



### Authority

This standard has been approved by the Australian Health Workforce Ministerial Council on 31 March 2010 pursuant to the *Health Practitioner Regulation National Law (2009)* (the National Law) with approval taking effect from 1 July 2010.

### Summary

The Optometry Board of Australia has established this standard in accordance with section 38(1)(c) of the National Law.

Consumers of optometry services have the right to expect that optometrists will provide services in a safe, competent, ethical and contemporary manner that meets best practice standards. CPD is an interactive process to maintain, enhance and extend the practitioner’s knowledge, expertise and competence throughout his or her career. CPD is an important component in the continued provision of safe and effective services.

All practising optometrists must undertake continuing professional development (CPD). This standard sets out the minimum requirements for CPD for optometrists.

### Scope of application

This standard applies to all persons who hold registration as an optometrist under the National Law, with the exception of those who hold nonpractising registration. The standard does not apply to optometry students.

### Requirements

- Registered optometrists must complete a minimum of 40 points of CPD activities each year. The number of points that may be claimed for each type of CPD activity is set out in the table below.

Activity type	CPD group	CPD activity	Points per hour of activity	Point restrictions
Face-to-face clinical learning	Group 1	Lectures, seminars, presentations, etc-without assessment	2	Minimum 12 pts per year
	Group 2	Presentations with assessment or practical small-group workshops	3	

Self-directed clinical learning	Group 3	Remote learning-with assessment	2	Maximum 10 points per year
	Group 4	Teaching in optometric undergraduate course or participation or teaching in postgraduate optometric education	5 points per subject per semester	
	Group 5	Publication in peer-reviewed journals	8 points per paper	
	Group 6	Non-accredited peer review, clinical audit, performance appraisal, reading peer reviewed journal articles	1	Maximum 10 points per year
Nonclinical learning	Group 7	Nonclinical education relevant to practice	1	Maximum 10 pts per year

- Of the 40 points required per year:
  - a minimum of 12 points per year must be in face-to-face education
  - no more than 10 out of the 40 points may be in nonclinical educational activities
  - no more than 10 out of 40 points per year may be obtained by completing courses provided by suppliers or manufacturers of optical goods and equipment
  - optometrists who hold a scheduled medicines endorsement under section 94 of the National Law, must complete at least 20 points per year in education related to the endorsement.
- In addition to the 40 points per year of CPD, all registered optometrists must have completed, within the previous 3 years, training in cardiopulmonary resuscitation (CPR) provided by or through an approved provider. A list of approved providers is published on the Board’s website. An exemption may be granted on application to the Board.
- Registered optometrists may meet this standard through:
  - participation in a CPD program delivered by an approved provider

- participation in accredited CPD activities provided by or through the optometrist's employer, an ophthalmology professional body or other professional association, or
  - a self-directed program combining accredited and non-accredited CPD activities.
5. CPD activities should be accredited in accordance with guidelines issued from time to time by the Board and published on the Board's website (<http://www.optometryboard.gov.au>).
  6. Where an optometrist chooses to meet this standard via a self-directed program that includes CPD activities that are not accredited, the program must include a balance of practice-based reflective elements such as clinical audit, peer-review or performance appraisal, as well as participation in activities to enhance knowledge, such as courses, conferences and online learning.
  7. Where an optometrist has been registered for less than 12 months, a pro rata CPD points requirement applies.
  8. All optometrists must maintain an up to date record detailing:
    - a) a self assessment of their personal CPD needs and desired outcomes
    - b) all CPD activities undertaken during the previous 3 years
    - c) how the CPD undertaken relates to the practice of optometry
    - d) an evaluation of the CPD activities undertaken to determine whether the desired outcomes have been achieved and whether the Board's CPD standard has been met.
  9. The CPD record must include supporting documentation as follows:
    - a) receipts or other proof of attendance from formal courses undertaken or conferences attended
    - b) any certificates issued on completion of CPD activities by an approved training or education provider
    - c) records of any self-directed CPD, including what activity was undertaken and for how long.
  10. Temporary absence from practice:
    - a) for up to one year — no CPD requirement
    - b) for between one and three years — complete a minimum of one year's quota of CPD activities relevant to the intended scope of practice prior to recommencement. CPD activities must be

designed to maintain and update knowledge, clinical judgement and technical skills

Note that an absence of more than three years is not regarded by the Board as a temporary absence. Such practitioners will be required to provide a plan for professional development and for re-entry to practice for the Board for consideration. See also the Board's recency of practice registration standard.

## Compliance assessment

### Renewal requirements

All registered optometrists will be required to make a declaration at annual renewal that they have met this CPD standard during the preceding period of registration. This requirement takes effect at the end of the first full year of registration under the National Law.

### Audit

In order to determine compliance with this standard, the Board may, at any time, request a registered optometrist provide their CPD records for audit by the Board. Optometrists who choose to meet this standard through participation in unaccredited CPD activities may be more likely to be subject to audit by the Board.

## Consequences of noncompliance

If a registered optometrist is unable to make the required declaration at annual renewal, the Board may refuse to renew the optometrist's registration or any endorsement of registration, or grant renewal of registration or endorsement of registration subject to conditions.

Knowingly making a false declaration will be considered by the Board to be a professional conduct matter and as such, may be dealt with by the Board through the disciplinary mechanisms available under the National Law. These mechanisms include the imposition of sanctions ranging from caution or reprimand, to suspension or cancellation of registration.

## Definitions

**Accredited CPD activities** mean CPD activities that have been approved for the purposes of this standard, in accordance with guidelines issued from time to time by the Board, and published on the Board's website.

**Approved provider** means an entity approved by the Board for the purposes of:

- delivery of an approved CPD program that may include both direct provision of CPD activities and accreditation of CPD activities delivered by other providers; or



- delivery of an accredited CPD activity; or
- provision of training in cardiopulmonary resuscitation that meets this standard.

**Cardiopulmonary resuscitation** is the technique of rescue breathing combined with chest compressions, to temporarily maintain circulation to preserve brain function until specialised treatment is available (Australian Resuscitation Council).

**Continuing professional development** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

## References

Optometry Board of Australia guidelines on CPD will be available on the Board's website.

## Review

This standard applies from 1 July 2010, with compliance assessment commencing at the first registration renewal after 1 July 2011 and 3 years of record keeping required by first renewal following 1 July 2013. The Board will review this standard at least every three years.

