

CPD

What you need to know

BACKGROUND

The Association of Dispensing Opticians of NZ is contracted by the Optometrists & Dispensing Opticians Board to record and report CPD credits for all New Zealand dispensing opticians. Even if you are not a member of the ADONZ, your CPD credits will be recorded by the ADONZ, and you will receive CPD updates and newsletters.

The CPD news is produced monthly and emailed direct to all DOs and students as well as posted on the ADONZ website blog (members can also access them through their messages). The CPD News has current lists of availabilities and how to gain your CPD credits. Please read the CPD News regularly to keep up to date.

Your contact details (especially your email address) must be kept up to date with the ADONZ and the O&DO Board at all times.

REMEMBER - IT IS YOUR RESPONSIBILITY TO MONITOR YOUR CPD

CPD REQUIREMENTS

- **As a registered Dispensing Optician in New Zealand, you need to gain 20 Continuing Professional Development (CPD) credits per cycle.** The CPD cycle is 24 months long.
- You must gain at least one cultural competency CPD points per CPD cycle.
- Newly registered DOs must incorporate a Treaty Workshop or some form of Treaty learning as part of CPD during the first two years of registration with the Board.

If you gain more than the 20 credits required, credits can be carried over to the next cycle, but at a rate of 50% up to a maximum of 30 credits. You may not gain credits for attending the same session twice within the same CPD cycle.

A cycle will always start on **1 December at the end of an odd numbered year** and will run through until **30 November on the next odd numbered year** (ie begin on 1 December 2013 and end on 30 November 2015 etc). It is recommended that you aim to achieve 10 CPD credits each year to keep up to date.

You will receive a CPD statement from ADONZ during the first week of December of the reporting year (ie 2013, 2015 etc) and your balance will be reported to the Optometrists & Dispensing Opticians Board on the 20th of December. If you are in deficit at the end of the two year cycle, you will be required to complete an audit with the O&DO Board. If you do not hold a current APC, you are not required to gain CPD credits.

If you become registered during the year, you may not have to gain the full 20 credits required for your first CPD cycle – you will be entered into the CPD system on a pro rata basis (*please see below*).

Please refer to the following list to see how many credits are required if you become registered part way through a year.

MONTH (YEAR 1)	CREDITS REQUIRED	MONTH (YEAR 2)	CREDITS REQUIRED
December	20	December	11
January	20	January	10
February	19	February	9
March	19	March	8
April	18	April	7
May	18	May	6
June	17	June	5
July	16	July	4
August	15	August	3
September	14	September	2
October	13	October	1
November	12	November	0

You may start collecting credits from the date you gain your **APC** (Annual Practising Certificate) and not before.

Newly qualified dispensing opticians will be credited with 10 CPD credits for the year following graduation (qualification is noted as the date on your official transcript from OTEN or RMIT). Once you are registered with the O&DO Board and have your APC you will be entered into the CPD system and your graduation credits will activate. If you do not register and gain your APC in the year following graduation, your graduation credits will expire – they will not carry forward.

If you are away from optical dispensing for a period of time and do not renew your APC, you will be required to show proof of competence to practice. It is important to note that CPD is a requirement for APC renewal. The Board has set a CPD recertification programme, and you will be notified of what you need to do when applying to renew your APC. You may be referred to the Competence Review Committee who, on a case by case basis, depending on how long you've been away, will set a programme that will enable you to get back into the workforce.

FREQUENTLY ASKED QUESTIONS ABOUT CPD

Question: When does the CPD cycle start and finish?	Answer: The current CPD cycle began on 1 December 2015 and will finish on 30 November 2017. This is known as the 2016-2017 cycle. The next cycle will begin on 1 December 2017 and finish on 30 November 2019. This will be known as the 2018-2019 cycle. The CPD cycle for DOs will always end on an odd numbered year.
Question: How many credits do I need to gain each year or cycle?	Answer: You are required to gain 20 credits per cycle . A CPD cycle is 24 months long and you have the full 24 months of a current cycle to gain them. All credits will be entered and up to date for all DOs by the end of a current cycle.

<p>Question: Is there a requirement to gain a certain number of the different “types” of CPD? ie Clinical / Ethical / Cultural competencies</p>	<p>Answer: Yes – please see below for requirements.</p> <ul style="list-style-type: none"> • All DOs must gain at least one cultural competence CPD point per CPD cycle. • Newly registered DOs must incorporate a Treaty Workshop or some form of Treaty learning as part of CPD during the first two years of registration with the Board. <p>The O&DO Board recommends that you gain some credits in all competencies ie clinical competence, ethical conduct and cultural competence. The ADONZ recognizes that it may be difficult to find ethical and cultural related points at times. The ADONZ National Conference usually provides at least one point in each of these competencies each year.</p> <p><i>As of December 2015, practitioners will note that the new standards require completion of cultural competence CPD as part of the Board’s recertification programmes (all DOs are now required to incorporate cultural competence training as part of each CPD cycle). The Board agreed that it did not need to make specific recommendations as to the form of cultural competence CPD required to be completed as this is a continually evolving area and the Board prefers not to be restrictive with regard to the type of activity that might be classed as ‘cultural competence’.</i></p> <p>The Codes of Practice for DOs are available on the ADONZ website: www.adonz.co.nz/resources Please read the codes and be aware of your obligations.</p>
<p>Question: How do I check my balance and find out how many CPD credits I have?</p>	<p>Answer: Monitor your CPD balance at any time by going to the ADONZ website: www.adonz.co.nz You don’t have to be a member of ADONZ – you will get different options depending on your membership status.</p> <p>To log in for the first time: Go to the ACCESS YOUR CPD box in the right-hand corner of the home page. Use your registration number: 61-00XXX and “default” as your password. Once you have logged in successfully please change your password so that the system can retrieve it if you forget it. If you need help to log in, please contact the ADONZ office.</p>
<p>Question: What happens if I don’t gain the required 20 credits in time?</p>	<p>Answer: The O&DO Board will require you to complete a deficit self-audit and you may have a condition placed on your scope of practice requiring you to remedy your CPD deficit and meet half of the current CPD requirement within a shortened time frame. You will also be required to complete the outstanding credits during the next CPD cycle. Example: if you only gained 16 credits during the cycle, the outstanding 4 will carry forward - you would be required to gain 24 in the next cycle.</p>
<p>Question: What happens to extra credits if I gain more than the requirement within a current cycle?</p>	<p>Answer: Credits can be carried forward to the next cycle, but at a rate of 50% up to a maximum of 30 credits. Examples: if you gained 4 extra credits, 2 would carry forward to the next cycle. If you gained 30 or more extra credits 15 would carry forward.</p>
<p>Question: Where can I gain CPD credits to meet the requirement?</p>	<p>Answer: Ways to gain your CPD requirements are listed in the monthly CPD News (this is the only place where you will find this information). The CPD News is updated every month and emailed to all DOs and students that ADONZ has contact details for. It is also posted on the ADONZ home page blog and may be accessed by everyone. All DOs should keep email contact details current with ADONZ at all times to ensure that they are kept up to date with CPD announcements.</p>
<p>Question: Why do I have to gain CPD?</p>	<p>Answer: CPD is a requirement of the O&DO Board once you are registered and hold an APC. The Board has set the requirement of 20 CPD points per 24 month cycle as a means to monitor the competence of DOs to practice.</p>

OTHER FREQUENTLY ASKED QUESTIONS

<p>Question: What do I do if I go on leave (or stop working for a period of time) and still hold an APC?</p>	<p>Answer: If you go on leave for a period of time you must contact the Registration & Recertification Officer at the O&DO Board (<i>contact details on last page</i>). She will let you know the correct procedure for your circumstances. You have the option of not holding an APC for the time while you are away. Remember that if you hold an APC you must gain the CPD requirement of 20 credits.</p>
<p>Question: I’ve been audited and have a question...</p>	<p>Answer: Audits are a requirement of the O&DO Board - NOT the ADONZ. If you are required to complete an audit at some stage, please direct all questions to the Board Registration & Recertification Officer (<i>contact details on the last page of this newsletter</i>).</p>

<p>Question: Where do I find the Codes of Practice for DOs?</p>	<p>Answer: The Codes of Practice for DOs (and other CPD forms and documents) are available on the ADONZ website: www.adonz.co.nz/resources or www.adonz.co.nz and click on RESOURCES. You don't need to log in to be able to find this information. If you can't find what you're looking for, please contact the ADONZ office and it will be emailed to you.</p>
<p>Question: What is the difference between the ADONZ and the O&DO Board and what do they do?</p>	<p>Answer: The Association of Dispensing Opticians of NZ Incorporated (ADONZ) is your professional association formed to help and promote DOs and students. The ADONZ is non-profit and membership is not compulsory, but there are many benefits including the monthly E-News, job vacancy notices, networking, HR resources, and business advice. Free membership for students and reduced membership rates for newly graduated students are available. CPD is provided by ADONZ through different methods at a reduced cost to members (i.e. ADONZ National Conference and DVDs).</p> <p>The ADONZ is a member of the International Opticians Association (IOA) and ADONZ Past President Vanessa Cumming is the current IOA President.</p> <p>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 DOs through the ADONZ website. ADONZ also provides administrative support for the O&DO Board DO CPD Accreditation Committee which considers all CPD applications.</p> <p>The CPD News is produced by ADONZ and is available to all DOs and students each month.</p> <p>The Optometrists & Dispensing Opticians 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 (am). The O&DO Board is the Government appointed regulator of optometrists and dispensing opticians in NZ. 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.</p>
<p>Question: How do I update my details with ADONZ and the O&DO Board?</p>	<p>Answer: To update your details with ADONZ please EMAIL them to Hayley at the office: hayley@adonz.co.nz Please do not just update your details on the ADONZ website – this will not update your details throughout the system and you will miss out on important information.</p> <p>Contact Annette McCoy at the O&DO Board directly to update your details with them: Annette.McCoy@odob.health.nz</p>
<p>Question: What letters can I use after my name when I'm qualified?</p>	<p>Answer: Post nominal letters are the letters that you use after your name when you're qualified. All DOs who qualified through TAFE NSW/OTEN or RMIT with the Certificate IV in Optical Dispensing qualification should use the following letters: RDONZ (no gaps or dots required). If you qualified elsewhere you should use the letters that you gained upon completion of that qualification ie FBDO.</p>

IMPORTANT - USE OF DISPENSING OPTICIAN TITLE

As you all know, use of the "Dispensing Optician" title is protected and only registered practitioners are allowed to use this. If you are not registered, or if you are studying to become a DO you are not allowed to use this title.

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

If you know of people who are incorrectly using the title, you can send the ADONZ their details and we will follow up with them. If the situation is not fixed promptly at that time, ADONZ will then refer it to the Ministry of Health.

STUDENTS - ADONZ recommends that all enrolled optical dispensing students use the title **Student Dispensing Optician** or **Trainee Dispensing Optician**. Other titles are confusing for the public and may not accurately convey your status.

MONITOR YOUR BALANCE www.adonz.co.nz

To view your CPD balance at any time, please go to the ADONZ website. Go to the **ACCESS YOUR CPD** box in the bottom right corner of the home page – enter your registration number (or your email address if you are a student) and your interim password is **'default'**. Please change your password once you have logged in so that the system can retrieve your password if you forget it. You do not need to be a member of ADONZ to access this information.

AT A CPD EVENT

When you attend a CPD event you will receive an Evaluation Form upon entry to the session. Complete all sections of this form at the end of the session (front and back), and tear off your CPD receipt. It's important that you keep the CPD receipt for your records, and hand in your Evaluation Form to the organizer of the event so your CPD credits can be recorded. Your NAME and REGISTRATION NUMBER must be on the form so that CPD can be recorded for you.

END OF CYCLE REPORTING

You will receive a CPD statement at the end of the CPD cycle. This statement outlines all of the sessions you have attended during the two year period. This final balance will be reported to the Board. All you need to do is look through the statement, make sure that everything recorded matches up with your records and CPD receipts kept from each session, and if all is correct - **DO NOTHING!** If you see that there is a difference between your records and the statement contact the ADONZ office immediately. The final date for making amendments is usually 19th December.

PLEASE DO NOT SEND IN YOUR CPD RECEIPTS TO THE OFFICE. KEEP THESE IN A SAFE PLACE IN CASE OF AN AUDIT BY THE O&DO BOARD, OR TO PROVIDE PROOF OF ATTENDANCE AT AN EVENT IF REQUESTED.

DISTANCE LEARNING and CROSS CREDITS

The following procedure applies if you have completed distance learning that is not listed in the CPD News.

The O&DO Board DO CPD Accreditation Committee 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**.

If you have completed distance learning, a minimum of 10 questions and answers are required, and you must have had a pass mark of 70% to be able to apply for cross credit. *You may include articles etc that have less than ten questions and answers, but these will only be eligible for half a credit at the most. All applications will be assessed by the O&DO Board DO CPD Accreditation Committee and will be awarded CPD credits or not depending on content.*

The Board has a set fee payable with submission of a dossier. There is no limit to the number of articles etc that you can include in your dossier – just make sure that you have completed five copies of the relevant forms for each individual application included.

Only one dossier per dispensing optician will be accepted per two year CPD cycle.

If submitting a dossier, you should send it with payment and a completed payment form (available on the ADONZ and the Board's website) to the ADONZ. The ADONZ will forward your payment to the O&DO Board and will process your application once the Board confirms your payment has been accepted.

POST TO: ADONZ PO Box 137 Morrinsville 3340	COURIER TO: ADONZ Attention Hayley C/- Airey & Bendall Optometrists and Opticians 47 Moorhouse Street Morrinsville
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After the Committee has assessed the dossier, the results will be forwarded to the ADONZ office for recording. You will receive confirmation by email from the ADONZ once your credits have been finalised.

If you would like to put a dossier together, please see the list below and make sure that **all** of the paper work is completed before it is submitted. All relevant forms must be completed before applications will be considered. Forms are available on the ADONZ and Board websites, or you can contact the ADONZ office.

Each application in the dossier requires **FIVE** copies of each of the following along with your completed application forms:

- One Application cover page
- Event Form
- Any handouts given during the presentation
- A copy of the article (if applicable)
- Receipt of any payment made
- Notice of approval by original accreditation board
- Proof of completion of CPD

You need sufficient information to prove the length of the presentation and to enable content of the presentation to be assessed. Cross credit forms are available to download from the ADONZ website.

****If you are a member of ADONZ they will apply for cross credit on your behalf. You should contact the office to arrange this. You must email them a copy of the article or presentation, and confirmation of your marks on completion. Everything else will be done for you and you will be notified of the results. The ADONZ pays all charges for you if you are a member.***

THE O&DO BOARD DO CPD ACCREDITATION COMMITTEE

The Accreditation Committee is an O&DO Board committee and a separate entity to the ADONZ. The ADONZ provides administrative support to this committee.

This Committee is convened by a DO Member of the Board, along with three other members, appointed by the convenor. The committee assesses all applications for CPD accreditation on a case by case basis.

The current members of the committee are:

Lorraine Helson - Convenor
R John Billings
Steve Stenersen
David Wilson

CONTACT DETAILS

CPD queries: contact ADONZ / **Registration, APC, or audit queries:** contact the O&DO Board

 <p>Association of Dispensing Opticians of NZ Inc (ADONZ) www.adonz.co.nz</p>		 <p>Optometrists and Dispensing Opticians Board (O&DO Board) www.odob.health.nz</p>	
Hayley Bendall <i>Administrator</i>	Hayley@adonz.co.nz info@adonz.co.nz	Annette McCoy <i>Registration and Recertification Officer</i>	Annette.McCoy@odob.health.nz
Peggy Savage <i>President</i>	adonzpeggy@gmail.com	Lindsey Pine <i>Registrar</i>	Lindsey.pine@odob.health.nz
Postal	ADONZ PO Box 137 Morrinsville 3340	Postal	O&DO Board PO Box 10140 The Terrace Wellington 6143
Phone	07 824 1044	Phone	04 474 0704

ADONZ office information:

Office hours: Hours will vary (especially during school holidays), but the office is usually open on weekdays from 9.30am to 3.00pm

Sending information to the ADONZ office: Please scan and email - you will receive a confirmation email when your document is received. If you do not hear from the office within two working days, please contact Hayley. **ADONZ can no longer receive faxes** – please don't try to fax to the office.

*This information has been provided for all
Dispensing Opticians by the ADONZ.*



THE ASSOCIATION OF DISPENSING OPTICIANS
OF NEW ZEALAND INCORPORATED