



## Optometrists and Dispensing Opticians Board

# **POLICY ON ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES FOR OPTOMETRISTS**

## **Background**

The Health Practitioners Competence Assurance Act (the Act) requires the Optometrists and Dispensing Opticians Board (the Board) to have evidence of competence before issuing an annual practising certificate (APC) to an optometrist. The Act requires the Board to set standards of clinical competence, cultural competence and ethical conduct to be observed by optometrists.

## **Policy**

Continuing Professional Development (CPD) is a key element in the maintenance of an individual optometrist's competence. The Board has therefore set a recertification programme under section 41 of the Act that requires optometrists to maintain a minimum of 40 CPD credits over a two year cycle. Within this credit requirement, all optometrists must obtain 20 clinical diagnostic (CD) credits.

### **Activities that attract clinical diagnostic (CD) credits**

An educational activity will attract CD credits when it primarily deals with the differential diagnosis and management of sight or health threatening conditions that carry the risk of serious or permanent harm. A list of CPD activities is published on the website of the NZAO, which is contracted by the Board to record optometrists' CPD activities. Listings for accredited CPD activities will note the number and type of credits awarded for participation in each activity.

An optometrist can obtain CPD credits by participating in activities that have been accredited by the Board. The Board may accredit a CPD activity where it can be demonstrated that the activity has relevance to the Board's:

- Standards of Clinical Competence
- Standards of Cultural Competence
- Code of Ethics.

## **CPD Accreditation Committee**

For the purposes of assessing whether to accredit CPD activities, how many credits to allocate to an individual activity, and whether to allocate CD credits to that activity, the Board has established a CPD Accreditation Committee – Optometrists.

The CPD Accreditation Committee is a Board sub-committee with co-opted members from the profession. Co-opted members will have an understanding of, and may have involvement in education in optometry.

An optometrist Board member convenes the CPD Accreditation Committee. The majority of the committee's work is conducted by email.

## General provisions

### Audit

All accredited CPD activities are subject to random audit, both for content and time. CPD Accreditation Committee members, or appointed representatives, may monitor CPD presentations, and the Board reserves the right to modify the assigned credits.

### Accreditation of CPD activities

CPD content must reflect accepted optometric practice based on critical appraisal of current scientific literature and be relevant to the optometry scope of practice. The number of CPD credits that activities are eligible for are outlined in the table below.

In assessing applications the CPD Accreditation Committee will also consider:

- whether the content qualifies for clinical diagnostic credit
- the professional qualifications of the speaker relative to the material being considered
- the quality of the presentation and its independence from commercial influence.

Credits for peer review activities will be awarded after completion of the peer review session. All other applications for accreditation should be made before the CPD activity is to be delivered. Applications for events of up to 4 hours must be received by the Board at least 30 days before the event. Applications for events of 4 hours or more must be made at least 8 weeks before the event. Retrospective accreditation will not be given. Upon receipt of the completed application, the activity will be assessed and credits assigned where applicable.

Activity	Credit
Conference presentations without assessment. Participation in a structured peer group setting	1.0 CD/General credit per hour of attendance
A case presentation in a structured peer group setting (accompanied by a <i>Peer Review Activity Form</i> if requested)	1.0 CD/General credits per hour of attendance plus 0.25 credits per ¼ hour of presentation (to nearest 15 mins)
Accredited remote learning with assessment	As accredited.
Preparation and first publication of original work for peer reviewed journals.	5 credits per publication
Preparing new material for presentation in a university teaching situation (applications need to be supported by an annual portfolio containing appropriate documentation including references and learning outcomes, and countersigned by the head of department or other academic referee).	Maximum 15 credits per annual portfolio
Structured activities offered by an accredited provider, where the participant's knowledge is examined by Board approved	1.5 credits per hour of study on passing the examination/

examiners.	assessment.
Optometrist's presentation of CPD accredited material - first presentation only.	Double the credits allocated to the presentation

### CD credits for peer review activities

The objective of peer review is to provide practitioners with the opportunity to improve the quality of their performance, or maintain the consistency of their performance. It reinforces the essential points of good documentation and provides immediate feedback to a participating practitioner by peers in a collegial and supportive environment.

Practitioners will be eligible to earn 1 clinical diagnostic/general credit per hour of attendance at a structured peer review activity. Practitioners who attend a structured peer review activity and who also present a case at the session, will qualify for the 1 clinical diagnostic/general credit per hour of attendance as well as an additional 0.25 credits per ¼ hour of presentation (rounded to the nearest 15 minutes). A minimum of 10 minutes presentation is required to be eligible for presentation credits.

To qualify for credit allocation, there must be at least one therapeutically endorsed optometrist or ophthalmologist, and at least three participants in total attending the activity.

A case presented for peer review must:

- have been managed within the last six months by the practitioner presenting the case and has not been presented before, and
- contain a description of a patient presentation and examination including any diagnostic tests undertaken by the practitioner presenting the case, and
- have challenged the practitioner presenting the case, either in the diagnosis or management of a sight or health threatening condition.

Credits will be awarded upon completion of a record of attendance by the facilitator of the activity (see Appendix 1) and, if applicable, confirmation that the practitioner has presented a case for peer review.

The CPD Accreditation Committee may audit any practitioner applying for accreditation of a case presentation at a peer review activity. If audited, practitioners will be required to submit anonymised patient notes pertaining to the case presented, and a completed *Peer Review Activity Form* (see Appendix 2) co-signed by a therapeutically endorsed colleague or ophthalmologist present at the same session to which the form relates, and demonstrating that the practitioner has:

- presented a case for presentation
- led discussion on the management of the case
- reflected on his/her management of the case.

Failure to provide a satisfactory record of case presentation will result in the presenting practitioner's credits being reduced to 1 credit per hour of attendance. Practitioners are therefore strongly advised to complete a *Peer Review Activity Form* at the time of the peer review event, and to save it for submission to the Board if requested.

#### *Remote attendance at peer review meetings*

Remote participation in peer review meetings via the internet can qualify for CPD accreditation in some circumstances. To claim, remote participants must forward a summary of the cases

presented at the meeting to the facilitator within 5 working days of the meeting. Where, in the facilitator's opinion, the summary demonstrates full and genuine attendance, the remote attendee's name will be added to the list of attendees. Remote attendees can present cases and are eligible for the same number of credits as other attendees.

### **CPD credits for remote learning with assessment**

The CPD Accreditation Committee expects the assessment attached to the learning activity will provide a quality assessment of learning. A pass mark of 70% is required, with at least 10 questions for each hour of activity).

### **International activities**

The Board does not automatically recognise credits allocated by overseas organisations for local participants in CPD presentations. Applications for accreditation of overseas conferences will be considered where the attendance of a reasonable number of New Zealand participants is expected, provided that all required information is supplied to the CPD Accreditation Committee by the conference organisers.

General Optical Council (GOC) and Optometry Association of Australia (OAA) credits can be recognised where applicable to the New Zealand scope of practice. A conversion factor will usually be applied because of policy differences in hourly accreditation rates.

COPE accredited activities will usually be recognised at 1 credit per hour where applicable to the New Zealand scope of practice.

#### *Individual applications for accreditation of international activities*

Applications from individual optometrists for recognition of overseas CPD activities that have not been formally accredited by the CPD Accreditation Committee will be considered. This will require the optometrist to complete the appropriate forms and provide:

- A copy of the event programme and details of programme accreditation
- Handouts given or notes taken during the presentation
- Proof of completion of CPD activity and hours attended
- Sufficient information about the learning component to assess quality and relevance of activity.
- Brief details about the presenter(s) of the programme.

The CPD Accreditation Committee will use this information to enable a judgment to be made about the quality of education, relevance for optometrists, and time spent with each activity. Unless the activity has been accredited by a recognised body, credits ranging from 0.5 to 1 credit per hour of CPD activity are likely.

The CPD Accreditation Committee will assess only one dossier of unaccredited international activities per optometrist per CPD year and requires a minimum of 60 days to consider a dossier. The final date in each CPD year for acceptance of a dossier is 1 September. The Board has set a fee of \$204.00 (incl. GST) for assessment of an individual dossier. Whether this fee is payable will depend on the size of the dossier. The CPD Accreditation Committee will advise individuals whether this fee is payable on receipt of the application.

## **CPD for optometrists in full-time education for clinically relevant disciplines**

Recognition will be granted for full-time academic study. Up to 15 credits per year will be awarded if the applicant submits an academic transcript and any other supporting documentation, such as a thesis hypothesis, to the CPD accreditation committee that demonstrates direct relevance to the optometrist's scope of practice. Claims for such credits must be submitted to the CPD Accreditation Committee by 30 June.

### **Attendance**

Documentation to assure the Board that an individual has attended a CPD activity or presentation is required. Evidence of attendance at any CPD activity must be retained by the optometrist.

Two separate processes are involved:

- Organisers will be required to monitor attendance at the event, and provide a list of names of those who attended and in the case of peer review those who presented.
- Except for peer review activities (including those attended remotely) where credits will be awarded upon submission of an attendance record by the meeting facilitator, individuals will be required to submit completed and signed attendance forms from each accredited event they attend to claim the CPD credits available to them. The form will include the registration number of the individual to minimise errors in recording.

### **Continuity**

Credits in excess of the minimum requirement will be carried forward to the next CPD cycle at a rate of 50 percent, to a maximum of 45 credits. At the end of each CPD cycle excess CD credits will be transferred to the general credits total. Excess general credits are then carried forward to the next CPD cycle at a rate of 50 percent to a maximum of 45 credits.

### **Further information**

Applications for and enquiries about accreditation of CPD activities for optometrists should be directed to:

CPD Accreditation Committee  
C/- NZAO CPD Recording Programme  
PO Box 51008  
Tawa  
Wellington 5249  
[cpd@nzao.co.nz](mailto:cpd@nzao.co.nz)  
[www.nzao.co.nz](http://www.nzao.co.nz)

Individuals submitting dossiers for assessment should send the dossier to the Board's office, with payment and a completed payment form, for processing of the fee, before the dossier will be forwarded to the CPD Accreditation Committee.

*Updated by the Board May 2014*

**Record of Attendance: Structured Peer Review Activity – Optometrists**  
*(To be completed by the activity organiser and submitted to the NZAO for recording of CPD credits)*

Event name: \_\_\_\_\_ CPD Ref Number: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Location of meeting: \_\_\_\_\_

Duration of meeting: \_\_\_\_\_ Form completed by: \_\_\_\_\_

Ophthalmologist present (if applicable): \_\_\_\_\_

**To be completed by all attendees wishing to obtain CPD credits for attendance:**

Attendee name	Registration number	Presented Case? (incl patient ID for reference if audited)	Signature	Tick if authorised to prescribe

## Peer Review Activity Form – Optometrists

Event name: \_\_\_\_\_ CPD Ref Number: \_\_\_\_\_

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Duration of meeting: \_\_\_\_\_

*Required information (use a separate piece of paper for additional information if necessary)*

*Case presentation (describe why you chose to present the case, and what clinical information you provided in presenting it)*

*Case discussion (summarise the questions and issues raised by peers, and the outcome of the discussion)*

*Reflection to be completed after presentation (for example, was there general agreement that your diagnosis and management was appropriate? If not, how would you approach a similar presentation in the future? Are you intending to make changes to your practice or undertake education in a particular area of as a result of presenting this case?)*

By signing below, I confirm that the information provided in this form is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I confirm that \_\_\_\_\_ presented a case at this meeting, as described above.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
(prescribing optometrist or ophthalmologist)

**Record of Attendance: Glaucoma Peer Review Activity – Optometrists**  
*(To be completed by the activity organiser and submitted to the NZAO for recording of Glaucoma CPD credits)*

Event name: \_\_\_\_\_ CPD Ref Number: \_\_\_\_\_

Event organiser: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Location of meeting: \_\_\_\_\_

Duration of meeting: \_\_\_\_\_ Form completed by: \_\_\_\_\_

Ophthalmologist or Board-Approved Optometrist Glaucoma Prescriber  
 (if applicable): \_\_\_\_\_

**To be completed by all attendees wishing to obtain Glaucoma CPD credits for attendance:**

Attendee name	Registration number	Presented Case? (incl patient ID for reference if audited)	Signature	Tick if authorised to prescribe



## Glaucoma Peer Review Activity Form – Optometrists

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Duration of meeting: \_\_\_\_\_

*Required information (use a separate piece of paper for additional information if necessary)*

*Ongoing CPD requirements require participation in peer review sessions specifically on glaucoma management. This will include presenting at twice yearly two hour structured peer review sessions specifically on glaucoma management. These sessions must be run in accordance with the Board policy on continuing professional development and an ophthalmologist must be present. When it is not possible to have an ophthalmologist attend, the Board may approve, at its discretion, an optometrist glaucoma prescriber.*

*Case presentation (describe why you chose to present the case, and what clinical information you provided in presenting it)*

*Case discussion (summarise the questions and issues raised by peers, and the outcome of the discussion)*

*Reflection to be completed after presentation (for example, was there general agreement that your diagnosis and management was appropriate? If not, how would you approach a similar presentation in the future? Are you intending to make changes to your practice or undertake education in a particular area of as a result of presenting this case?)*

By signing below, I confirm that the information provided in this form is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I confirm that \_\_\_\_\_ presented a glaucoma case at this meeting, as described above.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
(*Ophthalmologist or Board-Approved Optometrist Glaucoma Prescriber*)\*

\* A Board approved optometrist glaucoma prescriber is someone who has been approved by the Board for glaucoma management and prescribing and has also been specifically approved to supervise others in their pursuit to become approved for glaucoma management and prescribing.