



REGISTRATION POLICY

1. Policy purpose and background

- 1.1. The Optometrists and Dispensing Opticians Board (ODOB) is responsible under the *Health Practitioners Competence Assurance Act 2003* (HPCA Act) for ensuring that optometrists and dispensing opticians are competent and fit to practise when they apply for registration.
- 1.2. The purpose of this policy is to ensure a consistent, fair, and transparent approach is taken by the ODOB when registering optometrists and dispensing opticians.

2. The scope of this policy

- 2.1. This policy applies to all applicants registering with the ODOB. It addresses:
 - 2.1.1. scopes of practice and its associate prescribed qualifications
 - 2.1.2. registration pathways
 - 2.1.3. the registration requirements and procedures, and
 - 2.1.4. conditions on scope of practice.
- 2.2. Where stated, this policy should be read in conjunction with other relevant policies.

3. Acronyms and abbreviations

- 3.1. The following acronyms and abbreviations are used in this policy:

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| Aotearoa New Zealand | NZ |
| Annual Practising Certificate | APC |
| Australian Health Practitioner Regulation Agency | AHPRA |
| Competency in Optometry Examination | COE |
| Diagnostic Pharmaceutical Agents | DPA |
| Executive Committee | EC |
| Health Practitioners Competence Assurance Act 2003 | HPCA Act |
| Health Practitioners Disciplinary Tribunal | HPDT |
| Independent Glaucoma Prescriber | IGP |
| Optometry Council of Australia and New Zealand | OCANZ |
| Optometrists and Dispensing Opticians Board | ODOB |

4. Definitions and interpretation

- 4.1. The following definitions and interpretations are used in this policy:

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| Diagnostic Pharmaceutical Agents (DPAs) recertification programme | Diagnostic Pharmaceutical Agents (DPAs) a technique necessary to assist in examination of the eye and diagnosis of ocular disease. Those that do not hold qualifications or did not complete the recertification requirements (outlined below) to demonstrate DPA competence, cannot practice in Aotearoa New Zealand. |
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| | <p>Qualifications that did include DPA competence were (not limited to):</p> <ol style="list-style-type: none"> BOptom from the University of Auckland, conferred from 1991 BOptom from the University of Melbourne, conferred from 1984 BOptom from the University of New South Wales, conferred from 1986 BAppSc (Optometry) from the Queensland University of Technology, conferred from 1989 Certificate in Ocular Pharmacology from the University of Auckland An endorsement from the Department of Optometry and Vision Science, University of Auckland A pass in the OCANZ examination <p>From 2004 until 31 March 2010, the Board ran a recertification programme requiring all optometrists who did not hold certain qualifications to demonstrate competence in the use of DPAs.</p> <p>Practitioners needing to meet didactic requirements were required to (at their own expense) satisfactorily complete the OCANZ Competency in Optometry examination.</p> <p>Practitioners needing to meet practical requirements were required to (at their own expense):</p> <ul style="list-style-type: none"> satisfactorily complete the OCANZ Competency in Optometry Examination, or satisfactorily demonstrate of competence in the use of gonioscopy, binocular indirect ophthalmoscopy and slit lamp fundoscopy, through a completed declaration from a suitably registered and practising specialist ophthalmologist. <p>Practitioners that needed to meet both didactic and practical requirements needed to both the above.</p> <p>Exemptions for meeting didactic requirements were provided to some optometrists that held membership with the British College of Optometrists, if they made a written exemption request.</p> <p><i>(Also see Appendix 2, the Registration pathways document.)</i></p> |
| Clinical practice | Clinical practice is defined as any work undertaken by an optometrist that relates to the care of an individual patient. |
| Dispensing optician (DO) | A health practitioner with a recognised qualification that is registered with the ODOB under the DO scope of practice. DOs interpret prescriptions for glasses and contact lenses, give advice to the patient in selecting spectacle lenses and frames (including their fitting). They can also teach how to use contact lenses and low vision aids and dispense a prescribed optical appliance. It is illegal for a person to call themselves a DO unless they are registered with the ODOB. A DO must hold a current practising certificate to practise in NZ. DOs are required to regularly maintain their competence through a recertification programme to be allowed to keep practising. |
| Fitness for registration | <p>To be able to register a practitioner, the ODOB must be satisfied that:</p> <ul style="list-style-type: none"> the practitioner can communicate effectively and comprehend English sufficiently to protect public health and safety. the practitioner does not suffer from a physical or mental condition which may affect their ability to practise. if the practitioner has a conviction for an offence punishable by imprisonment for a term of 3 months or longer, that the offence does not reflect adversely on their fitness to practise. if the practitioner is/ was under investigation or the subject of professional disciplinary proceedings in NZ (or in another country), that the investigation or matter does not reflect adversely on their fitness to practise. |

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| | <ul style="list-style-type: none"> • if the practitioner is/ was subject to any of the following orders, that the order does not reflect adversely on their fitness to practise. That is: <ul style="list-style-type: none"> ○ an order of a professional disciplinary tribunal in NZ or overseas ○ an order of an accredited educational institution ○ an order of an authority or of a similar body in another country • the ODOB has no reason to believe that the practitioner may endanger the health or safety of members of the public. |
| Health practitioner | As defined in the HPCA Act which states a “health practitioner or practitioner means a person who is, or is deemed to be, registered with an authority as a practitioner of a particular health profession”. In this document, an optometrist and/ or dispensing optician registered with the ODOB. |
| Independent glaucoma prescriber | An optometrist with additional training or qualifications in glaucoma management and treatment as approved by the ODOB, may apply for an Independent Glaucoma Prescriber (IGP) endorsement on their scope of practice to recognise their expertise and competence to practise in this area. Only optometrists who have an IGP endorsement are permitted to undertake independent glaucoma management and treatment. |
| International graduates | Graduates who hold an international (overseas) qualification and not a prescribed qualification of a particular scope of practice in NZ. |
| Non-clinical practice | Non-clinical practice is defined as any work undertaken by an optometrist that does not relate to the care of an individual patient. |
| Optometrist | A health practitioner with recognised qualifications registered with the ODOB, under the Optometrist, Provisional Optometrist or Specialist Optometrist scope of practice. An optometrist provides evidence-based comprehensive eye health and vision care in a professional, culturally safe, and ethical manner, in accordance with the HPCA Act and ODOB standards. Optometrists conduct eye examinations, diagnose eye disease or other conditions, and prescribe optical appliances or medications for defects in sight or diseases of the eyes. An optometrist must be registered with the ODOB and hold a current practising certificate to practise in NZ. Optometrists are required to maintain their competence through a recertification programme to be allowed to keep practising. |
| Scope of practice | As defined in the HPCA Act which states a “scope of practice”: <ol style="list-style-type: none"> a) “means any health service that forms part of a health profession and that is for the time being described under section 11, and b) in relation to a health practitioner of that profession, means one or more of such health services that the practitioner is, under an authorisation granted under section 21, permitted to perform, subject to any conditions for the time being imposed by the responsible authority.” |
| Supervision | Supervision is a formal arrangement, defined in the HPCA Act as the monitoring of, and reporting on, the performance of a health practitioner by a professional peer or approved person. Meetings while under supervision are formal and structured, with the supervisor leading the meetings and ensuring that all required elements are discussed. Specific cases will be discussed, and the practitioner may be required to keep a log of certain patients, and/ or bring copies of patient records, so that they can be examined and discussed with their supervisor at these meetings. |

5. Scopes of practices

- 5.1. The ODOB has one scope of practice for dispensing opticians, and three scopes of practice for optometrists, pursuant to sections 11 and 12 of the HPCA Act (please refer to Appendix 1 for more details). They are:
 - 5.1.1. Provisional optometrist scope of practice
 - 5.1.2. Optometrist scope of practice
 - 5.1.3. Independent Glaucoma Prescriber (IGP) scope of practice – Ophthalmic laser surgeries
 - 5.1.4. Dispensing optician scope of practice.
- 5.2. All dispensing opticians in Aotearoa New Zealand (NZ) are registered in the dispensing optician scope of practice only.
- 5.3. All optometrists in NZ are registered in one or more optometrist scopes of practice:
 - 5.3.1. Optometrists registered in the provisional optometrist scope of practice are required to work under supervision and are not permitted to prescribe medicines for the full period of their registration in this scope. Reporting intervals are to be determined by the Board (or its Professional Standards Committee (PSC), under delegation). Registration in this scope is time-limited and will either end after 3 years, after another period as specified by the Board, or on the successful completion of an ODOB-accredited therapeutics qualification leading to registration in the optometrist scope of practice (whichever is shorter).
 - 5.3.2. Optometrists registered in the Optometrist scope of practice with the “Independent Glaucoma Prescriber (IGP)” endorsement on their scope of practice are permitted to undertake independent glaucoma management and treatment. Please refer to the *Glaucoma guidelines for New Zealand optometrists*.
 - 5.3.3. An optometrist registered in the Specialist optometrist scope of practice – Ophthalmic laser surgeries is authorised to perform specified ophthalmic surgical procedures below the mucous membrane or surface of the skin. Specifically, they are authorised to perform:
 - a) neodymium:yttrium-aluminum-garnet (Nd:YAG) laser capsulotomy; and/ or
 - b) neodymium:yttrium-aluminum-garnet (Nd:YAG) laser peripheral iridotomy.

6. Prescribed qualifications for registration

- 6.1. The ODOB is required to prescribe qualifications for each of its scopes of practice, and for that purpose, to accredit and monitor education institutions, degrees, courses of studies or programmes (s118 of the HPCA Act).
- 6.2. Practitioners who hold any of the listed prescribed qualifications required for each scope of practice (s12 of the HPCA Act) are eligible for registration.
- 6.3. International graduates with overseas qualifications who do not hold a prescribed qualification can apply for an assessment of their qualification (s15(2) of the HPCA Act).

7. Registration pathways

- 7.1. There are four registration pathways:
 - 7.1.1. Registration Pathway 1: Dispensing Optician
 - 7.1.2. Registration Pathway 2: Provisional Optometrist
 - 7.1.3. Registration Pathway 3: Optometrist
 - 7.1.4. Registration Pathway 4: Specialist Optometrist – Ophthalmic Laser Surgeries
- 7.2. Please refer to Appendix 2 for more details.

8. Registration requirements and procedures

- 8.1. To be considered for registration, applicants must apply on the correct form, provide the required documentation and pay an application fee. Incomplete applications cannot be considered. The ODOB considers a duly completed application for registration as soon as reasonably practicable after receiving it.
- 8.2. All applicants are required to ensure the ODOB receives accurate and relevant information (both within the application form and by way of supporting documentation), to enable the ODOB to consider the application. The ODOB has authority to cancel the registration of any applicant who obtains registration by making a false or misleading representation (whether oral or written) or who is found not to have been entitled to be registered.

8.3. Application not considered where monies owing

- 8.3.1. If any fines, costs, or expenses that the applicant has been ordered by the Health Practitioners Disciplinary Tribunal to pay remain unpaid, the Registrar may decline to take any action, or to permit any action to be taken, on the application for registration until the fine, costs, or expenses are paid. The applicant may request the Board to review any such decision to decline to act on the application.

8.4. Consideration of applications

- 8.4.1. An application for registration will be considered taking account of all three prerequisites: meeting fitness for registration requirements as set out in section 16 of the HPCA Act, and
- 8.4.2. holding a prescribed qualification for the scope of practice applied for as set by the Board under section 12 of the HPCA Act, and
- a) evidence of competence to practise within the specified scope of practice.
 - b) Applicants who graduated with the relevant prescribed qualification, and who have never registered with the ODOB, or any other authority must also refer to the ODOB's Policy for new graduate registration.

8.5. Fitness for registration

- 8.5.1. An applicant for registration must satisfy the requirements set out in section 16 of the HPCA Act. That is, the applicant must not be registered if:
- a) They do not satisfy the ODOB that they are able to communicate effectively within the scope of practice in which they are applying to be registered; or that their **ability to communicate in and comprehend English is sufficient to protect the health and safety of the public.**
 - i. To satisfy this requirement, the applicant must meet one of the options set out in ODOB's Policy on English language requirements.
 - ii. In addition to this, the ODOB may, before registration is granted, or before authorising a change to an applicant's existing scope of practice, require the applicant to take and pass an assessment set or recognised by the ODOB, to satisfy the ODOB that the applicant is competent to practice in NZ in the scope they have applied for or that the applicant's ability to communicate in and comprehend English is sufficient to protect the health and safety of the public.
 - b) The ODOB considers that the applicant is unable to practise in the scope applied for because of a **mental or physical condition:**
 - i. Applicants are required to make a formal declaration (and disclose relevant information) in relation to their mental and physical health.
 - ii. Applications for registration that contain disclosures relevant to the ODOB's decision-making are referred to the ODOB's Executive Committee (EC) with the registration application. The EC has the delegated authority from the Board to determine if the application can proceed (with or without possible conditions on practice relevant to the monitoring, and/ or management of the health condition).
 - iii. If the EC declines to accept the application, the applicant will be informed that the EC proposes to decline the application. The applicant will then have an opportunity to make written submissions or be heard (either personally or through their representative) in respect of the proposed decision.

- c) The applicant has been **convicted by any court, is under investigation in respect of disciplinary matters or subject to an order of a professional disciplinary tribunal:**
- i. They have been convicted by any court in NZ or elsewhere of any offence punishable by imprisonment for a term of three months or longer, and the ODOB is not satisfied that the offence does not reflect adversely on their fitness to practise.
 - ii. They are under investigation in respect of any matter that may be the subject of professional disciplinary proceedings in NZ or in another country, and the ODOB is not satisfied that those proceedings do not reflect adversely on their fitness to practise.
 - iii. They are subject to an order of a professional disciplinary tribunal, in NZ or in another country, or to an order of an educational institution accredited by the ODOB, or an authority or of a similar body in another country; and the ODOB is not satisfied that the order(s) do not reflect adversely on their fitness to practise.
 - iv. Applicants are required to make a formal declaration (and disclose relevant information) in relation to any such circumstances. Applicants must also disclose police or other investigations whether or not they have resulted in formal court proceedings or have been resolved out of court. Applications for registration that contain disclosures relevant to the ODOB's decision-making are considered by ODOB's Registrar/ Deputy Registrar. The Registrar/ Deputy Registrar can determine, under delegation and as per the HPCA Act (s15-17), if the application can proceed.
 - v. If the Registrar declines to accept the application, the Registrar/ Deputy Registrar will inform the applicant of the proposal to decline the application. The applicant will be given an opportunity to make written submissions and be heard (either personally or through their representative) in respect of the proposed decision. Relevant cases are referred to the ODOB's Executive Committee as required.
- d) The **ODOB has reason to believe** that the applicant **may endanger the health or safety of members of the public.**
- i. The Registrar/ Deputy Registrar, under delegation, may determine if the application can proceed.
 - ii. If the Registrar/ Deputy Registrar declines to accept the application on the basis that they have reason to believe that the applicant may endanger the health or safety of members of the public, they will inform the applicant that they propose to decline the application.
 - iii. The applicant will be given an opportunity to make submissions or be heard (either personally or through their representative) in respect of the proposed decision.

8.6. Competence in scope of practice

- 8.6.1. An applicant must provide any information ODOB requested as part of their application, relating to the applicant's competence to practice. This includes certificates of good standing/ certificate of professional status, CVs, and written references.
- 8.6.2. The Board (or delegate) or Registrar (or delegate) may require an applicant to take and pass an assessment or examination set or recognised by the Board or Registrar, to satisfy that the applicant is competent to practise in the desired scope of practise, before registration is granted or before authorising a change to an applicant's existing scope of practice.
- 8.6.3. Such a requirement is part of the process of considering the application and cannot be taken as a proposal to decline the application.

8.7. Registration may be granted subject to conditions

- 8.7.1. The ODOB's primary consideration is to protect the health and safety of members of the public by ensuring that optometrists and dispensing opticians are competent and fit to practise in their scope/ s. In considering an application for registration, the ODOB must consider whether the applicant is qualified and competent to practise within the requested scope of practice. To ensure this, ODOB can consider whether conditions may be required on an applicant's registered scope of practice.
- 8.7.2. These conditions may include that the applicant:

- a) practise under supervision or oversight
 - b) not perform certain tasks, or perform those tasks only under certain circumstances
 - c) practise only in a stated capacity, for example as an employee or a nominated person or a person of a stated class
 - d) practise in association with one or more nominated persons or persons of a stated class
 - e) practises only for a specified period
 - f) attain one or more further stated qualifications or further experience of a stated kind
 - g) practise under any other condition that the ODOB believes on reasonable grounds to be necessary to protect the safety of the public.
- 8.7.3. If the ODOB considers registration may only be granted subject to conditions, it will inform the applicant of its proposed decision. The applicant will be given an opportunity to make written submissions and be heard (either personally or through a representative) in respect of the proposed decision.
- 8.7.4. Registration to work within the provisional optometrist scope of practice will only be granted to a practitioner who is able to provide details of where they intend to practise optometry in NZ. This is required to enable the place of work and the supervisor to be approved by ODOB.
- 8.7.5. An applicant may be asked to attend a registration interview with an ODOB employee or approved agent.

9. Conditions on a scope of practice

- 9.1 A decision to impose a condition on a registrant's scope of practice could be made by the Registrar (or delegate) or Board (or delegate). In most cases the Registrar, Deputy Registrar and/or Executive Committee of the ODOB are responsible for registration decisions, as delegated by the Board.
- 9.2 A condition for registration can be applied when an applicant for registration or restoration does not meet the criteria for registration for fitness, competence, or qualification reasons.
- 9.3 In all cases the ODOB must be satisfied that the imposition of conditions is necessary to protect the health and safety of the public or to ensure the competent practise of the practitioner.
- 9.4 **Conditions**
- 9.4.1. The purpose of a condition is to ensure any risk to the public is managed while allowing the applicant to practise, consistent with Article 23 of the United Nations Declaration of Human Rights: The right to work.
- 9.4.2. Section 22 of HPCA Act details the types of conditions that may be included on an applicant's scope of practice. These may include requirements that the applicant:
- a) practice under the supervision or oversight of another health practitioner
 - b) not perform particular tasks, or only do tasks in stated circumstances
 - c) may only practice in particular circumstances e.g., not as a solo practitioner
 - d) may only practise for a specific period e.g., number of hours
 - e) must carry out further training or gain further experience, and
 - f) adhere to any condition that the ODOB believes on reasonable grounds to be necessary to protect the safety of the public.
- 9.5 **Inclusions/requirements**
- 9.5.1 Inclusions/requirement are particulars of a condition that are personalised by the ODOB to fit the circumstances and reflect the level of regulatory intervention needed to mitigate any risk. They may include:
- a) Mandatory supervision at a prescribed frequency
 - b) Supervision from a Board approved supervisor
 - c) Reporting to the ODOB from supervisors and/ or employers
 - d) Undertaking specific training
 - e) Specific testing e.g., drug/ alcohol, psychological

- f) Job specific limitations e.g., limiting of tasks or patient contact requirements
- g) A requirement to inform the employer and/ or supervisor about the presence of the condition/ s and its requirements
- h) A requirement to inform the ODOB about any changes to the practitioner’s situation e.g., employment, health, or other changes.

9.5.2 Where relevant, the condition(s) may be proposed in conjunction with the practitioner’s employer and/ or supervisor. Appropriate consent will be sought from the practitioner to enable this.

9.6 Power to impose conditions

9.6.1 When the ODOB use its power to impose a condition/s on a practitioner’s scope of practice, it will adhere to the principles of natural justice, right touch regulation, and the HPCA Act to give the applicant notice of the reasoning and intention, before imposing the condition/s.

9.6.2 The applicant will also be given an opportunity to make written submissions and be heard (either personally or by a representative) on the matter, before it is imposed.

9.6.3 Refer to the *ODOB’s Policy for reconsideration of decisions*.

9.7 Transparency

9.7.1 Personalised conditions are stated on the practitioner’s annual practising certificate and the public register (ss138 and 152 of the HPCA Act).

9.7.2 Practitioners who have conditions on their scope of practise, must make their supervisor and/ or employer aware of the specific requirements of their condition unless extenuating circumstances are presented and approved by the Board (or delegate).

9.7.3 Where the ODOB makes an order relating to a practitioner, they may consider naming the practitioner in accordance with the *ODOB’s Naming Policy*.

9.8 Review of conditions (and its inclusions/requirements) and lifting of conditions when met

9.8.1 Conditions imposed by the ODOB will be regularly reviewed by ODOB to ensure they remain appropriate.

9.8.2 The time frame for review will be specified at the proposal of the condition(s), along with specific requirements for lifting of the condition(s) when they are met.

10. Notes on a scope of practice and the public register

10.1. In order to protect the public, the ODOB may add notes on all registrants from a particular scope of practice, such as the Provisional scope of practice to inform the public of its specific requirements.

10.2. Notes will appear on the practitioner’s annual practising certificate and/or the public register.

11. Requirements for the application of an APC, or the renewal of APC

11.1 Once registered, practitioners may not practice without a valid practising certificate. The ODOB’s practising year is from 1 April to the following year 31 March. Practitioners apply for their annual practising certificate (APC) by applying for their practising status (My Status) in the myODOB portal. Refer to the ODOB’s Policy for issuing of practising certificates.

11.2 Following the appropriate public consultation and/or Gazette process, the ODOB may at any time include:

11.2.1. requirements on practitioners to meet before they may apply for and be issued with a practising certificate, or

11.2.2. additional requirements in the recertification programme.

11.3 Cardiopulmonary resuscitation (CPR)/ first aid certification requirement

- 11.3.1 As of 1 April 2023, all new and existing optometrists and dispensing opticians need to provide a current CPR/ first aid certification that meets the ODOB's requirements to apply for or renew their annual practising certificate (APC). This includes Australian applicants through the trans-Tasman Mutual Recognition Agreement Act 1997 (TTMRA) pathway.
- 11.3.2 The first CPR/first aid certification must meet the minimum requirements of the New Zealand Qualifications Authority (NZQA) standards 6401 and 6402. This must be renewed every 2 years with an accredited "Refresher course" that would satisfy NZQA standards 6401 and 6402. Refer to the ODOB's *Cardiopulmonary Resuscitation (CPR) Guidelines*.
- 11.3.3 The ODOB accepts Australian CPR/first aid certification that includes the following three-unit standards: HLTAID009 Provide Cardiopulmonary Resuscitation, HLTAID010 Provide Basic Emergency Life support, and HLTAID011 Provide First Aid. However, practitioners who are practising in NZ must renew this certification within 2 years from its issuing date, and are required to meet the full NZ first aid/CPR certification requirement with NZQA standards 6401 and 6402.

11.4 Te Tiriti o Waitangi (the Treaty of Waitangi) course

- 11.4.1 All new registrants must complete an ODOB-accredited Te Tiriti o Waitangi (the Treaty of Waitangi) course as part of the recertification programme.
- 11.4.2 Registration requirements are as follows:
- a) As of 1 April 2024¹, all new registrants are required to complete an ODOB-accredited Te Tiriti o Waitangi (the Treaty of Waitangi) course before they apply for their first annual practising certificate (APC). This includes applying for registration through the Trans-Tasman Mutual Recognition Act 1997), and internationally trained graduates (including those that pass Optometry Council of Australia and New Zealand (OCANZ) Competency in Optometry Examination (COE)). This is not a registration requirement, but a requirement for holding an APC.
 - b) NZ trained applicants, i.e. NZ graduates registered between November and March the following year, are exempted for the first APC renewal, and will only need to complete this requirement by their second APC renewal.

12. Decline of registration

12.1 A decision to decline an applicant for registration or restoration to the register could be made by the Registrar (or delegate) or Board (or delegate). In most cases the Registrar, Deputy Registrar and/or Executive Committee of the ODOB are responsible for registration decisions, as delegated by the Board.

12.2 In all cases the ODOB must be satisfied that the denial of registration is necessary to protect the health and safety of the public, or to ensure the competent practise of the practitioner.

12.3 Denial of registration

12.3.1 Declining an applicant's application for registration is considered a high-level regulatory tool as it effectively prevents an individual from practising optometry or optical dispensing in NZ.

12.3.2 The ODOB will, however, consider declining applications for registration where it has been determined that there is a risk or serious risk of harm to the public from the applicant practising optometry or optical dispensing, and the risk cannot be mitigated by the use of conditions.

¹ This comes into effect on 1 April 2024. Existing registered and practising optometrists and dispensing opticians are given until 31 March 2025 to meet this requirement for their 2025 APC renewal cycle if they have not met it already. This will not count towards cultural continuing professional development (CPD) credits. This will be an additional one-off requirement for practitioners who are already registered with the ODOB. All new registrants will be expected to meet this requirement as of 1 April 2024. Practitioners must contact the ODOB's Education Officer for a current list of ODOB-accredited Te Tiriti courses to meet this requirement (cpd@odob.health.nz).

12.4 Power to deny registration

- 12.4.1 When the ODOB use its power to decline registration or restoration to the register, it will adhere to the principles of natural justice, right touch regulation, and the HPCA Act to give the applicant notice of the reasoning and intention, before making its final decision.
- 12.4.2 The applicant will also be given an opportunity to make written submissions and be heard (either personally or by a representative) on the matter, before a final decision is made.

13. Right of review

- 13.1 The Registrar, Deputy Registrar and/or Executive Committee's decision for the denial of registration is subject to a review of decision (a reconsideration) by the whole Board, or a formal appeal through the district courts.
- 13.2 The process of the review of a decision (by the Board) will be provided to the applicant when the decision is made, as this is generally the first step.
- 13.3 The applicant will also be made aware of their right to formally appeal a decision through the district court, pursuant to s106 of the HPCA Act.
- 13.4 Also refer to the ODOB's *Policy for the reconsideration of decisions policy*.

14. Restoration to the Register

- 14.1 Practitioners who have previously been registered with the ODOB, and their registration was cancelled at their own request (s142 of HPCA Act) or their name was removed from the Register under section 144 revision of the register processes, can apply to restore their name to the Register.
- 14.2 Restoration to the register will allow 'registration' status. However, practitioners must also apply for an APC before they may practise.
- 14.3 If a practitioner is applying for restoration more than 5 years since removal from the register, they must supply:
 - 14.3.1 Proof of identity
 - 14.3.2 Certified copy of original qualifications used or initial registration.
 - 14.3.3 Any additional relevant qualifications gained since initial registration, e.g. completion of a therapeutic course.
- 14.4 Practitioners who were removed from the Register prior to 18 September 2004, ruling must submit a new application for registration.
- 14.5 Practitioners who had their registration cancelled due to Health Practitioners Disciplinary Tribunal (HPDT) ruling may re-apply for registration if the HPDT ruling allows. A new registration application is required. This will be considered by the ODOB's Professional Standards Committee, or the whole Board.
- 14.6 Previous conditions on scope of practice will be re-activated if the restoration is approved. For example, if they had a condition prohibiting prescribing (due to age of qualification) prior to removal, this same condition will be reinstated. If the practitioner considers the condition is no longer applicable, they may request this be reviewed with provision of evidence for their request.
- 14.7 Regarding legacy programmes, where a practitioner's qualification did not include the competence in the use Diagnostic Pharmaceutical Agents (DPAs) ('therapeutic prescribing'), they may not practise in NZ. They must supply evidence of having completed the DPA recertification programme requirements (when it was available), and/ or written proof of an exemption approval from ODOB for competing the didactic component (at that time).

15. Related legislation, policies, and procedures

- 15.1 The ODOB's *Registration policy*
- 15.2 The ODOB's *English language requirements and tests policy*
- 15.3 The ODOB's *Competence to practise policy*
- 15.4 The ODOB's *Fitness to practise policy*
- 15.5 The ODOB's *Recertification policy*
- 15.6 The ODOB's *Policy for Optometrists returning to practice in Aotearoa New Zealand*
- 15.7 The ODOB's *Policy for Dispensing Opticians returning to practice in Aotearoa New Zealand*
- 15.8 The ODOB's *Policy for Reconsideration of decisions.*

| Revision history | | | |
|------------------|---|---------------|-------------|
| Version | Changes | Approval date | Next review |
| v1 | Drafted as a result of the ODOB's 2022/2023 transformation programme that included a full review of key policies. | January 2024 | 2027 |

SCOPES OF PRACTICE

The Optometrists and Dispensing Opticians Board (ODOB, the Board) has three scopes of practice for optometrists, and one scope of practice for dispensing opticians.

1. Dispensing Optician Scope of Practice

- 1.1 A dispensing optician registered in the Dispensing Optician Scope of Practice has a qualification prescribed by the Board, is involved in the practice of interpreting and dispensing optical prescriptions, and may perform specified delegated tasks, set by the Board, which are clinical support services for New Zealand registered optometrists or ophthalmologists who provide direct patient care.
- 1.2 A registered dispensing optician in New Zealand:
 - 1.2.1 Is qualified to give advice and instruction in the dispensing of spectacle lenses, spectacle frames (including their fitting), contact lenses, and any other optical device intended for correction of a defect of sight.
 - 1.2.2 May perform the following delegated tasks in support of New Zealand registered optometrists or ophthalmologists who provide direct patient care:
 - a) Operate diagnostic equipment, including but not limited to, automated visual field analyser, auto-refractor, non-contact tonometer, digital imaging devices, colour vision tests, standardised visual perceptual tests
 - b) Administration of pre-test questionnaires and obtaining of health information
 - c) Instruction of treatment plans
 - d) Administration of medicines under a Standing Order
 - e) “Delegated tasks” means activities that are delegated to a dispensing optician by an optometrist or ophthalmologist and which are done under the supervision of the optometrist or ophthalmologist (not necessarily direct supervision). The responsibility for ensuring the dispensing optician has the knowledge and training to perform the delegated task lies with the delegating health practitioner (optometrist or ophthalmologist), as does any interpretation, diagnosis, treatment outcomes and subsequent management of the patient.
- 1.3 Prescribed qualifications for registration in the Dispensing Optician Scope of Practice
 - 1.3.1 The applicant holds the qualification Certificate IV in Optical Dispensing, awarded by the New South Wales Technical and Further Education Commission, or proof of eligibility to graduate from this course, and has submitted a completed and signed record of training book showing evidence of the completion of a minimum of 800 hours of practical experience as specified in the record of training book, within two years of qualification or a period otherwise approved by the Board (Pathway 1 – ‘Dispensing Optician’); or
 - 1.3.2 The applicant holds the qualification Certificate IV in Optical Dispensing, awarded by the Australasian College of Optical Dispensing, or proof of eligibility to graduate from this course, and has submitted a completed and signed record of training book showing evidence of the completion of a minimum of 800 hours of practical experience as specified in the Board’s record of training book, within two years of qualification or a period otherwise approved by the Board (Pathway 1 – ‘Dispensing Optician’); or
 - 1.3.3 The applicant holds the qualification FBDO (UK) (Pathway 1 – ‘Dispensing Optician’); or
 - 1.3.4 The applicant holds the qualification FBDO (Overseas), and has submitted a completed and signed record of training book showing evidence of the completion of a minimum of 800 hours of practical experience, within two years of qualification or a period otherwise approved by the Board (Pathway 1 – ‘Dispensing Optician’); or
 - 1.3.5 The applicant has passed an optical dispensing examination approved by the board (Pathway 1 – ‘Dispensing Optician’).

2. Provisional Optometrist Scope of Practice (time-limited)

- 2.1 An optometrist registered in the provisional optometrist scope of practice provides evidence-based comprehensive eye health and vision care in a professional and ethical manner (excluding the prescribing of therapeutic medicines), in accordance with the HPCA Act, works under supervision, and is in the process of completing Board-accredited training to prescribe therapeutic medicines.
- 2.2 The Provisional Optometrist Scope of Practice is time-limited and registration in this scope of practice will end after three years, or other period as specified by the Board from time to time, or on the successful completion of a Board-accredited therapeutics qualification leading to registration in the Optometrist Scope of Practice.
- 2.3 Evidence of enrolment in a Board-accredited therapeutics course will be required at the time of registration.
- 2.4 The optometrist's registration may be subject to conditions as set out in section 22(3) of the HPCA Act.
- 2.5 These conditions may include:
 - 2.5.1 a requirement to practise under supervision;
 - 2.5.2 a requirement to practise under oversight;
 - 2.5.3 that the practitioner may not perform certain tasks, or that those tasks are only performed under certain circumstances;
 - 2.5.4 a requirement to practise only in a stated capacity, for example as an employee or a nominated person or a person of a stated class;
 - 2.5.5 a requirement to practise only for a specified period;
 - 2.5.6 a requirement to get one or more stated qualifications or further experience of a stated kind; and
 - 2.5.7 a requirement to comply with any condition the Board believes to be necessary to protect the safety of the public.
- 2.6 Prescribed qualifications for registration in the Provisional Optometrist Scope of Practice
 - 2.6.1 The optometrist must provide evidence of a pass in the OCANZ COE (Pathway 2 – 'Provisional').

3. Optometrist Scope of Practice

- 3.1 An optometrist registered in the optometrist scope of practice provides evidence-based comprehensive eye health and vision care in a professional and ethical manner, in accordance with the HPCA Act.
- 3.2 The "practice of optometry" includes:
 - 3.2.1 prescribing any ophthalmic appliance, optical appliance, or ophthalmic medical device intended for remedial or cosmetic purposes or for the correction of a defect of sight;
 - 3.2.2 assessing, diagnosing, treating and managing conditions affecting the eye and its appendages;
 - 3.2.3 prescribing medicines whose sale and supply is restricted by law to prescription by authorised prescribers;
 - 3.2.4 reporting or giving advice in an ophthalmic capacity, using the knowledge, skills, attitudes and competence initially attained for the primary optometry qualification and built upon in postgraduate and continuing clinical education, wherever there could be an issue of patient health or wellbeing;
 - 3.2.5 signing any certificate required for statutory purposes, such as driver licensing eyesight certificates; and
 - 3.2.6 holding out to the public, or representing in any manner that one is authorised to practise optometry in New Zealand.
- 3.3 The practice of optometry goes wider than clinical optometry, and includes teaching, research, optometric or eye health management, in hospitals, clinics, general optometric practices and community and institutional contexts, whether paid or voluntary.
- 3.4 Additionally, clinical practice is defined as any work undertaken by an optometrist that relates to the care of an individual patient. Non-clinical practice is defined as any work undertaken by an optometrist that does not relate to the care of an individual patient.
- 3.5 Prescribed qualifications for registration in the Optometrist Scope of Practice
- 3.6 The optometrist must satisfy all the requirements from one of the following options:
 - 3.6.1 hold a primary optometry degree from a New Zealand or Australian university accredited by the Board for the purposes of registration in New Zealand, and published on the Board's website (Pathway 1 – 'Optometrist'); or
 - 3.6.2 hold General Registration in Australia.

4. Specialist optometrist scope of practice – Ophthalmic Laser Surgeries

- 4.1 An optometrist registered in the Specialist optometrist scope of practice – Ophthalmic laser surgeries is authorised to perform specified ophthalmic surgical procedures below the mucous membrane or surface of the skin. Specifically, they are authorised to perform:
 - 4.1.1 neodymium:yttrium-aluminum-garnet (Nd:YAG) laser capsulotomy; and/or
 - 4.1.2 neodymium:yttrium-aluminum-garnet (Nd:YAG) laser peripheral iridotomy in an approved hospital setting.
- 4.2 Prescribed Qualification for the Specialist optometrist scope of practice – Ophthalmic laser surgeries
- 4.3 The optometrist must satisfy all of the following requirements:
 - 4.3.1 Hold registration in the Optometrist Scope of Practice and not be subject to any conditions; and
 - 4.3.2 have worked in a hospital ophthalmology department for a minimum of three years with at least 400 hours as a clinician in the relevant cataract and/or glaucoma clinic (as applies); and
 - 4.3.3 have demonstrated their understanding and comprehensive knowledge in the specified areas of competence for the safe delivery of ophthalmic laser surgeries published on the Board’s website (Pathway 4 – Specialist optometrist scope of practice – Ophthalmic laser surgeries) to the satisfaction of their supervising ophthalmologist; and
 - 4.3.4 have satisfactorily observed the minimum required number of surgeries being performed by their supervising ophthalmologist published on the Board’s website (Pathway 4 – Specialist optometrist scope of practice – Ophthalmic laser surgeries), attested to by their supervising ophthalmologist; and
 - 4.3.5 have satisfactorily and independently performed the required number of surgeries under the supervision of their supervising ophthalmologist published on the Board’s website (Pathway 4 – Specialist optometrist scope of practice – Ophthalmic laser surgeries), attested to by their supervising ophthalmologist.

REGISTRATION PATHWAYS FROM ACCREDITED PRESCRIBED QUALIFICATIONS

Introduction

The Optometrists and Dispensing Opticians Board (ODOB) has four registration pathways:

1. Registration Pathway 1: Dispensing Optician
2. Registration Pathway 2: Provisional Optometrist
3. Registration Pathway 3: Optometrist
4. Registration Pathway 4: Specialist Optometrist – Ophthalmic Laser Surgeries

Each registration pathway lists accredited programmes leading to registration in a specific scope of practice.

Registration Pathway 1: Dispensing Optician

Registration in the Dispensing optician scope of practice.

This registration pathway is for those who hold one of the prescribed qualifications listed below. This will allow registration in the Dispensing optician scope of practice.

To apply for this scope, applicants must hold any one of the listed prescribed qualifications.

Prescribed Qualifications:

1. Certificate IV in Optical Dispensing, Australasian College of Optical Dispensing (ACOD), Australia and Aotearoa New Zealand, or proof of eligibility to graduate from this course; and has submitted a completed and signed record of training book showing evidence of the completion of a minimum of 800 hours of practical experience as specified in the Board's record of training book, within 2 years of qualification or a period otherwise approved by the Board.
2. Certificate IV in Optical Dispensing, New South Wales (NSW) Technical and Further Education (TAFE)/ TAFE digital (conducted by Open Technical Education Network (OTEN))², Australia, or proof of eligibility to graduate from this course; and has submitted a completed and signed record of training book showing evidence of the completion of a minimum of 800 hours of practical experience as specified in the record of training book, within 2 years of qualification or a period otherwise approved by the Board.
3. Level 6³ Diploma in Ophthalmic Dispensing (United Kingdom (UK) pathway), Association of British Dispensing Opticians (ABDO), United Kingdom (UK). Graduates are awarded the Fellowship of British Dispensing Opticians (FBDO).
4. The Level 6⁴ Diploma in Ophthalmic Dispensing (Overseas pathway, for students outside the UK), ABDO; and has submitted a completed and signed record of training book showing evidence of the completion of a minimum of 800 hours of practical experience, within 2 years of qualification or a period otherwise approved by the Board. Graduates from this course are awarded the FBDO.
5. The Certificate IV in Optical Dispensing awarded by the RMIT University (Melbourne, Australia) (between 31 May 2009 - 15 September 2022)⁵.
6. An alternative qualification approved by the Board; and the Board may require a pass grade from the Competence in Optical Dispensing Examination (CODE), or another optical dispensing examination as approved by the Board.

² NSW TAFE's name has changed to TAFE Digital.

³ The ABDO programme is mapped at Level 6 on the Regulated Qualifications Framework (RQF) (England/Northern Ireland) and is recognised by the General Optical Council (GOC). A Level 6 qualification on the RQF may be recognised as a Level 7 qualification on the New Zealand Qualifications Framework (NZQF), but this would require an assessment by NZQA (<https://www.nzqa.govt.nz/>).

⁴ Level 6 on the Regulated Qualifications Framework (RQF) (England/Northern Ireland).

⁵ Previously called the Royal Melbourne Institute of Technology (RMIT) (Melbourne, Australia). Please note, on 20 July 2022, the ODOB has revoked this prescribed qualification. It comes into force on 15 September 2022. Available at: <https://gazette.govt.nz/notice/id/2022-gs2983>.

Registration Pathway 2: Provisional Optometrist

Registration in the Provisional optometrist scope of practice, with a condition.

This registration pathway is for those who have a pass in the OCANZ's COE, and who are in the process of completing a Board-accredited therapeutics qualification.

Once a practitioner has passed the Optometry Council of Australia and New Zealand (OCANZ)⁶ Competency in Optometry Examination (COE)⁷, they are eligible to apply for registration in the Provisional optometrist scope of practice, with a condition (two restrictions) applied that indicates:

- the practitioner must practise under supervision, and
- is in the process of completing Board-accredited training to prescribe therapeutic medicines.

Once both restrictions on the condition are met, the practitioner is eligible to be registered in the Optometrist scope of practice. The provisional optometrist scope of practice is a time-limited scope and registration in this scope will expire in 3 years if a practitioner does not meet the conditions in the given period.

To apply for this scope, applicants must hold this prescribed qualification:

Prescribed Qualification:

1. A pass grade in the Optometry Council of Australia and New Zealand (OCANZ) Competency in Optometry Examination.

Registration Pathway 3: Optometrist

Registration in the Optometrist scope of practice.

This registration pathway is for those who hold one of the prescribed qualifications listed below. This will allow registration in the Optometrist scope of practice.

To apply for this scope, applicants must hold any one of the listed prescribed qualifications.

Prescribed qualifications:

1. Bachelor of Optometry, Auckland University, Aotearoa New Zealand (from 2006 onwards)⁸
2. Bachelor of Vision Science/ Master of Optometry, Deakin University, Australia (from 2013 onwards)⁹
3. Bachelor of Science (Vision Science) & Master of Optometry, Flinders University, Australia (2010 onwards)¹⁰
4. Bachelor of Vision Science/ Master of Optometry, Queensland University of Technology, Australia (from 2023 onwards)¹¹
5. Doctor of Optometry, University of Melbourne, Australia (2011 onwards)¹²; or the Bachelor of Optometry, UoM (2006 onwards)¹³
6. Bachelor of Vision Science and Master of Clinical Optometry, University of New South Wales (UNSW), Australia (2017 onwards)¹⁴; or the Bachelor of Optometry (Honours)/Bachelor of Science (2011 onwards)¹⁵; or Bachelor of Optometry (2010 onwards)¹⁶
7. Bachelor of Vision Science / Master of Optometry, University of Canberra, Australia (2019 onwards)¹⁷
8. Doctor of Optometry, University of Western Australia (from 2021 onwards)¹⁸

⁶ <https://www.ocanz.org/>

⁷ <https://www.ocanz.org/examination/competency-in-optometry-examination/>

⁸ Any student that has completed their Bachelor of Optometry from 2006 onwards (conferred as of December 2006 or later), may register with the ODOB in the current Optometrist scope of practice, without any conditions prohibiting prescribing.

In 2005, and the Board developed a scope of practice "Optometrist (TPA) Endorsement" (Therapeutic Pharmaceutical Agent (TPA) Endorsement) to allow those optometrists who were appropriately trained and qualified to practice as designated prescribers. When the Medicines Amendment Act 2013 and Misuse of Drugs Amendment Regulations 2014 came into effect, there was an expansion of prescribing rights for New Zealand optometrists in 2014. This legislative change recognised that optometrists in New Zealand were, by 2014, appropriately skilled to undertake prescribing of medication in their own right and did not require formal upskilling from the 2005 therapeutic (TPA) scope of practice. The Board no longer has a TPA endorsement on its optometrist scope of practice. Instead, the current Optometrist scope of practice specifies that all registered optometrists may (amongst other things) prescribe medicines. Practitioners who chose not to upskill by 1 April 2007, were registered in the Optometrist scope of practice, with a condition that they may not prescribe medication in accordance with the 'Grandfather clause'.

⁹ Initial accreditation date.

¹⁰ This programme was first accredited in 2010 as the Bachelor of Medical Science (Vision Science) and Master of Optometry. In 2023, the programme name changed to the Bachelor of Science (Vision Science) & Master of Optometry.

¹¹ The date from when students graduated with ocular therapeutics as a part of their undergraduate course.

¹² Before 1994, this was the Bachelor of Science in Optometry. In 1994, it changed to the Bachelor of Optometry. In 2011, the programme changed to the Doctor of Optometry, with its first cohort graduating in December 2014.

¹³ The date from when students graduated with ocular therapeutics as a part of their undergraduate course.

¹⁴ The Bachelor of Optometry was first introduced in 1996. In 2011, the programme changed to the Bachelor of Optometry (Honours)/Bachelor of Science. In 2017, it changed to a Bachelor of Vision Science & Master of Clinical Optometry.

¹⁵ Initial accreditation date.

¹⁶ The date from when students graduated with ocular therapeutics as a part of their undergraduate course.

¹⁷ Initial accreditation date.

¹⁸ Initial accreditation date.

9. For applicants who hold an international optometry qualification which is not one of the prescribed qualifications listed above:
- (a) a pass grade in both the Optometry Council of Australia and New Zealand (OCANZ)¹⁹ Competency in Optometry Examination (COE)²⁰ **and** the Assessment of Competence in Ocular Therapeutics (ACOT); or
 - (b) a pass grade in both the OCANZ COE **and** a pass in an OCANZ-accredited ocular therapeutics qualification. These qualifications currently include:
 - i. Certificate in Ocular Therapeutics, Australian College of Optometry, Australia (from 2013 onwards)²¹
 - ii. Graduate Certificate in Ocular Therapeutics, Queensland University of Technology, Australia (conferred between 2006 and 2017)²²
 - iii. Graduate Certificate in Ocular Therapeutics, University of New South Wales, Australia (from 2007 onwards)²³.

Please note, each application for registration is assessed individually and conditions on a practitioner's scope may apply.

Registration Pathway 4: Specialist Optometrist – Ophthalmic Laser Surgeries

Registration in the Specialist optometrist scope of practice – Ophthalmic laser surgeries.

This registration pathway is for those already registered in the Optometry scope of practice and who have successfully completed the Board-approved training programme (prescribed qualification) for performing specific laser surgeries.

This will allow for registration in the Specialist optometrist scope of practice. Optometrists registered under this scope are authorised to perform specified ophthalmic surgical procedures below the mucous membrane or surface of the skin, specifically:

- capsulotomy; and/or
- laser peripheral iridotomy.

To apply for this scope, applicants must hold the following prescribed qualification:

Prescribed qualification:

This prescribed qualification is an internship-based training programme. The prescribed qualification for the registration pathway in the Specialist Optometrist Scope of Practice – Ophthalmic Laser Surgeries requires applicants:

1. To hold registration in the Optometrist Scope of Practice and not be subject to any conditions.
2. To have worked in a hospital ophthalmology department for a minimum of three years with at least 400 hours as a clinician in a Board-approved clinic (as applies).
3. To have demonstrated their understanding and comprehensive knowledge in the following specified areas of competence for the safe delivery of ophthalmic laser surgeries to the satisfaction of their supervising ophthalmologist:
 - a. Comprehensive knowledge of the relevant anatomy and physiology of the eye and adnexa
 - b. Knowledge of the physics of light and laser, and the penetration of light through ocular tissues
 - c. An understanding of the interaction of light and living tissue including thermal effects, photocoagulative effects, photoablative effects and photodisruptive effects
 - d. Knowledge of the wavelengths and powers utilised in ophthalmic lasers for the specific surgery
 - e. Knowledge of required sterile techniques for performing laser surgery
 - f. Knowledge of surgical procedure and specialised equipment
 - g. Knowledge of the risks and benefits for each surgery
 - h. Knowledge of appropriate management plans for adverse outcomes.

¹⁹ <https://www.ocanz.org/>

²⁰ <https://www.ocanz.org/examination/competency-in-optometry-examination/>

²¹ Initial accreditation date.

²² This programme has been discontinued.

²³ Initial accreditation date.

4. To have satisfactorily observed a minimum of 20 Nd:YAG capsulotomies and/or Nd:YAG laser periphery iridotomies (as applies) being performed by their supervising ophthalmologist, attested to by their supervising ophthalmologist.
5. To have satisfactorily and independently performed a minimum of 20 Nd:YAG capsulotomies and/or 10 Nd:YAG laser periphery iridotomies (as applies) under the supervision of their supervising ophthalmologist, attested to by their supervising ophthalmologist.