

**Mandatory Continuing  
Professional Development (CPD)  
Scheme for Optometrists**

**註冊視光師  
強制性持續專業發展計劃**

# Scheme Details

- Generally modelled on current voluntary scheme of the Board.  
強制性持續專業發展計劃以現行的自願計劃作藍本
- The manual of the new scheme has already been uploaded onto the Board's website  
新計劃的指南已上載至委員會網頁
- <https://www.smp-council.org.hk/op/file/pdf/m-cpd--scheme.pdf>

# Scheme Details

- The manuals on accreditation of programme providers and individual CPD activities are also available on the Board's website  
有關評審認可籌辦機構及個別活動的指南亦已上載委員會網頁
- <https://www.smp-council.org.hk/op/en/content.php?page=cpd>

# Scheme Details

- 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.  
註冊視光師專業守則第 III 部第 1.3 條亦已作相應修訂。有關修定將於 2021 年 7 月 1 日生效。
- [https://www.smp-council.org.hk/op/file/pdf/op\\_practice\\_e\\_2021.pdf](https://www.smp-council.org.hk/op/file/pdf/op_practice_e_2021.pdf)

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*

1.3 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）

# Scheme Details

- Make use of the mobile application “Guidebook” jointly used and managed by Accredited Programme Providers (“APPs”) (SO , HKPolyU; HKAPPO; HKSPO; HKOA)  
委員會再三鼓勵你使用由四個預獲核准持續專業發展課程的籌辦機構(“APPs”)一同使用和管理的手机應用程式 Guidebook
- Facilitate your participation and record keeping of your CPD activities  
以協助你參與持續專業發展活動及保存紀錄
- Installation guide 安裝指南  
[https://www.smp-council.org.hk/op/file/pdf/guidebook\\_app\\_web.pdf](https://www.smp-council.org.hk/op/file/pdf/guidebook_app_web.pdf)

# Goal

## 計劃目的

- To enhance standard and credibility of registrants  
提升註冊視光師的水準與公信力

# Target Registrants

## 目標註冊人士

- All registrants (Part I to Part IV)  
所有註冊人士 ( 第I部分至第IV部分)
- Residing in Hong Kong or not  
不論是否居港



# CPD Cycle

## CPD 週期

- Each CPD cycle should span 3 calendar years.  
計劃的週期為 3個曆年
- The first mandatory cycle begins on 1 July 2021 and ends on 30 June 2024.  
首個週期由 2021 年 7月 1日開始，在 2024年 6月 30 日完結
- 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.  
在任何一個3年週期開始後入行的註冊視光師，可按比例遵從有關的強制性要求。距離當時所屬 3年週期完結的餘下年數，將調低至最接近的整數

# CPD Point Requirements

## CPD 學分的要求

- Requirement of 30 CPD points per 3-year cycle  
每3年為一個週期，每個週期要求30學分
- To allow greater flexibility, no minimum annual requirement will be set  
為增加彈性，計劃不設每年最低學分要求

# Scope of CPD Activities

## CPD 活動的範圍

- Categories of recognised CPD activities remain unchanged

新計劃的活動類別保持與自願計劃相同

- Receptive participation 參加認可課程
- Active participation 參與培訓/籌劃認可課程
- Post-graduate studies 深造課程
- Self-study 自學
- Publication 發表作品

No.	Category	Description	Allocation of CPD Points	Maximum CPD points to be allocated per year
1	<b>Receptive participation</b>	<ul style="list-style-type: none"> <li>• Certified attendance in any CPD activity as accredited by the Board : <ul style="list-style-type: none"> <li>– Activities organized by the 4 Accredited Programme Providers<sup>1</sup></li> <li>– Activities as validated by the Board on application by institutions/individual optometrists</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• For core activities<sup>2</sup>: <ul style="list-style-type: none"> <li>– 1 CPD point per hour</li> </ul> </li> <li>• For non-core activities<sup>3</sup>: <ul style="list-style-type: none"> <li>– 0.5 CPD point per hour</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Core activities: <ul style="list-style-type: none"> <li>– Nil</li> </ul> </li> <li>• Non-core activities: <ul style="list-style-type: none"> <li>– 5 CPD points</li> </ul> </li> </ul>
2	<b>Active participation</b>	<ul style="list-style-type: none"> <li>• Active participation as speaker, panelist, presenter, trainer in any accredited CPD activity.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 CPD point per 15 minutes of presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 CPD points</li> </ul>
3	<b>Post-graduate studies</b>	<ul style="list-style-type: none"> <li>• Didactic post-graduate studies in academic institutions leading to higher qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• For core activities: <ul style="list-style-type: none"> <li>– 1 CPD point per hour</li> </ul> </li> <li>• For non-core activities : <ul style="list-style-type: none"> <li>– 0.5 CPD point per hour</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Core activities: <ul style="list-style-type: none"> <li>– Nil</li> </ul> </li> <li>• Non-core activities: <ul style="list-style-type: none"> <li>– 5 CPD points</li> </ul> </li> </ul>
4	<b>Self-study</b>	<ul style="list-style-type: none"> <li>• Self-study in the form of online continuing education courses at Appendix Ia.</li> <li>• Periodic reading of optometry/ vision-sciences-related journals at Appendix Ib.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 CPD point for the completion of each online course plus quiz.</li> <li>• 1 CPD point per year.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 CPD points (whereas a ceiling of 2 CPD points for periodic reading)</li> </ul>
5	<b>Publication</b>	<ul style="list-style-type: none"> <li>• Publication in peer-reviewed journals related to optometry / vision-sciences.</li> </ul>	<ul style="list-style-type: none"> <li>• First / last/ corresponding author : <ul style="list-style-type: none"> <li>– 5 CPD points per publication</li> </ul> </li> <li>• Other author : <ul style="list-style-type: none"> <li>– 3 CPD points per publication</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 5 CPD points</li> </ul>

項目	活動類別	內容	每項活動所得的學分	每年可分配的學分上限
1	以受眾角色參與活動	<ul style="list-style-type: none"> <li>獲證明出席委員會認可的持續專業發展活動：               <ul style="list-style-type: none"> <li>由 4 間認可課程籌辦機構<sup>1</sup>舉辦的活動</li> <li>由機構／個別視光師提出認可申請並經委員會審定的活動</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>核心活動<sup>2</sup>：               <ul style="list-style-type: none"> <li>每小時可獲 1 個學分</li> </ul> </li> <li>非核心活動<sup>3</sup>：               <ul style="list-style-type: none"> <li>每小時可獲 0.5 個學分</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>核心活動：               <ul style="list-style-type: none"> <li>不設上限</li> </ul> </li> <li>非核心活動：               <ul style="list-style-type: none"> <li>5 個學分</li> </ul> </li> </ul>
2	以主導角色參與活動	<ul style="list-style-type: none"> <li>擔任認可持續專業發展活動的講者、專題小組成員、導師或培訓員</li> </ul>	<ul style="list-style-type: none"> <li>每 15 分鐘的講學時數可獲 1 個學分</li> </ul>	<ul style="list-style-type: none"> <li>5 個學分</li> </ul>
3	深造課程	<ul style="list-style-type: none"> <li>於學術機構修讀授課式深造課程，以獲取更高資歷</li> </ul>	<ul style="list-style-type: none"> <li>核心活動：               <ul style="list-style-type: none"> <li>每小時可獲 1 個學分</li> </ul> </li> <li>非核心活動：               <ul style="list-style-type: none"> <li>每小時可獲 0.5 個學分</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>核心活動：               <ul style="list-style-type: none"> <li>不設上限</li> </ul> </li> <li>非核心活動：               <ul style="list-style-type: none"> <li>5 個學分</li> </ul> </li> </ul>
4	自學	<ul style="list-style-type: none"> <li>以自學方式完成附錄 Ia(只備英文版本)載列的網上持續進修課程</li> <li>定期閱讀附錄 Ib(只備英文版本)載列與視光學／視覺科學相關的期刊</li> </ul>	<ul style="list-style-type: none"> <li>每完成 1 個網上課程及有關測驗，可獲 1 個學分</li> <li>每年可獲 1 個學分</li> </ul>	<ul style="list-style-type: none"> <li>5 個學分 (定期閱讀期刊可獲最多 2 個學分)</li> </ul>
5	發表論文	<ul style="list-style-type: none"> <li>發表與視光學／視覺科學相關的同行評審期刊論文</li> </ul>	<ul style="list-style-type: none"> <li>第一／最後／通訊作者：               <ul style="list-style-type: none"> <li>每篇論文可獲 5 個學分</li> </ul> </li> <li>其他作者：               <ul style="list-style-type: none"> <li>每篇論文可獲 3 個學分</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>5 個學分</li> </ul>

# Reporting System 呈報制度

- Honour system 信譽制度
- Declare the CPD attainment every three years during renewing the annual practising certificate

續領年度執業證書時，必須每三年聲明其CPD成績

# Keeping of Records

## 記錄的管理

- Keep proper record of own CPD attainment  
應妥為記錄及備存其獲取的持續專業發展學分
- For a minimum period of five years  
為期至少 5 年
- Such record has to be submitted to the Board upon request  
並須應委員會之要求提交該等記錄

# Audit 審查

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

委員會秘書會不時進行隨機抽樣審查，以查核註冊視光師所申報的持續專業發展活動記錄。



# Exemption

## 豁免

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

因急性 / 長期疾病、永久傷殘或停止執業，在符合特定條件下（如因長期疾病而情況已獲醫學意見證實且沒有實際執業者），持續專業發展要求將獲豁免或部分豁免

# Non-compliance 違反規定

- For cases of non-compliance as declared by registrants or discovered by the Board's Secretary during audit check, Board Education Committee will conduct assessment.  
委員會教育小組會就註冊視光師自行申報或委員會秘書審查發現的違規個案進行評估
- If non-compliance is found remediable, optometrist will be required to engage in a remedial programme for the deficiency, which must be finished within the specified timeframe.  
若經評估後決定違規情況可予彌補，視光師須參與並在指定期限內完成彌補性質的活動，以補足學分
- For cases, upon assessment, are found not remediable, they will be filed to Preliminary Investigation Committee of the Board, and will be handled in accordance with prevailing disciplinary procedures  
至於經評估後決定違規情況不可予彌補者，個案將提交委員會轄下的初步調查小組，並根據現行的紀律處分程序處理。

# Pre-approved Programmes

## 預獲核准課程

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

除自願性計劃已有者外，新增一項視光學總會（General Optical Council GOC）的認可 / 核准持續教育和培訓課程（CET）。

# Pre-approved Programme Providers

## 預獲核准課程籌辦機構

- Same as the voluntary scheme's, i.e.
  - 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.
- 與自願性計劃下的機構相同，即包括香港理工大學；香港執業眼科視光師協會；香港光學會；以及香港眼科視光師學會。

# Guidebook

# The Advantages of Using Guidebook

## 使用Guidebook的好處

- Free of charge 不需任何費用
- Information of all CPD activities  
所有持續專業發展活動的資訊
- Registration link 登記連結
- Check-in 報到
- Self-managed attendance record  
自我管理的出席紀錄

# If not installed Guidebook yet 未裝Guidebook

- Please submit information through the link below

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- An invitation email will be received after your identity is verified

身份核實後，將收到一封邀請電郵

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# Guidebook Volunteer Team

## Guidebook義工團隊

Contact by: 聯絡方法 :

- Whatsapp : 96117206 or 93462136
- Email: [educomoptom@gmail.com](mailto:educomoptom@gmail.com)
- **4** Pre -approved programme providers  
四個預獲核准課程籌辦機構
- Optometrist Board Secretariat  
視光師管理委員會秘書處

# Q & A Session

## 答問環節

If you need, you can raise your question  
by call or Whatsapp

如有需要可致電或 Whatsapp 提出問題

96117206 or 93462136