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# THE OPTOMETRISTS BOARD OF HONG KONG

## Manual for Accreditation as a Provider of Continuing Professional Development Activities

2014

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**MANUAL FOR ACCREDITATION AS  
A PROVIDER OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES**

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# THE OPTOMETRISTS BOARD OF HONG KONG

## Manual For Accreditation as

### a Provider of Continuing Professional Development Activities

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#### 1. INTRODUCTION

1.1 Changes are constantly affecting the optometric practice. Optometrists are required to engage in life-long active learning to enhance their professionalism to cope with the changes. Continuing Professional Development (CPD) refers to any post-registration educational, skill or experience updating which is optometric specific or healthcare related with an aim to enrich the optometrists' contribution in quality health care and help them in their pursuit of professional goals.

1.2 The Optometrists Board of Hong Kong, being a statutory body for the regulation of the optometric profession in Hong Kong, mandates the establishment of an accreditation system to govern the standard of providers for CPD.

1.3 This manual provides an overview of the Optometrists Board continuing professional development accreditation system, policies / procedures governing operation as an accredited provider to provide CPD programmes / activities and accreditation criteria for organizations to develop and organize CPD programmes / activities. Instructions on the application procedure, and application forms / formats are also incorporated to facilitate organizations applying for the accredited status.

#### 2. PURPOSES OF ACCREDITING AN ORGANIZATION AS A PROVIDER OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

2.1 To determine organizations as accredited provider(s) of CPD activities

2.2 To maintain and improve the quality of CPD

#### 3. OVERVIEW OF THE ACCREDITATION SYSTEM

3.1 All providers of CPD *must seek accreditation* from the Optometrists Board before their CPD activities can be recognized by the Optometrists Board.

3.2 Accreditation is for a *three-year period*. Accredited organizations wishing to continue their accredited status must submit a *new application* before the end of each accreditation period. All applications must document adherence to all Optometrists Board criteria and policies.

3.3 Any organization responsible for the overall development, implementation, evaluation, and quality assurance of CPD may seek accreditation as a provider. Explicitly, a university is regarded as a potential unit of providing CPD programmes/ activities.

3.4 At the discretion of the Optometrists Board, a visit to the CPD programme / activity or the applicant organization may be scheduled. The purpose of the visit is to make an accurate, firsthand assessment of the data given in the applicant's supporting documents. The Optometrists Board will work closely with the organization to verify, amplify, and clarify information presented in the written application materials and identify strengths and any areas of concern.

3.5 The Optometrists Board will decide the accreditation status or formulate *recommendations* to the applicant organization for CPD programmes / activities improvement as appropriate.

3.6 The applicant organization will be notified of the accreditation and recommendations, and the *effective period* for gaining the accreditation status.

#### **4. POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER**

Accredited providers must adhere to the following *policies and procedures*.

##### **4.1 Compliance with Optometrists Board Accreditation Criteria, Policies and Procedures**

- (1) Accredited providers are required to *implement all accreditation criteria* as stated in this Manual.
- (2) Accreditation criteria, policies, and procedures may be revised by the Optometrists Board from time to time. Providers are expected to comply with such changes and to implement appropriate *revisions* in their programmes as indicated by the Optometrists Board as soon as possible.

##### **4.2 Requirement for Reporting Data**

- (1) Accredited providers must submit *data* about their CPD activities annually (or as and when requested by the Optometrists Board), to assist the Optometrists Board to evaluate and monitor the standard of their CPD activities and programmes.
- (2) Minimal data must be able to show fulfilment of the programme design criteria as stated in the Manual for Validation of Continuing Professional Development Activities.

##### **4.3 Recognition of CPD Credit Points**

- (1) Accredited providers may use CPD credit points in their communications, marketing materials, and certificates of attendance.
- (2) Accredited providers may use the following terminology:

\_\_\_\_\_ is accredited as a Provider of Continuing  
(Name of accredited provider)

Professional Development activities by the Optometrists Board of Hong Kong for  
the period from \_\_\_\_\_ to \_\_\_\_\_.  
(Month/Year) (Month/Year)

**or**

This activity for \_\_\_\_\_ CPD credit points is provided by  
(Number)

\_\_\_\_\_, which is accredited as a Provider of  
(Name of the accredited provider)

Continuing Professional Development activities by the Optometrists Board of  
Hong Kong.

#### 4.4 **Award of CPD points**

Accredited providers must follow the guidelines for the award of CPD points as laid down by the Optometrists Board in paragraph 6 and Appendix I of its "Manual for Continuing Professional Development Scheme".

For lecture-based activities, the time allocated for examinations / tests will not attract any CPD points.

#### 4.5 **Verification of Participants and Successful Completion**

Accredited providers must award *certificates or written statements* or provide any *record* verifying an individual's participation and successful completion of each continuing education programme / activity. No certificate of attendance shall be issued to attendees who are late for over 15 minutes.

#### 4.6 **Co-provided Activities**

- (1) An accredited provider may co-provide activities with other accredited and non-accredited providers.
- (2) The co-provided activity (*for which CPD credit points will be awarded by the accredited provider*) must be planned and implemented with the **direct** involvement of the accredited provider's CPD programme / activity organizer (Para. 5.8) in all stages of development of the activity – from initial planning through implementation and evaluation.

#### 4.7 **Providers Cannot Approve Activities**

Within the Optometrists Board system, accredited providers *cannot approve* another organization's CPD activities.

#### 4.8 **Organizational Change**

- (1) Accredited organizations must *report changes* in the organization that occur after accredited status is awarded.
- (2) The Optometrists Board reviews all statements of change at its regular panel meetings.
- (3) Changes in ownership, name, and structure, as well as personnel qualifications, must be accepted by the Optometrists Board to determine the organizations' continued ability to implement the provider accreditation criteria.
- (4) Organizations are accredited under the name, structure, and ownership in place at the time of the accreditation decision.
- (5) To maintain accredited status, accredited organizations must report changes in any of the reported data, *in writing within 30 days*, for Optometrists Board's review and decision.
- (6) The Optometrists Board reserves the right to conduct visits to the organization to verify, amplify, clarify and audit the current abilities of the organization to implement the Optometrists Board accreditation requirement.
- (7) The Optometrists Board also reserves the right to withdraw approval at any time and shall not be liable for any claim for damages or loss suffered by the provider or any other party arising therefrom.

### 5. **PROVIDER ACCREDITATION CRITERIA**

5.1 Any local organization responsible for the overall development, implementation, evaluation, and quality assurance of CPD programmes / activities is eligible to seek accreditation as a provider.

5.2 Explicitly, a university is regarded as a potential unit of providing CPD.

5.3 Only organizations with acceptable experience in optometric education activities immediately before application are eligible to apply for the provider of CPD. An organization without the provider status can only apply for validation of its particular CPD programme.

5.4 An organization seeking accreditation as a provider of CPD may identify, within itself, a separate, *defined provider unit*, administratively and operationally responsible for co-ordinating all aspects of CPD programmes / activities.

5.5 The organization or its provider unit has to submit, in a written statement, its *beliefs* and *goals* about the promotion and improvement of health care through the provision of CPD. The statement, if revised, shall be reported to the Board.

5.6 *First time applicants* seeking accreditation cannot use programmes / activities co-provided with an accredited provider in their application.

5.7 The organization seeking accreditation must establish and affirm its *eligibility* as a provider, and provide supporting *documents* upon request.

5.8 The organization or its provider unit must have an unequivocal line of *authority* and *communication* among the person in-charge, an CPD programme / activity organizer.

5.9 An applicant organization must submit its *policies and procedures* to implement the Optometrists Board accreditation requirement as required in section 4 above for the Board's examination.

5.10 The process of planning, developing, implementing and evaluating the CPD programmes / activities must adhere to the *Programme Design Criteria* as specified in the *Manual For Validation of Continuing Professional Development Activities* of the Optometrists Board.

5.11 *Records* of all CPD programmes / activities shall be kept for *four years and easily accessible for the Board or programme participants' reference*. The following essential information should be included: -

- Title of the educational programme / activities
- Programme Design:
  - ◇ Aims and objectives of the educational activities  
(*Written in terms of learner-oriented outcomes*)
  - ◇ Content
  - ◇ Time frames
  - ◇ Name(s) and documentation of expertise of presenter(s)/speaker(s)/facilitator(s)
  - ◇ Learning-Teaching strategies
  - ◇ Physical facilities
- Number of CPD Points awarded
- CPD programme / activity organizer:
  - e.g. Names and titles of persons responsible for planning the education activity
- Documentation of the CPD Programme /Activity planner's expertise
- Target audience:
  - ◇ Total number of participants
  - ◇ Participants' profile: Part of registration / Mode of practice
- Attendance record
- Summary of participants' evaluations
- Verification of participation and successful completion
- Sample of certificate or written verification issued to participants upon his / her successful completion of the required educational activity
- Copies of marketing materials e.g. brochures, activity announcements, flyers, should be kept with the activity file

## **6. VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES**

6.1 Programme validation shall be carried out by the programme organizers themselves (*internal*), and by the Optometrists Board of Hong Kong (*external*), to examine the standards and aims of the programmes.

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

6.3 The *external* validation process conducted by the Optometrists Board is to ensure that accredited provider units are:

- (1) committed to the general requirements in programme organization, and
- (2) meeting the Programme Design Criteria (as stated in the **Manual For Validation of Continuing Professional Development Activities**) when organizing CPD programmes/ activities,

6.4 The Optometrists Board may visit the event of the CPD activity or to the organization.

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**Note:**

*Please refer to the details as stated in the*

**Manual For Validation of Continuing Professional Development Activities.**

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## **7 THE APPLICATION PROCESS**

7.1 Review section 4 “POLICIES GOVERNING OPERATION AS AN ACCREDITED PROVIDER” for information on the policies you must comply with as an accredited provider.

7.2 Review section 5 “PROVIDER ACCREDITATION CRITERIA” to determine if your organization is eligible for accreditation, and the required documentation or evidence of your compliance that you will need to provide is available.

7.3 Applications may be submitted at any time. Applications should be sent to the Secretary, the Optometrists Board.

7.4 Organizations applying for accreditation should conduct an internal evaluation of CPD provision in current practice, to determine to what extent the organization meets all the requirements.

7.5 The data collected from the internal evaluation of CPD provision serve as evidence to document adherence to accreditation policies and criteria.

7.6 The application form for accreditation as a provider of CPD includes the following three parts:

- (1) **Part I - Fact Sheet**
- (2) **Part II - Report for Internal Evaluation for Provision of CPD Programme**
- (3) **Part III - Report of Summary on CPD activities**

7.7 You can copy the *APPLICATION FORM* enclosed in this manual when applying for accreditation. Use supplementary sheets, if required.

7.8 First-time applicant should complete Form III the Report Summary Sheet on CPD Activities covering two years preceding application.

7.9 Accredited providers applying for renewal of accreditation status must submit a fresh application before the end of each accreditation period.

**THE OPTOMETRISTS BOARD OF HONG KONG**  
**Application For Accreditation as a Provider of CPD Activities**

**Part I: Fact Sheet**

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

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 accreditation? ☐ Yes ☐ No

If no, when was accreditation originally sought? \_\_\_\_\_

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

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

**THE OPTOMETRISTS BOARD OF HONG KONG**  
**Application for Accreditation as Provider of CPD**

**Part II: Documentation Report for Internal Evaluation of CPD Provision:**

*Data in response to Provider Accreditation Criteria*

**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:

_____	_____	_____
<i>(Name)</i>	<i>(Qualifications)</i>	<i>(Position/Title)</i>

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

<i>Name(s)</i>	<i>Professional Qualifications</i>	<i>Position/Title</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The names of other persons involved in CPD programmes/ activities are:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4. ~ CPD provision process ~**

The following documents are attached:

- ☐ Record of continuing professional development programmes / activities.
- ☐ Policies and procedures used by the provider unit to guide the operation of the unit e.g. system for awarding credit, performance assessment policies.

## **5.     ~ Evaluation ~**

(Describe all the methods used to evaluate the effectiveness of the provider unit and provide evidence of the implementation of each method. 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.)

## Part III: Report Summary Sheet on CPD Activities: Overview

( \_\_\_\_\_ - \_\_\_\_\_ )  
*Month / Year      Month / Year      (Note)*

**Note:** i) For first time applicant, period to cover is last 2 years  
 ii) For Renewal of accreditation status, period to cover is past 3 years

Name of the Accredited Provider \_\_\_\_\_ Accredited Period \_\_\_\_\_

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	Remarks

Sample of the Certificate to be issued by accredited Programme Providers to verify the participation and completion of each continuing education programme / activity by registrants.

Letter head / organization logo

### **Certificate of Attendance**

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

\_\_\_\_\_ on \_\_\_\_\_ organized by \_\_\_\_\_

\_\_\_\_\_ which is accredited as a provider of continuing professional development activities by the Optometrists Board of Hong Kong.

CPD points: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature and/or Organization Chop