
THE OPTOMETRISTS BOARD OF HONG KONG

**Manual for Continuing Professional
Development Scheme**

2011

The Optometrists Board of Hong Kong

Manual for Continuing Professional Development (CPD) Scheme

Introduction

1. As primary care practitioners, optometrists have a duty to their patients to keep abreast of latest developments in the profession and the discipline.
2. To ensure that all registered optometrists keep updating their skills and knowledge in the field of Optometry, the Optometrists Board encourages all registered optometrists to undertake continuing education.

Purpose

3. The purpose of continuing professional development is to safeguard the well-being of members of the public and the community at large by requiring all the registered optometrists to attend continuing professional development activities on a regular basis.

CPD Requirement

4. A minimum of 30 hours of continuing professional development activities will be required over a CPD cycle of 3 years. For the voluntary cycle which started on 1 November 2004, the Optometrists Board encourages all registered optometrists to participate in the Scheme. When the Scheme becomes mandatory upon legislative amendments, all registered optometrists will have to fulfil the CPD requirement in order to have their practising certificates renewed.

What qualifies as “continuing professional development”?

5. Certified attendance of the following Optometrists Board accredited activities shall qualify as continuing professional development -
 - a. conferences
 - b. workshops
 - c. seminars
 - d. lectures
 - e. demonstrations
 - f. talks
 - g. practical sessions
 - h. other courses which have direct relevance to the practice of Optometry.

The minimum number of CPD hours to be awarded is one. After the first CPD hour, fraction or portion of the hour will be rounded down to the nearest half-hour.

For programmes where consecutive interpretation is available, the number of CPD hours to be allocated will be suitably adjusted downwards. The time allocated for examinations / tests will not attract any CPD hours.

What does certified attendance mean?

6. There must be documentary evidence to show attendance. This is provided by the organizer of the continuing professional development activities. No certificate of attendance shall be issued to attendees who are late for over 15 minutes.

Documentary evidence

7. Documentary evidence such as certificate of attendance should be kept for 4 years for the purpose of audit. It is the responsibility of the optometrist to produce the evidence when requested by the Board.

Who accredits the continuing professional development activities?

8. The Registration Committee of the Optometrists Board would accredit Programme Providers and individual CPD activities other than those organized by accredited Programme Providers.

Declaration

9. When the CPD Scheme becomes mandatory, registered optometrists, when applying for renewal of practising certificate, will be asked to declare that they have completed the continuing professional development requirement required by the Board. The declaration form at Annex A has to be submitted with the application.

Audit

10. The Secretary of the Optometrists Board will perform random audits to check for compliance. Randomly selected registered optometrists will be asked to submit documentary evidence continuing education attendance as declared.

Non-compliance

11. If any discrepancies or false declarations are found, the case would be referred to the Chairman of the Education Committee who, if considered appropriate, would refer the case to the Preliminary Investigation Committee of the Optometrists Board for consideration of disciplinary proceedings.

General notes

What may be claimed?

12. The hours of continuing professional development which may be claimed must represent the actual hours spent on educational activities. Non-educational activities such as social functions and business meetings may not be claimed.

List of Pre-approved Programme

13. The list of pre-approved CPD programmes is as follows -
- (i) Accredited /approved programmes of Council on Optometric Practitioner Education (COPE); and
 - (ii) international conferences held by the American Optometric Association, the American Academy of Optometry, Canadian Optometric Association, and annual conference of the Optometrists Association of Australia; biennial conference of the College of Optometrists, UK, annual conference of the New Zealand Association of Optometrists, and that held by the New Zealand College of Optometrists, Asia Pacific Optometric Congress, the Hong Kong Optometric Conference and the Asia Cornea and Contact Lens Conference, would be accepted / accredited.

List of Pre-approved Programme Providers

14. The following local organizations are pre-approved programme providers for the period from November 2004 to October 2013 -
- (i) The Hong Kong Polytechnic University;
 - (ii) The Hong Kong Association of Private Practice Optometrists;
 - (iii) The Hong Kong Optometric Association; and
 - (iv) The Hong Kong Society of Professional Optometrists.

CPD Record Form for CPD Scheme for Registered Optometrists

for the CPD cycle from 1 July ____ (year) to 30 June ____ (year)

	Name of CPD Activity¹	Date	CPD hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<i>(Please use supplementary sheet if necessary and sign.)</i>			Total CPD hours attained:

¹ CPD activities include (i) CPD activities organized by the accredited programme providers, (ii) individual CPD activities accredited by the Optometrists Board, and (iii) pre-approved CPD programmes under item 13 of the Manual for CPD Scheme.

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1. I confirm that I have fulfilled the yearly requirement of 10 CPD hours.
 2. I **agree / do not agree** to give consent to the Optometrists Board to publish my name and registration number on its website.
 3. I understand that the Optometrists Board may require me to provide documentary evidence to substantiate the accredited CPD hours I have obtained.

Name : _____ Registration No. : _____

Signature : _____ Date : _____

Note:

1. Completed form should be returned to the Optometrists Board Secretariat by fax ((852) 2865 5540), e-mail (info@smp-council.org.hk) or post (2/F, Shun Feng International Centre, 182 Queen's Road East, Wanchai, Hong Kong).
2. A certificate of attainment will be issued to registrants who have attained 10 or more CPD hours in the year. Subject to the registrant's consent, his / her name and registration no. will be published on the Optometrists Board's website.