

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. Optometrists accredited by the Board as authorised glaucoma prescribers must obtain 8 glaucoma-specific CPD credits as described in the document "Prescribing in Glaucoma; Guidelines for NZ Optometrists".

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 Board's website. 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 optometric education. An optometrist Board member convenes the CPD Accreditation Committee, and the majority of the committee’s correspondence is conducted by email.

General provisions

Audit

All accredited CPD activities are subject to audit, both for content and time. CPD Accreditation Committee members, or appointed representatives, 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, for which activities are eligible, are outlined in the table below.

In assessing applications, the CPD Accreditation Committee will also consider:

- whether the content qualifies for clinical diagnostic (CD) credits
- 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 and clinical placements, will be considered following submission of completed documentation. All other applications for accreditation should be made prior to delivery of the CPD activity. 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 60 days before the event. Retrospective accreditation is not guaranteed. 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>)	1.0 CD/General credits per hour of attendance plus 0.25 credits per ¼ hour of presentation (to nearest 15 mins)
Clinical placements (Session of 3.5hr)	1.75CD when accompanied by a completed log book
Accredited remote learning with assessment	As accredited (Maximum 40 credits).
Preparation and first publication of original work relevant to optometry for peer reviewed journals. Review of publication or original work relevant to optometry for	5 CD/Gen credits per publication

peer reviewed journals	1 CD/Gen credit per publication
Preparation of 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 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	Credits allocated per individual application (max 40 credits)
Presentation of CPD accredited material - first presentation only.	Quadruple credits allocated for presenting and preparation (up to maximum 10 credits per recertification cycle)

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 session¹, 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. Practitioners must also confirm the length of their presentation.

To qualify for credit allocation, there must be at least one prescribing 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 have 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.

¹ Exception is peer-review for authorised glaucoma prescribers where presentation is a requirement in order to be awarded 1 glaucoma CD point per hour of involvement.

Credits will be awarded upon completion of a record of attendance by the facilitator of the activity (see Appendices 1-4) and, if applicable, confirmation that the practitioner has presented a case for peer review and the length of the presentation.

The CPD Accreditation Committee can 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 or 4) co-signed by a prescribing optometrist 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 practitioner's credits assigned for presentation, being removed. Practitioners are therefore strongly advised to complete a *Peer Review Activity Form* at the time of the peer review event, and to retain a record 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. To receive credits, a pass mark of 70% is required for a minimum of 10 questions per hour of activity).

International activities

The Board does not automatically award NZ participants the CPD credits allocated by overseas organisations for local participants. Applications for CPD 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 be applied where policy differences in hourly accreditation rates exist.

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 for submission of a dossier for consideration within any CPD cycle is 1 September of that year.

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

Recognition will be granted for academic study. Up to 40 credits per year for full-time study (and pro rata for part time study) 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. The deadline for receipt of claims for such credits for consideration within any CPD cycle is 1 September of that year.

Attendance

Documentation to assure the Board that an individual has attended a CPD activity or presentation is required. Evidence of attendance will be in the following forms:

- Events – QR codes are provided by event organisers. Attendees will scan these at the event, login and automatically log the event to their CPD account.
- Online activities – the provider will issue the participant with a certificate/confirmation of completion that can be uploaded to their CPD account as evidence when they log the CPD activity.
- Peer review – a record of attendance will be submitted to the Board by the meeting facilitator or individual. A template is available. The forms will include the registration number of the individual to minimise administrative errors.

Continuity

Credits in excess of the minimum requirement will be carried forward to the next CPD cycle as follows -

- At the end of each CPD cycle excess CD credits are 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 the Board. Contact Adele Shoebridge at Adele.Shoebridge@odob.health.nz or telephone (04) 474 0702.

Individuals submitting dossiers for assessment should email the dossier to the Board's office.

Related policies:

Statement on continuing professional development
CPD recertification programme for optometrists

*Updated by the Board: April 2021
Date to be reviewed: November 2022*

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

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

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 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: _____
(Optometrist registered in the Optometrist Scope of Practice or Ophthalmologist)

Glaucoma Peer Review Activity Form – Optometrists

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 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)