THE OPTOMETRISTS BOARD OF HONG KONG

Manual for Validation of Continuing Professional Development Activities

2014

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Manual for Validation of
Continuing Professional Development Activities

1.   This manual should be used in conjunction with the **Manual For Accreditation As A Provider of Continuing Professional Development Activities.** Organisations without CPD provider status may apply to the Optometrists Board for validation of a particular CPD programme / activity.

2.   Programme validation shall be carried out by the programme organisers themselves *(internal),* and by the Optometrists Board of Hong Kong (Optometrists Board) *(external),* to examine standards and the aims of the programme to assess the award of Optometrists Board-CPD Hours.

3.   Both the *internal* and *external* validations are aimed at enabling the organisations to make improvements on the proposed programme.

4.   Organisations providing CPD should carry out internal programme validation, cognisant of the fact that they should establish, maintain and improve the standards of their programmes, as part of the responsibility of providing CPD.

5.   The *external* validation process is conducted by the Optometrists Board to ensure that organisations providing CPD are:

   5.1   committed to the general requirements in programme organisation; and
   5.2   meeting the criteria for programme design

6.   The Optometrists Board may decide the need of paying a visit at the event of the CPD activity or to the organisation.

7.   **PROGRAMME DESIGN CRITERIA**
   In planning CPD programmes / activities, the organisers should adhere to the following design criteria to ensure an optimal standard of CPD provision.

   7.1 **CPD Programme/ Activity Organiser**
      There should be a CPD programme / activity organiser responsible for the planning process of the CPD programmes / activities.

   7.2 **Educational / Learning Needs Assessment and Target Participants**
      The educational programme / activity should be developed in response to the learning needs of the potential participants.

7.3 **Aims and Objectives**
The aims and objectives for the educational activity should be clearly stated.   The programme objectives should be well defined with the expected learning outcomes of the participants and their level of professional attainment.

7.4 **Content**
Content should be related to and consistent with the programme objectives.

7.5 **Allocation of CPD Points**
The time allocated for the content should be adjusted so as to allow the participants to achieve the expected learning outcomes.

There are five major categories of CPD activities.   CPD activities eligible for accreditation are further classified into **core** and **non-core** activities.   Core CPD activities shall have a higher rating of CPD points as compared with non-core ones.   Please refer to **Appendix I** for details of the CPD points allocation for each kind of activity and its corresponding constraints.

For lecture-based activities, the time allocated for examinations / tests will not attract any CPD points.   As for organizers of CPD activities, no certificate of attendance shall be issued to attendees who are late for over 15 minutes.

7.6 **Presenters / Speakers / Facilitators**
Presenters / Speakers / Facilitators must have knowledge and expertise in the content area and take part in planning / teaching / conducting the programme.

7.7 **Learning-teaching Method**
Learning-teaching method should be congruent with the programme objectives and content, and facilitate the participants to achieve their expected learning outcomes.

7.8 **Verifying Participation and Successful Completion**
Means for verifying participation and successful completion of the learning activity should be specified.   No certificate of attendance shall be issued to attendees who are late for over 15 minutes.

7.9 **Programme Evaluation**
There should be clearly defined methods for evaluation to cover the following:

- Relationship between content & learning-teaching activities and the overall objectives of the educational programme
- Expertise of presenter/ speaker/ facilitator in teaching and conducting the programme
- Appropriateness of the teaching method and facilities

8. **VALIDATION OF PROGRAMMES**
    CPD programmes / activities will be validated with regard to the following:

    8.1 **Programme Planning Team and Teaching Staff**
    The academic and professional qualifications of the CPD programme organiser and teaching staff

    8.2 **Programme Structure**
    The structure and content of the programme, its coherence and progression, the level of the intellectual challenge to programme participants, success in meeting its stated aims, currency of its contents and relevance to good professional practice

    8.3 **Learning Outcome**
    The effectiveness of the learning process, the quality of teaching and performance of the programme participants

    8.4 **Facilities and Support**
    The provision of teaching and learning facilities and the level of technical and other non-academic staff support

    8.5 **Quality Assurance**
    The monitoring, evaluation and maintenance of the standards of the programme

9. **APPLICATION FORMS AND TIMING FOR APPLICATION**

    9.1   Applications should contain all information mentioned in section 8 above. (Please also see section 5.11 of the **Manual for Accreditation as a Provider of Continuing Professional Development Activities**)

    9.2   Applicants should normally allow for 6 weeks for processing of the applications.

THE OPTOMETRISTS BOARD OF HONG KONG
Application for Validation of CPD Programmes/ Activities

Part I: Fact Sheet

Instructions: Supply complete information either directly on this form or on a form developed in a similar format.

Title   of   CPD
Programmes/ Activities   _____

Name of Organization   _____

Address   _____

_____

_____

Name of Person in-charge   _____

Title or Position   _____

Telephone Number   _____   Fax. Number   _____

E-mail Address   _____

Is this your organization's first application for validation?   ☐   Yes   ☐   No

If no, when was validation last sought?   _____

The provider unit administratively and operationally responsible for co-ordinating all aspects of the CPD activities is (if different to applicant organization):

_____

(i.e., department/ division / unit within the organization responsible for providing the CPD)

Part II: Documentation Report for Evaluation of Validation of CPD Programmes/ Activities
Data in response to Section 7 and 8 of the Manual for Validation of CPD Activities

1. ~ Beliefs & goals of the organization ~
2. ~ Educational goals of the CPD provider unit   (if different to the above) ~
3.   **~ Administrative & organizational structure ~** (Organizational chart(s) or other schematic(s) that depict the provider unit's line of authority and organizational communication within the organization as a whole as well as within the provider unit.)

The person-in-charge of the overall day-to-day management and operation of the unit is:

(Name)	*(Qualifications)*	*(Position/Title)*

Optometrist(s) responsible for the provider unit's CPD programmes/ activities are:

Name(s)	*Professional Qualifications*	*Position/Title*

The names of other persons involved in CPD programmes/ activities (such as speakers, presenters, etc) are:

4.   ~ CPD provision experience ~

Experience in holding CPD activities?

☐   Yes.   Past records of CPD activities held and the evaluation summary of the last organized CPD activities are attached.

☐   No.

5. ~ **Aims & objectives of the CPD programmes/ activities** ~

6. ~ **Target audience** ~

7. ~ **Learning outcome of the CPD programmes/ activities** ~

8. ~ **Structure and contents of CPD programmes/ activities** ~

(Please enclose the power-point presentation slides of the CPD programme or a brief description / abstract of the programme.)

9. ~ **Time allocation** ~

10. ~ Interpretation service for CPD programmes / activities ~

☐ **Yes.**

  ☐**Simultaneous interpretation.**

  ☐**Consecutive interpretation.**

☐ **No.**

11. ~ Venue and teaching/learning facilities ~

12. ~ Quality assurance and evaluation ~

(Describe all the methods used to assure quality of the programmes/ activities and evaluate the effectiveness of the programmes/ activities. Evidence of the implementation of each method should be provided. Examples include course planning committee, course handbook, information sheets, guide for designing programs, course evaluation reports, assessment of learners' performance, types of assessment, arrangement of clinical practicum, feedback from teachers & learners, etc.)

Report Summary Sheet on Validated CPD Activities

Name of the Organization _____

Programme Title and Date	Name of Optometrist involved in Planning	Objectives	Total CPD Points (If applicable)	CPD Category	Duration (Contact hours)	Speaker(s) (Name(s) & Professional Qualifications)	No. of Participants	No. of Evaluation Forms Received	Remarks

Sample of the Certificate to be issued by organizers to verify the participation and completion of the validated CPD programme / activity by registrants.

Certificate of Attendance

This certificate is to certify that _____ attended the following course / seminar / workshop:

_____

on _____ organized by _____

_____ which is a CPD programme / activity validated by the Optometrists Board of Hong Kong.

CPD Points: _____

_____
Authorized Signature and/or Organization Chop

No.	Category	Description	Allocation of CPD Points	Maximum CPD points to be allocated per year
1	**Receptive participation**	• Certified attendance in any CPD activity as accredited by the Board : − Activities organized by the 4 Accredited Programme Providers[1] − Activities as validated by the Board on application by institutions/individual optometrists	• For core activities[2]: − 1 CPD point per hour • For non-core activities[3]: − 0.5 CPD point per hour	• Core activities: − Nil • Non-core activities: − 5 CPD points
2	**Active participation**	• Active participation as speaker, ~~chairman,~~ panelist, presenter, trainer in any accredited CPD activity.	• 1 CPD point per 15 minutes of presentation.	• 5 CPD points
3	**Post-graduate studies**	• <u>Didactic</u> post-graduate studies in academic institutions leading to higher qualifications.	• For core activities: − 1 CPD point per hour • For non-core activities : − 0.5 CPD point per hour	• Core activities: − Nil • Non-core activities: − 5 CPD points
4	**Self-study**	• Self-study in the form of online continuing education courses at Appendix Ia. • Periodic reading of optometry/ vision-sciences-related journals at Appendix Ib.	• 1 CPD point for the completion of each online course plus quiz. • 1 CPD point per year.	• ~~2 CPD points~~ • 5 CPD points (whereas a ceiling of 2 CPD points for periodic reading)
5	**Publication**	• Publication in peer-reviewed journals related to optometry / vision-sciences.	• First / last/ corresponding author : − 5 CPD points per publication • Other author : − 3 CPD points per publication	• 5 CPD points

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[1] The 4 Accredited Programme Providers (APPs) are : (1) The Hong Kong Polytechnic University (PolyU); (2) The Hong Kong Association of Private Practice Optometrists (HKAPPO); (3) The Hong Kong Optometric Association (HKOA) and (4) The Hong Kong Society of Professional Optometrists (HKSPO).

[2] Core activities are activities of direct relevance to practice of Optometry.

[3] Non-core activities are activities not directly related but contributed to the understanding or expansion of optometry knowledge and skills, including subjects on other health care professions and information technology. *Activities on personal and motivational training or political meetings will <u>not</u> be accredited.*

Appendix Ia – List of pre-approved online continuing education courses recognized by the Optometrists Board as accredited CPD activity

(Updated in May 2020)

	Course Provider	Website
1.	American Academy of Optometry	https://learning.aaopt.org/
2.	American Optometric Association - EyeLearn	http://aoa.peachnewmedia.com/store/provider/provider09.php?f=https%3A%2F%2Faoa.mycrowdwisdom.com%2Fdiweb%2Fgateway
3.	Association of Optometrists	https://www.aop.org.uk/education-and-events/events
4.	Australian College of Optometrist	http://www.aco.org.au/professional-development/general-information/webinars
5.	California Optometric Association	https://www.coavision.org/i4a/pages/index.cfm?pageid=3330
6.	Centre for Eye Health	https://www.centreforeyehealth.com.au/education/on-line-cpd/
7.	CEwire2019: The Virtual Optometric Conference	https://www.cewire2019.com/#courses
8.	College of Optometry, Pacific University	https://www.pacificu.edu/academics/colleges/college-optometry/continuing-education
9.	College of Optometry, State University of New York (SUNY)	https://www.sunyopt.edu/education/academics/continuing_professional_education/online-courses
10.	College of Optometry, The Ohio State University	https://optometry.osu.edu/continuing-education
11.	College of Optometry, Western University	https://www.westernu.edu/optometry/ce/
12.	Continuing Education Online (CRO)	https://www.crojournal.com/
13.	DOCET	https://docet.info/index.php?redirect=0
14.	Evolve Medical Education	https://evolvemeded.com/
15.	Eyecare	https://cetpoints.com/
16.	Lighthouse International	https://www.lighthouseguild.org/healthcare-professionals/elearning/
17.	Marshall B. Ketchum University - Optometry Online CE	https://www.ketchum.edu/continuing-education/online-ce

18.	Medicus	http://www.mededicus.com/educ_mededicus/ce_activities.php
19.	Mivision education	https://www.mieducation.com/
20.	Neuro-optometric Rehabilitation Association	https://noravisionrehab.org/healthcare-professionals/continuing-education-opportunities
21.	New England College of Optometry	https://www.neco.edu/academics/continuing-education/online-ce
22.	Nova Southeastern University	https://optometry.nova.edu/ce/index.html
23.	Optocase - Optometry Continuing Education and Clinic Tips	https://optocase.com/cases
24.	Optometrists Online CPD	http://www.optomonline.com.au
25.	Optometry & Vision Science, University of Waterloo	https://uwaterloo.ca/optometry-vision-science/continuing-education
26.	Primary Care Optometry News Education Lab	https://cme.healio.com/optometry
27.	Review Education Group	https://www.reviewsce.com/
28.	School of Optometry, Indiana University	https://expand.iu.edu/browse/iuso-ce
29.	School of Optometry, University of Houston	http://ce.opt.uh.edu/online-ce/
30.	SECO International	https://secouniversity.com/
31.	Southern College of Optometry	https://www.sco.edu/online-ce-course-library
32.	Virtual Optometric Conference	https://www.cewire2019.com/
33.	World Continuing Education Alliance	https://wcea.education/

Appendix Ib – List of pre-approved journals
recognized by the Optometrists Board as accredited CPD activity
(Updated in May 2020)

No.	Journal Title
1.	Acta Ophthalmologica
2.	Advances in Clinical Ophthalmology
3.	American Journal of Ophthalmology
4.	Annals of Ophthalmology
5.	Annual Review of Vision Science
6.	Binocular Vision & Strabismus Quarterly
7.	BMC Ophthalmology (BMC Ophthalmol)
8.	British Journal of Ophthalmology
9.	Canadian Journal of Ophthalmology
10.	Chinese Journal of Experimental Ophthalmology/ 中華實驗眼科雜誌
11.	Chinese Journal of Ophthalmology/ Zhong Hua Yan Ke Za Zhi/中華眼科雜誌
12.	Chinese Journal of Optometry Ophthalmology and Visual Science/中華眼視光學與視覺科學雜誌
13.	Clinical & Experimental Ophthalmology (former: Australian and New Zealand Journal of Ophthalmology)
14.	Clinical and Experimental Optometry
15.	Clinical Ophthalmology
16.	Contact Lens and Anterior Eye
17.	Contact Lens Spectrum
18.	Cornea
19.	Current Eye Research
20.	Current Opinion in Ophthalmology
21.	Documenta Ophthalmologica
22.	European Journal of Ophthalmology
23.	Evidence-Based Ophthalmology
24.	Experimental Eye Research
25.	Eye
26.	Eye & Brain
27.	Eye & Contact Lens
28.	Eye and Vision

29.	Graefe's Archive for Clinical and Experimental Ophthalmology
30.	Hong Kong Medical Journal
31.	Indian Journal of Ophthalmology
32.	International Journal of Ophthalmology
33.	Investigative Ophthalmology and Visual Science
34.	JAMA Ophthalmology (former: Archives of Ophthalmology)
35.	Japanese Journal of Clinical Ophthalmology
36.	Japanese Journal of Ophthalmology
37.	Journal of American Association for Pediatric Ophthalmology and Strabismus (AAPOS)
38.	Journal of Behavioural Optometry
39.	Journal of Cataract and Refractive Surgery
40.	Journal of Clinical Ophthalmology/ 临床眼科杂志
41.	Journal of Eye Movement Research
42.	Journal of Glaucoma
43.	Journal of Neuro-Ophthalmology
44.	Journal of Ocular Pharmacology and Therapeutics
45.	Journal of Ophthalmic Inflammation and Infection
46.	Journal of Ophthalmology
47.	Journal of Optometry
48.	Journal of Pediatric Ophthalmology and Strabismus
49.	Journal of Refractive Surgery
50.	Journal of The Formosan Medical Association
51.	Journal of the Optical Society of America. A, Optics and Image Science
52.	Journal of the Optical Society of America. B, Optical Physics
53.	Journal of Vision
54.	Journal of Visual Impairment and Blindness
55.	Molecular Vision
56.	Neuro-Ophthalmology
57.	Ocular Immunology and Inflammation
58.	Ocular Surface
59.	Ophthalmic and Physiological Optics
60.	Ophthalmic Epidemiology

61.	Ophthalmic Genetics (Formerly known as. Ophthalmic Paediatrics and Genetics)
62.	Ophthalmic Plastic and Reconstructive Surgery
63.	Ophthalmic Research
64.	Ophthalmic Surgery, Lasers and Imaging Retina
65.	Ophthalmologica
66.	Ophthalmology
67.	Ophthalmology Clinics of North America
68.	Ophthalmology Times
69.	Optometric Education
70.	Optometric Management
71.	Optometry and Vision Development
72.	Optometry and Vision Science
73.	Optometry Today
74.	Progress in Retinal and Eye Research
75.	Retina – Journal of Retinal and Vitreous Diseases
76.	Retinal Cases & Brief Reports
77.	Review of Cornea & Contact Lenses
78.	Review of Ophthalmology
79.	Review of Optometry
80.	Seminars in Ophthalmology
81.	Singapore Medical Journal
82.	Spatial vision
83.	Survey of Ophthalmology
84.	The Optician
85.	Translational Vision Science & Technology
86.	Vision Research
87.	Visual Neuroscience