

OPTOMETRISTS BOARD
視 光 師 管 理 委 員 會

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14 May 2021

To: All registered optometrists

Dear Sir / Madam,

Mandatory Continuing Professional Development (CPD) for Optometrists

The mandatory Continuing Professional Development (“CPD”) Scheme for all registered optometrists will be implemented with the commencement of the first 3-year cycle on 1 July 2021. We now inform you of the details of the new scheme, as well as invite you to join a question and answer (Q&A) session.

Scheme Details

The mandatory CPD scheme is generally modelled on the current voluntary scheme of the Board. The manual of the new scheme has already been uploaded onto the Board's website. You can preview the manual through scanning the following QR code. A fact sheet of the new scheme is attached for reference –



The manuals on the accreditation of programme providers and individual CPD activities are also available on the Board's website at the link: <https://www.smp-council.org.hk/op/en/content.php?page=cpd>

Corresponding amendments, which will take effect from 1 July 2021, have been made to Section 1.3 of Part III of the Code of Practice for Registered Optometrists. Attached are the pages on the amended section.

Once again, registrants are encouraged to make use of the mobile application “Guidebook” jointly used and managed by Accredited Programme Providers (“APPs”), viz The Hong Kong Polytechnic University, The Hong Kong Association of Private Practice Optometrists, The Hong Kong Optometric Association and The Hong Kong Society of Professional Optometrists, to facilitate your participation and record keeping of your CPD

activities. The step-by-step installation guide is available through scanning the following QR code –



Q&A Session

To help the profession understand the new scheme, the Board's Education Committee and the four APPs will jointly hold a Q&A session. You may choose to physically attend the session, or virtually join via Zoom. To encourage participation, requests for new registration on the "Guidebook" mobile application from registrants enrolled in the Q&A session will be handled with priority. Details of the Q&A session are as follows –

Date	: 17 June 2021 (Thursday)
Time	: 7:30 p.m. – 9:00 p.m.
Venue	: 12/F, Cheung Lee Commercial Building 25 Kimberly Road, Tsim Sha Tsui, Kowloon
Details of Zoom meeting	Meeting ID, login password and meeting link will be sent via email after enrolment

If you wish to attend the Q&A session, please complete the enrolment form available through scanning the following QR code. The form is also available at the link: <http://shorturl.at/mCNUV> –

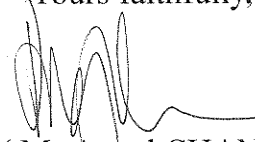


If you are willing to assist in teaching fellow optometrists on the use of the mobile application, you are cordially invited to join the Guidebook volunteer team. Please indicate your wish through the above enrolment form, and designated persons of APPs will get in touch with you shortly.

For enquiries on the Q&A session, please contact the organisers –

E-mail	: opb@dh.gov.hk
Fax	: 2865 5540
Phone	: 2527 8363 (Secretariat) and 2333 3386 (APPs)
WhatsApp	: 5430 6325 (APPs)

Yours faithfully,



(Ms Angel CHAN)
Secretary, Optometrists Board

Fact Sheet on Mandatory Continuing Professional Development (CPD) Scheme for Optometrists

Goal

To enhance standard and credibility of registrants through mandatory participation in the CPD scheme

Persons Involved

All registered optometrists, regardless of which parts of the Register their names are in and whether they are residing in Hong Kong, are subject to the mandatory scheme.

CPD Cycle

A CPD cycle will span three calendar years. The first mandatory cycle begins on 1 July 2021 and ends on 30 June 2024. Registrants entering into the profession after the start of any 3-year CPD cycle would be allowed to comply with the mandatory requirement on a pro-rata basis. The years away from the end of the prevailing 3-year CPD cycle would be rounded down to the nearest integer.

CPD Point Requirements

An attainment of 30 CPD points in each 3-year cycle is required. To allow greater flexibility, no minimum annual requirement will be set.

Scope of CPD Activities

There are five categories of activities, including –

- Receptive participation (e.g. attendance of talks, meetings, workshops and seminars etc.);
- Active participation (e.g. giving lectures);
- Post-graduate Studies
- Self-study (i.e. Self-study in the form of pre-approved online continuing education courses; or periodic reading of pre-approved optometry/ vision-sciences- related journals); and
- Publication;

The categorisation is the same as in the voluntary scheme. In recognition of the trend of e-learning, the annual ceiling of CPD points for self-study is uplifted to 5 CPD points.

Reporting System

An honour system will be adopted. Registrants will be required to declare their CPD attainment every three years alongside the renewal of their annual practising certificate.

Keeping of Records

Optometrists should keep proper record of their own CPD attainment, for a minimum period of five years. Such record has to be submitted to the Board upon request.

Audit

The Secretary of the Board may from time to time randomly select some of the registrants for audit check on declaration on attainment made.

Exemption

When certain criteria are met (such as the condition is certified by medical advice and that the registrant is not in active practice), the CPD requirement could be exempted or partly exempted on ground of acute / prolonged illness, permanent disability or cessation of active service.

Non-compliance

For cases of non-compliance as declared by the registrants or discovered by the Secretary of the Board during audit check, the Board Education Committee will conduct an assessment. If the non-compliance is found remediable, the optometrist will be required to engage in a remedial programme for the deficiency, which must be finished within the specified timeframe. For cases, upon assessment, are found not remediable, they will be filed to the Preliminary Investigation Committee of the Board, and will be handled in accordance with the prevailing disciplinary procedures.

Pre-approved Programmes

On top of those in the voluntary scheme, accredited/ approved Continuing Education and Training (CET) programmes of General Optical Council (GOC) is added.

Pre-approved Programme Providers

Same as the voluntary scheme's, viz The Hong Kong Polytechnic University; The Hong Kong Association of Private Practice Optometrists; The Hong Kong Optometric Association; and The Hong Kong Society of Professional Optometrists.

第 III 部

有關專業行為的進一步指引

1. 一般專業道德

- 1.1 視光師的一切行為必須為自身及視光專業帶來榮譽。
- 1.2 視光師無論何時，均須將患者的最佳利益列為大前提。
- 1.3 視光師無論何時，均須保持最高的專業水準，並須努力不懈學習最新的專業知識和技能。就此，視光師須按照管理委員會不時修訂的《註冊視光師持續專業發展計劃手冊》(《手冊》)的規定，參加持續專業發展活動，獲取所需的持續專業發展學分。不遵照《手冊》所定的持續專業發展要求者，有可能被視為犯了專業上的不當行為。

(於 2021 年 7 月 1 日修訂)

- 1.4 視光師有責任將一切有關患者的資料加以保密，但如須將患者轉介往其他專業人士，或須依法將資料披露，則屬例外。

- 1.5 視光師必須為所有患者保存充份的紀錄；有關紀錄由患者最後一次求診當日起計，須保存至少 5 年。

2. 與其他視光師的關係

- 2.1 當視光師覺得自己並不是應付患者需要的最佳人選時，應該徵詢其他視光師的意見。這一點尤其重要，因為視光師有多類，市民未必瞭解自己所選擇的視光師可以提供哪一類的視力護理服務。在是否須要將患者轉介方面，視光師固然應審慎就自己所曾接受的訓練以及在檢驗方面所能達致的水準作出決定。

- 2.2 患者如由某視光師轉介往另一位視光師，則兩位視光師須各自向患者收費。與他人共分收費是違反專業道德的行為。與未有在相稱程度上參與服務的人共分該項服務的收費，或提供或收取回佣等，均屬違反專業道德行為，可導致紀律處分。

- 2.3 視光師須避免對其他視光師的專業技能、知識、服務或資歷作明示或暗示的貶毀。

PART III FURTHER GUIDANCE ON THE CONDUCT OF THE PROFESSION

1. General Professional Ethics

- 1.1 An optometrist should at all times act in a way which brings credit on himself and the profession.
- 1.2 An optometrist must keep the best interests of the patient uppermost in his mind at all times.
- 1.3 An optometrist must maintain at all times the highest standard of professional competence and continually strive to update and extend his or her professional knowledge and skill through undertaking continuing professional development ("CPD") activities and acquiring the necessary CPD points in accordance with the Manual for CPD Scheme for registered optometrists (which may be revised from time to time by the Board). Any failure to comply with the CPD requirement in the Manual for CPD Scheme for registered optometrists may be deemed as professional misconduct.

Amended on 1.7.2021

- 1.4 It is the duty of an optometrist to keep confidential all information concerning a patient unless disclosure is made in the course of referral to another professional or is required by law.

- 1.5 An optometrist must keep adequate records of all patients for a minimum period of five years from the date on which the patient last consulted the optometrist.

2. Relationship with Other Optometrists

- 2.1 Consultation with other optometrists should be arranged when an optometrist feels that he is unable to best meet the needs of his patient. This is especially vital while there are different categories of optometrists, possibly resulting in a member of the public being uncertain what the optometrist of his choice is able to provide in the way of optometric care. In matters of referral, it is recognized that the ability to perceive the need to refer will vary according to the training the optometrist has received and with the standard of examination he is able to provide.

- 2.2 In cases where a patient is referred to another optometrist, both optometrists must charge their appropriate fee separately. Splitting of fees is unethical. Sharing fees with any person who has not taken a commensurate part in the service for which the fees are charged is considered to be an unethical practice, as also is the provision or receipt of rebates, and may lead to disciplinary action.