



# 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 practising 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 [info@adonz.co.nz](mailto:info@adonz.co.nz) or [www.adonz.co.nz](http://www.adonz.co.nz). The ADONZ is the Association of Dispensing Opticians of New Zealand, which is contracted by the Board to record CPD for dispensing opticians.

#### *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. 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 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, payable with submission of the dossier, of \$204.00 (incl. GST) for assessment of an individual dossier.

## 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 one whole CPD credit or one half CPD credit at the CPD Accreditation Committee's discretion.

Activities eligible for accreditation include:

- Seminars and conference sessions: A minimum of a 1 hour presentation is required with 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 an hour in duration, and have a minimum of 10 questions and answers for each hour of activity. The required pass mark is 70%.

### 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 CPD credit for their course work according to the following schedule:

- Each full year of study (up to final year) 10 credits
- Final year of study 60 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 by 30 August in the first year of study and by 30 September in subsequent years.

### 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. 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.

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 ADONZ for recording and reporting to the Board.

### **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:

CPD Accreditation Committee  
C/- ADONZ  
PO Box 137

Morrinsville 3340

[info@adonz.co.nz](mailto:info@adonz.co.nz)  
[www.adonz.co.nz](http://www.adonz.co.nz)

Individuals submitting dossiers for assessment should send the dossier, with payment and a completed payment form (available on the Board's website) to the Board's office for processing of the fee, before the dossier will be forwarded to the CPD Accreditation Committee.

Related policies:

Statement on continuing professional development

CPD recertification programme for dispensing opticians

*Updated by the Board: May 2014*



## Peer Review Activity Form – Dispensing Opticians

Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Duration of meeting: \_\_\_\_\_

*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 and/or dispensing 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 dispensing 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: \_\_\_\_\_