- a signed declaration of the absence of professional complaints

Some flexibility regarding the requirement for references from NZ Registered psychologists is offered on a case-by-case basis for clinical psychologists who have recently arrived in the New Zealand.

Supervision Requirements during Associate Membership:

All Associate Members must have NZCCP-approved supervision covering at least 12 months of clinical practise, and involving at least 20 contact sessions. The Board of Membership and Professional Standards (BOMPS) of the NZCCP must have approved the supervision arrangements before supervision begins. Supervision shall be based on a formal supervision contract between the Associate, the Supervisor, and the College. The Supervisor will furnish a brief report on the supervisee to the NZCCP written on the appropriate form, which will be taken into account when considering an application for Full membership.

NZCCP-approved supervisors: The NZCCP BOMPS must approve supervisors as having the experience, skills and expertise to undertake supervision. Minimum requirements to be a supervisor of Associate Members for the College are:

1. They are a New Zealand registered Clinical Psychologist
2. They belong to a professional body (not necessarily the NZCCP)
3. They are in clinical supervision themselves
4. They have had training in clinical supervision

The form of Supervision: The following are minimum requirements for supervision:

1. The supervision shall cover at least twenty one-hour sessions over a minimum period of one year.
2. The supervision must be undertaken on an individual basis.
3. The Supervisor and Associate shall define the working format for supervision sessions at the outset of supervision, taking into account the needs and priorities of the Associate, and the skills and resources of the Supervisor. A copy of the written agreement must be forwarded to the Executive Director of the NZCCP.

4. It is primarily the responsibility of the Associate to obtain the necessary supervision to meet the requirements of the College for membership. The College will assist the Associate wherever possible, if difficulties arise in finding a suitable supervisor, or if difficulties were to occur between the supervisor and supervisee.

The supervision contract: The NZCCP requires that a formal contract for supervision be made between the Associate and the Supervisor, to which the College is also a partner. The negotiation of a contract is an important initial step in setting up a supervisory relationship. Contracting can be a learning experience and a model: it emphasises each person's commitment to the supervision process and gives a focus to the effective use of time. It can be re-negotiated and adapted appropriately as required. Formulating a contract is intended to make explicit a process, which has a number of functions:

1. Clarification of the purpose of supervision.
2. Clarification of the expectation and views of Associate and Supervisor, in terms of both content and process issues.
3. Clarification of the roles and tasks of the Associate and Supervisor within supervision and during the evaluation process.
4. Clarification of the relationship of the supervision to the formal requirements of the College.
5. Reinforcing acceptance of the application of the code of ethics in relation to the clinical work being supervised.
6. Establishment of a "working format" for sessions, including pre-session preparation, written material, amount of recording, use of audiotapes, one-way screen, videotape, details such as places, procedures for cancellations, conditions (e.g. uninterrupted time), procedures in relation to conflict and any payment involved.

The College remains a party to the supervision arrangements, and the Associate must forward a copy of the supervision contract to the NZCCP office at the outset of the term of supervision for approval. A standard format has been developed to incorporate College requirements. It includes space to specify particular concerns or foci of interest to be dealt with in supervision. The supervision form can be downloaded from the NZCCP website and is included at the back of this handbook.

Supervision Requirements during Full Membership

All of the above the points pertaining to supervision continue to apply.

However, existing Full members can choose a form of supervision preferred. Supervision can be with any qualified person a member considers to be appropriate in order to meet their supervision needs (e.g. psychologist, psychotherapist, psychiatrist or counsellor). Peer supervision and group supervision are also acceptable.

REQUIREMENTS FOR CONTINUING MEMBERSHIP

As indicated in the introduction above, the College has aimed to introduce a variety of means of encouraging the maintenance of professional standards in the practice of clinical psychology. Some measures rely on encouragement and collegial pressure, others on the introduction of requirements for continued membership of the College.

One of the first moves was to foster the development of continuing education, and encourage participation in this. It has also encouraged involvement in supervision. Since July 1997 involvement in supervision has been compulsory for all members, and

members are required to show evidence of the fact that they are in supervision before membership will be renewed. The following guidelines have been developed by the BOMPS.

1. Clinical supervision involves a practitioner meeting regularly (i.e. a minimum of one hour per fortnight and ideally one hour per week for full-time clinicians), with one or more colleagues.
2. Clinical supervision involves the establishment of a collegial relationship where trust has developed sufficiently to enable the supervisee to discuss those aspects of their work, which present them with significant concerns, dilemmas or difficulties. There are a variety of models of supervision, all of which differ from the industrial understanding of supervision (i.e. to direct or oversee and be responsible for the work of another). The supervisor may take the following roles with respect to the supervisee: teacher, case reviewer/monitor, colleague, consultant, facilitator of the supervisee's self-awareness and their responses to their clients. The balance of the roles undertaken by the supervisor will relate to the experience, needs and development of the supervisee. Ultimately the goal of supervision is to assist the development of the supervisee's internalisation of the supervision process (i.e. become increasingly self-supervising).
3. Supervision is an essential aspect of safe practice. In the main, colleagues do not observe clinical psychologists' work with clients. A willingness to expose one's work to the scrutiny of colleagues is essential to the profession's accountability to itself, the public and employers.
4. Supervision is regarded as an essential resource to be provided by employers of clinical psychologists, regardless of whether employers are within the public or private sector. The selection of a suitable supervisor should take into consideration the supervisee's view of the needs they wish their supervision to serve, given their level of development and the demands of their work. As experience, skills and knowledge are acquired, supervision from a professional other than a clinical psychologist may be desirable in order to promote professional development by exposure to different models, perspectives and skills.
5. Increased specialisation in the practise of clinical psychology can reduce practitioners' access to colleagues with knowledge, skills and experience relevant to their work. Hence their supervision needs may not be able to be met within the organisation in which they work. Provision of a supervisor from outside the organisation is recommended in such circumstances.
6. Individual supervision is considered desirable in the early years following qualification. Certainly, this is required for Associate Members who are seeking to become full members of the College. However group supervision may be appropriate for more experienced practitioners, as may be supervision by a practitioner from another profession.
7. Associate Members require 12 months of individual supervised practice, once they have acquired a Diploma of Clinical Psychology or a Doctor of Clinical Psychology, in order to become full Members of the New Zealand College of Clinical Psychologists. The purpose of this period of supervision is to encourage the consolidation and development of skills in treatment and management of clients with psychological difficulties.
8. Supervision should be formalised by a contract between the Member and the Supervisor. A copy of a standard form for supervision contract is included as Appendix 2 of this handbook and members are encouraged to use this form to assist them to be clear about the nature and purpose of their supervision.
9. Periodic change in supervisor promotes the development of the supervisee.

COLLEGE AWARDS

The College has developed a range of specific awards to value, recognise and encourage members' contribution to the profession.

The **John Dugdale Award** for best student presentation at the annual College Conference.

The **Olina Carter Award** for best student poster at the annual College Conference.

The **John Bushnell Award** for leadership in Clinical Psychology

The criteria for winning this award include evidence of a sustained and exceptional contribution to the clinical psychology profession. This should be evident over years to decades and the range of areas where a clinician may demonstrate such a contribution could include but is not limited to:

- Professional affairs (especially but not only College roles and functions)
- Clinical Practice
- Teaching and professional mentorship
- Research

Olina Carter, John Dugdale and John Bushnell are all past presidents of the College.

The **NZCCP Award** for Contribution to Clinical Psychology.

This is for current members of the NZCCP who are recognised by the Council as having made a significant and pre-eminent contribution to clinical psychology in the last year. Their contribution may have been in one or more of a number of areas including, research, education, public awareness, clinical applications, or the administration or development of clinical psychology.

The **NZCCP Research/Study Award**, of up to \$6,000, is offered annually to a full or associate member of the College to assist to them to undertake travel or a similar specific activity to further their education or interest in a clinical or research activity related to clinical psychology.

NZCCP Travel Grant. Up to four NZCCP Travel Grants of up to \$1,000 are provided annually to Full, Associate, or Student members of the College to assist them to travel to and attend a continuing education opportunity (such as a Conference, Workshop, or substantial organised site visit) either in New Zealand or overseas.

STUDENT AWARDS

Te Karahipi Oranga Hinengaro and the **President's Award**, Each of these awards, of up to \$1,500, is offered annually to a student member of the College who is recognised as performing well in their training and as likely to make a positive contribution to Clinical Psychology in the future. The purpose of these awards is to assist the student member to undertake the development of their knowledge and skills in Clinical Psychology and its application. The first is available for Maori students.

RULES OF THE NEW ZEALAND COLLEGE OF CLINICAL PSYCHOLOGISTS (Incorporating amendments up to and including the 2014 AGM)

Note: Due to amendments, numbering of sections may differ from earlier versions of these rules. Any discussion of the Rules should refer to the version of Rules current at the time. Versions should be referred to by the year of the AGM at which they came into effect.

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1.00 Name

The name of the College is The New Zealand College of Clinical Psychologists Incorporated. The Registered Office of the College is located at 6th floor, CSI Logical House, 186 Willis St, Wellington.

2.00 Objectives

The objectives of the College are as follows

- 2.01 To promote and maintain excellence in the professional practice of Clinical Psychology.
- 2.02 To formulate guidelines for Members and Affiliates as to the ethical standards of professional practice and to promote, advise, monitor, and where appropriate invoke disciplinary action towards the maintenance of these standards.
- 2.03 To establish and regulate classes of Membership and Affiliation and admit to such status and classes of Membership and Affiliation such persons as shall be eligible according to the regulations and requirements of the College.
- 2.04 To promote, encourage, fund and support post-graduate educational experience for the benefit of members of the College.
- 2.05 To encourage practices in clinical psychology which promote recognition and respect for the cultural diversity which exists within New Zealand.
- 2.06 To promote and fund study, investigation and research within Clinical Psychology.
- 2.07 To tender advice to institutions involved in the training and education of Clinical Psychologists on matters relevant to such training and education of Clinical Psychologists.
- 2.08 To liaise, advocate for, and represent Clinical Psychology in matters relevant to the profession.
- 2.09 To enter into any such financial arrangements as are incidental or conducive to the attainment of the above objectives.
- 2.10 To undertake all of the above matters, all such other things as are incidental or conducive to them, or any other matters of relevance to the practice of Clinical Psychology within New Zealand.
- 2.11 The objects of the College shall be pursued within the context of partnership under the Treaty of Waitangi and embody the principles of equity with regard to ability, age, disability, ethnic origin, gender, location, religion, sexual orientation, socio-economic status or other characteristics which may lead to disadvantage

3.00 Membership and Affiliation

3.10 Members

- 3.11 The College shall consist of Members, each being a Registered Clinical Psychologist who in the view of the National Executive is of good standing and is deemed to be qualified and competent to practise Clinical Psychology. Not all psychologists with a Clinical Scope of Practice will necessarily be eligible for College membership.
- 3.12 The Council shall formulate and promulgate criteria for minimum standards of qualification, knowledge, training and experience that are deemed to form the basis of eligibility for Membership of the College.
- 3.13 The Council shall formulate procedures for establishing that such minimum standards of qualification, knowledge, training and experience have been met. Such procedures may include satisfying the College's Board of Membership and Professional Standards at examination that such minimum standards have been met.
- 3.14 The classes of Membership shall be Members, Honorary Members, Fellow Members and Life Members.
- 3.15 The signatories to these rules shall be members of the National Executive of the College.

3.20 Affiliate Membership

There shall be two classes of affiliate Membership status available to clinical psychologists who are progressing towards Membership of the College, but do not as yet meet criteria for Full Membership: Associate and Student Member. The criteria for each of these classes of affiliate status shall be formulated by the Council of the College. Associate Members have the same entitlements and voting rights as Full members. Student Members shall be entitled to attend meetings of the College, and receive any notices of events or newsletters, but are not Full or Associate Members of the College and do not have voting rights.

3.30 Applications for Membership & Affiliation

All applications for Membership or Affiliate Membership status shall be made in writing on the forms prescribed by National Executive and shall be accompanied by the annual subscription payable, together with such documentation to support the applicant's claim to meet the membership criteria as is deemed by the National Executive to be necessary. The National Executive's decision on applications shall be final. Where applications are turned down the subscription submitted with the application shall be returned. The National Executive may charge an application fee in addition which may not be refunded. In considering applications for Member or Affiliate Membership status National Executive may consult with anyone it sees fit to in order to judge the suitability of applicants.

3.40 Resignation of Members or Affiliate Members

Any Members or Affiliate Members may resign from the College by giving the College Manager notice in writing to that effect. Every such notice shall unless otherwise expressed take effect from the end of the current financial year. Members or Associate Members who have not paid their current subscription lose all rights and privileges upon resignation.

3.50 Patrons

A patron or patrons may be appointed at the annual meeting, whether a member of the College or not.

4.00 Subscriptions

Every Member and Associate Member shall pay to the College an annual subscription or such other amount as shall from time to time be fixed by resolution of the National Executive. Failure to pay the subscription within six months of the beginning of each financial year may lead to the suspension of the rights and privileges of the Members or Associate Members. Members or Associate Members who have not paid all subscription monies due are automatically expelled ninety days after being notified of their suspension in writing.

Members or Associate Members who are not practising within New Zealand for a period of time for reasons such as being overseas, or being on maternity leave may apply for a reduced subscription to National Executive which, at its own discretion may grant a reduction in fees by such an amount as it will from time to time determine.

5.0 Continuing Professional Competence

The Council shall implement such requirements, as it shall from time to time determine which facilitate the maintenance and development of professional standards. Renewal of membership of the College may be made dependent upon the production of evidence of compliance with these standards. The Council is obliged to clearly promulgate and explain to members the nature of any such requirements prior to their implementation.

6.00 Investigation of Lack of Fitness to Practice

Where National Executive has reasonable grounds to believe that the fitness to practice of any Member, Honorary Member or Affiliate is in doubt because of disability or illness or incompetence or misconduct in the absence of any complaints, the National Executive shall be entitled to refer any issue of a Member, Honorary Member or Affiliate's fitness to practice to the Psychologists Registration Board, and shall be entitled to hand over any evidence under its control to the Psychologists Registration Board for investigation and determination by that Board.

7.00 Complaints Against Members and Affiliates

- 7.10** On receipt of a complaint about a Member or Affiliate the National Executive shall inform the complainant that as all Members or Associate Affiliates are subject to the Health Practitioners Competence Assurance Act (2003), the Psychologists Board is the most appropriate body with whom to lay the complaint. National Executive will offer information about the process.

Within thirty days of their receipt of notification from the Psychologists Board, Members and Affiliates shall be required to inform the President of the College or his/her nominee of the existence of any complaint laid with the Psychologists Board. Within thirty days of receipt of notification of the outcome of a complaint, Members and Affiliates shall be required to inform the President of the College or his/her nominee of the outcome of the complaint laid with the Psychologists Board. Existing complaints which are in process at the time these rules are amended shall be resolved under the rules in effect at the time the complaint was laid.

7.11 When a complainant lodges a complaint about a Student Affiliate who is not registered as a practising psychologist with the Psychologist Board, the complainant will be advised to take their complaint to the agency where the complaint originated, and to the head of the Diploma or Doctoral course in which that student is enrolled at the relevant University. The National Executive will offer information about the process.

7.20 Disciplinary Action

Following investigation by the Psychologists Board the National Executive shall take whatever disciplinary action it deems appropriate. This action may include, but not be restricted to, motions of censure, requirements for further training or supervision, or expulsion from the College. The College shall publicise its proceedings where this is appropriate.

7.30 Expulsion of Members

The National Executive of the College may at any time expel any Member or Affiliate who has been found guilty by the Psychologists Registration Board of a breach by him or her of these rules or for conduct which in the judgement of the National Executive is prejudicial to the objects of this College. Any Person so expelled from the College may if he or she so wishes, submit the question of his or her expulsion to the next Annual General Meeting of the College. In the interim the appellant will be subject to a suspension all other rights and privileges of membership. At this meeting the expelled Person shall be allowed to offer an explanation verbally and/or writing and if thereupon the majority of the College present should vote for endorsement of his or her expulsion, such endorsement shall be considered final and no further course of appeal shall be available. If at the meeting there is a majority vote for the reinstatement of the expelled person their Membership or Affiliate Status may be restored subject to any restrictions or conditions the National Executive may see fit to impose. Voting on any such motion shall be by secret ballot if so demanded.

8.00 College Structure

8.10 Officers of the College

The College shall have an executive committee that shall be known as the National Executive.

8.20 National Executive

8.21 The National Executive will consist of:

President, Vice President, Treasurer, Cultural Advisor, Chairperson of the Board of Membership and Professional Standards (all of whom shall be elected at an annual general meeting of the College for a two year period and serve for no more than three consecutive terms in any one position), and the Executive Director of the College.

8.22 In the year following that in which the President is elected, a President-elect shall be elected at the Annual General Meeting of the College and shall be a full member of the National Executive.

8.23 Anyone whom the National Executive may see fit to co-opt.

8.30 Role of National Executive

The National Executive shall:

8.31 Control the day-to-day affairs and finance of the College.

- 8.32 Meet regularly, usually monthly. Written notices of meetings are to be given by the College Executive Director.
- 8.33 Have power in the name of the College to enter into any agreement or agreements as it may think fit and necessary in the advancement and management of the College.
- 8.34 Have power to make, alter or rescind by-laws not repugnant to these rules.
- 8.35 Fill any vacancies that occur from time to time.
- 8.36 Provide for the safe custody of the Seal provided that the Seal shall never be used except by the authority of the National Executive previously given and in the presence of two members of the National Executive, who shall sign every instrument to which the Seal is affixed.
- 8.37 Open an account with a trading or Trustee Savings Bank and all receipts shall be banked within twenty-one days. All payments are to be made by cheque or direct debit and each transaction is to be signed by two designated officers. The National Executive shall have power to invest surplus funds of the College against such security as the National Executive may unanimously determine.
- 8.38 The National Executive may employ such staff and on such terms as it considers appropriate.

8.40 Procedure

- 8.41 Any member not attending three consecutive meetings of the National Executive except with the consent of the National Executive at the option of the National Executive shall cease to be a member thereof.
- 8.42 The Executive Director shall call a special meeting of the National Executive if requested by the President or any two National Executive members or 10 ordinary members of the College, such meeting to be held within 28 days of the request being received, by sending every National Executive member at least seven days' notice thereof in writing at his or her ordinary address specifying the day, place and time of the meeting and the business for which it is to be held.
- 8.43 Four members of the National Executive, two of whom must be officers, shall form a quorum, which must include either chairperson or secretary.

8.50 Control of Funds

All monies received by or on behalf of the College shall forthwith be paid to the credit of the College in an account with a trading bank or such other bank or savings bank from time to time to be decided by the National Executive. All cheques, promissory notes, drafts and other negotiable instruments and all receipts for money paid to the College shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the National Executive from time to time by resolution shall determine.

8.60 Resolutions

A resolution in writing, signed by two-thirds of the National Executive for the time being entitled to receive a notice of a meeting of the National Executive shall be as valid and effective as if it had been passed at a meeting of the National Executive duly convened and held. Any such resolution may consist of

several documents in form, each signed by one or more of the National Executive.

9.00 Council

9.10 Membership

The full Council includes the National Executive and also: Branch Representatives, Ethics Committee Representative, NECC (National Education Coordinating Committee), Publications Editor, Students Representative, University Liaison Coordinator and Website Coordinator.

9.20 Procedure

- 9.21 There shall be at least three meetings of the Council each year, one of which occurs at the time of the annual Conference.
- 9.22 Quorum - Seven members of the Council two of whom must be officers, shall form a quorum, which must include either chairperson or secretary
- 9.23 Voting - Voting at any Council meeting of members shall be on the voices or, if any member so requests, by show of hands. Provided that if one-third of the Members so desire, voting shall be by ballot to be taken in such manner as the meeting may determine. Voting by proxy shall be permitted providing that such written proxies are received by the Executive Director prior to the opening of the meeting to which they apply. The result of each division shall be declared by the Chairperson and recorded in the minutes
- 9.24 The Council shall appoint sub-committees and advisory panels that shall be subordinate to the Council. The President of the College shall be a member of all subcommittees ex officio. Subcommittees include Cultural, Media, Publications, Ethics and Board of Membership and Professional Standards (BOMPS)
- 9.25 Board of Membership & Professional Standards
The Council shall establish a subcommittee to be known as the Board of Membership and Professional Standards that shall have particular responsibility for defining methods of assessing qualifications, knowledge, training and experience. Where necessary, the Board of Membership and Professional Standards will conduct an examination of applicants for Membership of the College. The Chairperson of the Board shall be elected at Annual General Meeting of the College. The Board shall consist of a Chairperson, a Secretary and at least another Member. They shall all be Members of the College and with the exception of the elected Chairperson they will be appointed by the Council for a maximum term of two years and they may be reappointed.
- 9.26 The Ethics Committee shall provide advice to member/s about ethical questions and concerns that they may have.

9.30 Role

The purpose of the Council is

- 1) To develop policy by gathering opinion from the wider membership
- 2) To provide two way communication about what is happening in the regions and in the National Executive

- 3) Networking across regions about educational events
- 4) Increased understanding of the current issues
- 5) Enhancing a sense of involvement and ownership of National Executive decisions
- 6) Receiving reports from the National Executive for accountability purposes
- 7) Encouragement for membership drives, and improved regional functioning.

10.0 Branches

Members of the College living in a particular district may form a branch of the College for the purpose of furthering the work of the College and each branch so formed shall elect its own Chairperson, Secretary/Treasurer, and the members of their committee who shall be responsible for the management of the affairs of the said Branch, its funds and assets, and who shall keep a Register of Members of their Branch. These rules (mutatis mutandis) shall apply to all branches unless dispensation is granted by the National Executive.

11.00 Meetings

11.10 Annual General Meetings and Special General Meetings:

11.11 The Annual General Meeting shall be held every year upon a date and at a time and place to be fixed by the National Executive.

11.12 A special General Meeting shall be convened whenever ten Members in writing shall request it or the National Executive considers it necessary to do so. Such meetings will be convened by the Executive Director within 28 days of the receipt of the request.

11.20 Procedures:

11.21 Notice - Printed notice of all General Meetings shall be given to Members, at least fourteen days before the Meeting.

11.22 Quorum - Twenty Members shall form a quorum at all General Meetings.

11.23 Voting - Voting at any General meeting of members shall be on the voices or, if any member so requests, by show of hands. Provided that if one-third of the Members so desire, voting shall be by ballot to be taken in such manner as the meeting may determine. Voting by proxy shall be permitted providing that such written proxies are received by the Executive Director prior to the opening of the meeting to which they apply. The result of each division shall be declared by the Chairman and recorded in the minutes.

11.24 Minutes - All Minutes of the National Executive, the Council and also Minutes of every Annual and Special General Meeting of the Members of the College (as well as those of the branches) shall be kept on file and approved by email by the Chairperson of the Meeting at which the same are to be confirmed. Such Minutes when purporting to be so signed shall in all cases and for all purposes whatever, be binding upon the College and upon every Member thereof.

11.25 Alteration of Rules:

11.251 These rules may be altered, added to, rescinded or otherwise amended by a resolution passed by two-thirds majority of those Members present at a General Meeting.

11.252 Any resolution to alter, add to, rescind or otherwise amend the rules of the College must be received by National Executive at least 21 days prior to the date of the General meeting at which the resolution will be considered.

11.253 Notice of such alterations shall be sent to all Members with the notice of the General meeting. Every such notice shall set forth the purpose of the proposed alteration, addition, recession or other amendment.

11.254 Duplicate copies of every such alteration, addition, rescission or amendment shall forthwith be delivered to the Registrar in accordance with the requirements of the Act.

11.26 Annual Report

The National Executive shall submit at each annual meeting a report of its proceedings during the past year together with an annual financial statement of the affairs of the College. Reports from the Board of Education and Branch Committees shall be received and read. The financial statement shall comprise a Revenue Account for the year and a Balance Sheet showing the investments and other assets and the liabilities and accumulated funds of the College. The financial year shall be deemed to end on the 30th day of June in each year or such other date as decided by the National Executive.

12.00 Winding Up

Disposition of Surplus Assets: In the event of the College being wound up and after payments of the College's liabilities and expenses of the winding up, surplus assets shall be given on such terms as a general meeting of the members shall decide to one or more Societies which include among their main objects the understanding of, research into, and promotion of mental health in New Zealand.

13.00 General

13.10 In the event of any questions as to the construction or application of any of these rules the National Executive is hereby empowered to decide the same.

13.20 No member of the College shall make any public press statement purporting to be made by or on behalf of the College or any section thereof except with the prior approval of the National Executive or the Media Liaison Subcommittee.

13.30 The National Executive or committees of National Executive may co-opt for a time any Member or other person not a member who may be in a position to assist the National Executive on any subject under discussion or otherwise assist in the National Executive's deliberations.

13.40 Full Members are bound by the Code of Ethics, and Associates or Graduates may be prevented from progressing to full membership if they have breached this Code.