

Optical Dispensing Students

General information

WHAT TO DO DURING YOUR STUDIES

When you enrol in the optical dispensing course through OTEN/OptiBlocks you have approximately three years of study ahead of you. During this time you will be required to complete all of the modules you receive, and attend practical block courses at OptiBlocks in Gisborne. You will be invited to attend each of the prac blocks as you complete more of the course. Course fees and further information regarding the prac blocks will be outlined for you by OptiBlocks or you can go to the ADONZ website and look at the student section.

You need to re-enrol at the beginning of each year while you are studying, and the enrolment forms are available to download from the ADONZ website. It is important to enrol with these forms and follow the instructions for NZ students.

Most questions during this time should be directed to Steve Stenersen or Sue Kain at OptiBlocks (*contact details on page five*).

TEXT BOOKS*

Practical Optical Dispensing

- by David Wilson

Practical Optical Workshop

- by David Wilson & Steve Stenersen

Text books are sent to you direct from OTEN. If you do not receive yours, please contact Steve at OptiBlocks (*contact details on page five*).

Please note that the text books are only free to you while you are enrolled with OTEN/OptiBlocks. Once you finish the course, or if you are completing the course through another provider, you are required to buy this text book.

***NOTE as of January 2014:** The two text books are currently being re-written and the new editions should be available by the end of 2014.

WHAT TO DO WHEN YOU FINISH EACH MODULE

After each module is complete, you will be required to apply to OTEN to sit the test for that module. You need to find a teaching institute, JP, Minister or someone appropriate to oversee the examination.

Once you have completed all of the theory work, then you can sit the final practical exam. This is held in Gisborne over a day and a half and is normally in November.

RECORD OF TRAINING

In the final year of your study you should start completing your **Record of Training**. This is available to download from the ADONZ website in the student section. The ROT is a requirement of the Optometrists & Dispensing Opticians Board and should be sent in with your registration application.

WHAT TO DO ONCE YOU HAVE GRADUATED

Once you have received your official transcript from OTEN, and completed your Record of Training you should apply to be registered with the Optometrists & Dispensing Opticians Board. If you are not registered you are not allowed to call yourself a dispensing optician.

You are able to apply for your Annual Practising Certificate (APC) at the same time as your registration – please read the notes on the Board website. You need an APC to be able to practise in NZ as it is illegal to practise without one.

You can also contact the Deputy Registrar of the O&DO Board if you need to have the forms posted to you, or if you have any questions (*contact details on page five*).

THE REGISTRATION PROCESS

Your registration is a legal requirement and you must apply to the Optometrists & Dispensing Opticians Board.

Visit the O&DO Board website:

<http://www.odob.health.nz>

Click on **Want to Register?** And then **Apply to register as a Dispensing Optician**. Click on **Apply Using this Form** in the fifth paragraph to download the application form. Follow the instructions carefully and send all of the required information together.

Check list:

- A certified copy of your birth certificate, identification page of your passport, or driver's license
- An endorsed colour passport sized photograph attached to your application
- Evidence (original or certified copy) of any name change (e.g. Deed Poll, Marriage Certificate) if applicable
- Originals or certified copies of all relevant qualifications.
- A record (originals or certified copies) of criminal convictions (New Zealand) and/or a Police Clearance Certificate or its equivalent from any overseas jurisdiction, with an explanatory letter if applicable.
- Letter or Certificate(s) of Good Standing (originals or certified copies) dated not more than six (6) months old from all bodies with whom you have registered in the past 10 years.
- One character reference from a registered optometrist or registered dispensing optician who has known the applicant for at least a year, and who is not a relative.
- One character reference from a person who is of good standing in the community, who has no involvement in the optometric or optical dispensing profession, who has known the applicant for at least a year, and who is not a relative.

- Full curriculum vitae.
- Signed and witnessed statutory declaration
- Application fee (the current fee is listed on the Board website – please check as this may change). NB The application fee is not refundable whatever the outcome of the application.

NEW DISPENSING OPTICIAN GRADUATES MUST ALSO INCLUDE a record of training book showing evidence of the completion of a minimum of 800 hours of optical dispensing practice over a period of no more than two years.

PLEASE NOTE: The Board will not process any application unless it is fully completed. You should send all of the required documents together (and make sure that it is no more than six months old). Read the application carefully – it is important to follow the instructions or your application will be delayed.

The Board will take approximately 10 to 20 working days to process your application. In the event that there are any anomalies in the documentation you have provided, processing time is likely to increase.

When the Board has approved you for registration, your details will be listed in the Register of Dispensing Opticians.

Once registered you should use the protected title "Dispensing Optician" rather than optical dispenser.

Regulated practitioners work within a competence assurance framework that does not apply to unregulated people. You should use your protected title to differentiate yourself from those who are not regulated. If you use your protected title the Board and the profession can begin to educate the public on the benefits of seeking optical care and advice from dispensing opticians and optometrists.

You are entitled to use the following letters after your name: RDO(NZ)

THE APC PROCESS

You can apply for your APC at the same time as your registration - the APC application will be considered as soon as your registration is complete. Download the APC application form from the Board website. If you have any questions about this form, contact the Deputy Registrar of the Board.

An APC application form will be sent to you on completion of your registration if you do not apply for both at the same time. It is recommended that you apply for your registration and APC together if you intend to practice straight away. Remember that you are required to gain CPD credits once you hold an APC.

It is important to remember that it is illegal to practice without a current APC.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Optical dispensing is a registered profession in New Zealand, and you must complete CPD to prove that you are competent to practice as a dispensing optician.

You are required to complete 20 CPD credits during the 24 month cycle which always finishes on 30 November of an odd numbered year. The ADONZ will record your CPD credits, and then report those to the Board. If you are in deficit at the end of the cycle, you will be required to complete an audit to prove your competency to practice.

When you graduate you will receive 10 CPD graduation credits. You are then entered into the CPD recording system on a pro rata basis when you gain your APC. Your graduation credits are only valid for the year after graduation, so if you do not register and gain your APC in that time, they will expire. You cannot gain ordinary CPD credits at an event until you are registered and hold your APC.

It is your responsibility to maintain your CPD balance from the time that your APC is granted and you will receive a **CPD Recording form** from the Board along with your documents. You **MUST** fill this in and return it to the ADONZ. Failure to return the form could mean that you are not entered into the system and you do not receive important CPD updates.

The ADONZ will send you a CPD information pack once the form is received at the ADONZ office. This includes information about your obligations as a registered health care practitioner.

If you do not receive a CPD information pack, please contact the ADONZ office and request one.

THE OPTOMETRISTS & DISPENSING OPTICIANS BOARD (O&DO Board)

The Board is made up of four optometrists, two dispensing opticians and two lay members. It is established to carry out functions determined by the Health Practitioners Competence Assurance Act 2003. The HPCA Act sets out the functions of authorities under Part 6 Section 118 (a-m).

The O&DO Board is the Government-appointed regulator of optometrists and dispensing opticians in New Zealand. The Board's task is to ensure the on-going protection of the New Zealand public by employing methods for ensuring that optometrists and dispensing opticians are fit and competent to practise their professions.

The Board fulfils this role by prescribing the qualifications required for registration as an optometrist and dispensing optician, by setting and maintaining standards of clinical and cultural competence and ethical conduct for the two professions, and by promoting on-going education and training in the two professions.

As well as being registered in New Zealand, health practitioners must hold a current practising certificate (licence to practise) and it is the Board that issues this certificate. This certificate is renewed annually on application to the Board and is the process through which optometrists and dispensing opticians affirm that they remain fit (healthy) and competent (through on-going education) to continue practising their professions. The Board will invoice you for this in February / March each year.

Please keep your contact details up to date with the ADONZ at all times so you continue to receive important information.

THE ADONZ

The Association of Dispensing Opticians of New Zealand is your professional association formed to help and promote dispensing opticians and students. The ADONZ is non-profit and membership is not compulsory (you can decline the membership at any time), but there are many benefits:

- **ADONZ MEMBERSHIP** is provided to all students enrolled in the recognized optical dispensing courses.
Year one **FREE**
Year two **\$75**
Year three **\$75**
Graduate membership is \$150 for the first year of practicing.
- **MEMBER MEETINGS** are sometimes held in local centres. These meetings usually provide CPD accredited lectures.
- **NEWSLETTERS** are produced for all members and a dedicated **student newsletter** is provided periodically throughout the year.
- **JOB VACANCIES** are listed on the ADONZ website and are available only for members.
- **NETWORKING**, HR resources, and business advice is available.
- **ANNUAL DO & STUDENTS WAGE AND WORK SURVEY** – results are available for members at the end of each year through the ADONZ website.
- **CPD** is provided through different methods at a reduced cost to members (i.e. ADONZ Annual Conference and DVDs).

The ADONZ is a member of the **International Opticians Association** (IOA) and participates fully in promoting dispensing optics throughout the world. The current ADONZ President is also the Vice President of the IOA.

ADONZ is completely separate from the O&DO Board. The registration fee that you pay to the Board once you are qualified does not cover membership to the ADONZ. Please contact the ADONZ office for full information on subscription fees.

The ADONZ is contracted by the O&DO Board to record and report CPD for all dispensing opticians. The ADONZ maintains up to date records of credits gained which can be monitored by you through the ADONZ website. ADONZ also provides administrative support for the O&DO Board DO CPD Accreditation Committee which considers all CPD applications.

A monthly CPD newsletter is produced by ADONZ to keep all DOs and students up to date with CPD accreditation and news.

Please feel free to contact the ADONZ at any time if you have questions or need help.

THE DISPENSING OPTICIAN TITLE

The title "Dispensing Optician" is protected by law and only registered practitioners are allowed to use this. If you are not registered as a Dispensing Optician, or if you are still studying, you are not allowed to use this title.

The Ministry of Health deals with unregistered people using the title. The ADONZ is also proactive in pursuing those who are using the title illegally.

You may not be aware that the term "optical dispenser" should also not be used by persons that are unregistered.

Section 7 of the HPCA Act 2003 states: *"A person may only use names, words, titles, initials, abbreviations or descriptions stating or implying that the person is a health practitioner of a particular kind if the person is registered, and is qualified to be registered, as a health practitioner of that kind"*.

The Ministry of Health's view is that the title "optical dispenser" is so similar to the title "Dispensing Optician" that there is a real risk of consumers being misled.

The Ministry's approach in enforcing the Act is to first seek compliance. In cases where the persons are unwilling to comply with the Act, the Ministry will seek to prosecute. Prosecutions under Section 7 carry with them a fine of up to \$10,000.

The ADONZ recommends that students who are training to become Dispensing Opticians use the word "student" or "trainee" before the title Dispensing Optician so that there can be no confusion as to status.

The student (or supervisor) should ensure that the client or patient understands that you are a student, i.e. there should be at least a verbal exchange of confirmation (if not a written one). Any other titles should not be used as they have the potential to create confusion for the public.

Please make sure that you and the people you work with comply with the Act.

CONTACT DETAILS

OptiBlocks

Director	Steve Stenersen
Administration	Sue Kain
Email	optiblocks@adonz.co.nz
Phone	06 867 5465
Training Premises	OptiBlocks NZ Ltd First floor, Adairs Building, 100 Grey Street Gisborne
Post	211 Gladstone Road Gisborne 4010

OTEN

Rogers Kumar Head Teacher	Rogers.kumar@tafensw.edu.au
Andrew Visperas Teacher	Andrew.visperas@tafensw.edu.au
Steve Daras Teacher	steven.daras@tafensw.edu.au Phone 0061 2 9715 8530 Fax 0061 2 9715 8522
Chedy Kalach Teacher	chedy.kalach@tafensw.edu.au Phone 0061 2 9715 8538 Fax 0061 2 9715 8522

OTEN Optical Section	
Email	oten.optical@det.nsw.edu.au
Phone	0061 2 9715 8735
Fax	0061 2 9715 8522
OTEN learning support website	www.ols.oten.edu.au

ADONZ

Hayley Bendall Administrator	hayley@adonz.co.nz
Vanessa Cumming ADONZ President / IOA Vice President	adonzpresident@gmail.com
Peggy Savage Vice President	adonzvp@gmail.com
Phone/Fax	07 824 1044
Office Email	info@adonz.co.nz
Website	www.adonz.co.nz
Website student section	www.adonz.co.nz/resources/students
Post	PO Box 137 Morrinsville 3340

O&DO Board

(Contact the Registration Officer directly for all registration or APC enquiries)

Lindsey Riley Registrar	Lindsey.riley@odob.health.nz
Annette McCoy Registration and Recertification Officer	annette.mccoy@odob.health.nz
Website	www.odob.health.nz
Phone	04 474 0704
Post	PO Box 10140 The Terrace Wellington 6143

OPTIBLOCKS SPONSORS

Denis & Enid Kennemore and Essilor NZ (The Kennemore Fund)

The Kennemore fund is made up of very generous donations from Denis & Enid Kennemore and Essilor NZ.

This fund directly helps New Zealand optical dispensing students who are enrolled with OTEN/OptiBlocks.

	
	
	
	

This information has been supplied by the ADONZ. All of the information is periodically updated to keep up with changes and alterations to procedures and staff etc. The most up to date version of this is always available on the ADONZ website: www.adonz.co.nz/resources/students