



Optometrists and Dispensing Opticians Board

POLICY ON ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES FOR DISPENSING OPTICIANS

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 practicing certificate (APC) to a dispensing optician. The Act requires the Board to set standards of clinical competence, cultural competence and ethical conduct to be observed by dispensing opticians.

Policy

Continuing Professional Development (CPD) is a key element in the maintenance of an individual dispensing optician's competence. The Board has therefore set a recertification programme under section 41 of the Act that requires dispensing opticians to maintain a minimum of 20 CPD credits every two years.

A dispensing optician 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, and how many credits to allocate to an individual activity, the Board has established a CPD Accreditation Committee - Dispensing Opticians.

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 optical dispensing.

A dispensing optician 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.

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 Association of British Dispensing Opticians (ABDO) credits may be recognised.

Due to differences in the accreditation policies of GOC, the ABDO, and the Board, each event must be accredited individually. The appropriate application forms are available from the Board. Email Hannah.Bakker@odob.health.nz.

Individual applications for accreditation of international activities

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

- A copy of the event programme and detail of any accreditation of the programme
- Any handouts given during the presentation
- Notice of approval by original accreditation organisation
- Proof of completion of CPD activity and hours attended if relevant
- Sufficient information about the learning component to assess quality and relevance of activity.

If the following information is available, it should also be provided:

- A copy of any relevant published material (if applicable)
- A receipt of any payment made in relation to the activity
- Brief details about the presenter(s) for the programme.

The CPD Accreditation Committee will require a dossier setting out the above information to enable a judgment to be made about the quality of education, relevance for dispensing opticians and time spent with each activity.

The CPD Accreditation Committee will assess only one dossier per dispensing optician per two-year CPD cycle, and requires a minimum of 60 days to consider a dossier. The final date in each CPD cycle 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.

Accreditation of CPD activities

All educational CPD activities should be at graduate level. CPD credits granted by the CPD Accreditation Committee will depend on the qualifications of the presenter, the form of the presentation and the educational quality and length of the activity.

Applications for accreditation should be made at least one month before the CPD activity is to be delivered. Retrospective accreditation will not be given. Upon receipt of the completed application, the activity will be assessed and credits assigned where applicable.

CPD activities will be accredited with 1.0 CPD credit per hour of attendance at the CPD Accreditation Committee's discretion or as indicated in the table below. Credits will be pro-rated where the activity or event is less or more than 1 hour.

Activities eligible for accreditation include:

- Seminars and conference sessions: require a minimum of three clear learning outcomes, before a single event will be assessed for accreditation.
- Distance learning: Articles with questions and answers must be at least 15 minutes in duration, and have a minimum of 6 appropriate questions to gain a minimum of one quarter CPD credit or more. The required pass mark is 70%.

Activity	Credit
Conference presentations without assessment. Participation in a structured peer group setting	1.0 credit per hour of attendance
A case presentation in a structured peer group setting (accompanied by a <i>Peer Review Activity Form</i>)	1.0 credit per hour of attendance plus 0.25 credits per ¼ hour of presentation (to nearest 15 mins)
Accredited remote learning with assessment	As accredited (Maximum 40 credits).
Preparation and first publication of original work relevant to optical dispensing for peer reviewed journals. Review of publication or original work relevant to optical dispensing for peer reviewed journals	5 credits per publication 1 credit per publication
Preparation of new material for presentation in a 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 another 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 examiners.	1.5 credits per hour of study on passing the examination/assessment (max 40 credits per qualification).
Post Graduate qualification when offered by an accredited provider	10 credits for each full year of study (max 40 credits).
Presentation of CPD accredited material - first presentation only.	Double credits allocated for presenting and preparation (up to maximum 10 credits per recertification cycle).

Attendance at First Aid training	4 credits for attendance at training lasting 8 hours', and half a point per hour up to 4 credits for attendance at subsequent first aid events or refresher training.
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CPD credits for speakers preparing and presenting CPD material

Dispensing opticians who prepare and present CPD activities accredited by the CPD Accreditation Committee will be awarded twice the number of credits allocated for attending the presentation. Credits will only be allocated for the initial delivery of the presentation. It is not the intention of the CPD Accreditation Committee to award credits for the time taken to author the presentation. The intention is to recognise the deeper level of understanding the presenter will have achieved by researching and preparing the material for the presentation.

CPD for dispensing opticians in full-time education for clinically relevant disciplines

Recognition will be granted for full-time academic study in clinically relevant disciplines. Dispensing opticians engaged in further relevant tertiary education will be granted 10 CPD credit for their course work for each full year of study up to a maximum of 40 credits.

To be awarded credits for full-time tertiary study, the applicant is required to submit an academic transcript and any other supporting documentation needed to provide the CPD Accreditation Committee with sufficient information to judge clinical relevance. Applications for credit under this policy must be received within the recertification cycle to which they would be applied.

CPD credits for peer review activities

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

Practitioners will be eligible to earn 1 credit per hour for 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 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. Practitioners must also confirm the length of their presentation. To qualify for a credit allocation there must be at least three registered dispensing opticians in attendance at the activity.

Cases presented for peer review

A case presented for peer review must have been managed within the last six months by the dispensing optician presenting the case and must not have been presented before.

The case presented should be a non-standard dispense that shows a good level of skill or ingenuity, or a difficult grief case brought to successful resolution. It must contain a description of the patient's examination findings from the optometrist, the reason for the lenses and frames chosen, comments of the client history (e.g. working environment, physical problems, any medical problems), and any other information required to convey to the dispensing optician's peers the intricacies of the case.

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 and the length of the presentation.

The CPD Accreditation Committee may audit any practitioner applying for accreditation of a case presented 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 registered dispensing optician 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 a case presentation will result in the practitioner's credits being reduced to 1 credit per hour for attendance only. 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 e.g. Skype and/or video conferencing can qualify for CPD accreditation.

Attendance

Each attendee will be given an evaluation form for any activity they attend. Participants must complete the evaluation form, tear off the CPD receipt at the bottom of the form and hand in the top portion of the form to the presenter at the end of the presentation.

After organisers (or presenters) have collected evaluation forms, they must then complete the *Summary Report Form* for each course presented. This form will give a list of all attendees and their registration number, which must be forwarded to the Board for recording and reporting.

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 30 credits.

Further information

Applications for and enquiries about accreditation of CPD activities for dispensing opticians should be directed to the Board. Contact Hannah Bakker on Hannah.Bakker@odob.health.nz or telephone on: (04) 474 0702.

Individuals submitting dossiers for assessment should email the dossier to the Board's office. On receipt, an invoice for the dossier will be issued. Upon receipt of payment, the dossier will be forwarded to the CPD Accreditation Committee.

Related policies:

Statement on continuing professional development

CPD recertification programme for dispensing opticians

Approved by the Board: November 2009

Updated by the Board: 23 July 2019

Date of next review: 8 Feb 2022

Please read the instruction carefully before submitting a peer view

All information should be supplied in full. Failure to do so can cause delays in accreditation of points to those involved. It will reduce the requirement of the CPD committee needing to return for further information.

Attendance form: (make sure you have)

- *Date*
- *Location*
- *Time taken*
- *Attendees and registration numbers*
- *Brief title of case presented, by whom and length of presentation*

Presenter Peer Review activity form

Names, date, registration number, place and time of presentation & length of presentation. Case presentation: please supply written notes from the presenter (hard copy or Electronic copy) of information provided pertaining to the case study.

Case discussion:

Please provided in a written form (hard copy or Electronic copy) all feedback that took place during the case discussion. E.g suggestion of other product that could be used, other measurements to be taken, more history required, questions asked, issues discussed etc.

Reflection on case study:

Please provided in written form (hard copy or Electronic copy) the outcome of the presentation e.g. was there general agreement with the dispense was correct? Would you change the way you dispensed this case next time? Is there further education you can take in this area? Should it be a subject for CPD at a conference?

Information required when doing a peer review. This is your check list document.

Thank you

Peer Review Activity Form – Dispensing Opticians

Name: _____ Registration Number: _____

Date of meeting: _____ Duration of meeting: _____

Length of presentation: _____

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

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

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

Reflection statement to be completed after presentation outlining what you got out of the presentation (for example, the appropriateness of your dispense, what you would do the same, what you might have changed, changes you may have made 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: _____