



Guidelines for CPD accreditation for individual practitioners

1. Purpose

These guidelines provide information for individual practitioners on how they can apply to have continuing professional development (CPD) credits approved for activities **they have or wish to complete** as part of their recertification programme. This is for activities that have not already been accredited for CPD credits by ODOB.

These guidelines are to assist you in completing the *Application for Accreditation of CPD (individual practitioners)*, available on your myODOB portal. Log in and go to the tab marked “Forms”.

To claim CPD credits for an activity, it must meet the ODOB’s requirements for CPD accreditation. These requirements are set out in the ODOB’s:

- [CPD Accreditation Policy for Optometrists](#); and
- [CPD Accreditation Policy for Dispensing Opticians](#).

CPD activities are not limited to but can include attending events, conferences, listening to podcasts, webinars, lectures, workshops or undertaking activities such as research/reading articles, academic paper, peer review etc.

All CPD activities must also be aligned with the ODOB’s clinical, cultural safety or ethical conduct standards.

For more information, please consult the ODOB’s webpage [‘Continuing professional development \(CPD\)’](#)¹.

2. Classes of CPD credits

Each activity (Event) application must explain the content it covers by listing the contents of learning, or through learning outcomes that have been set against [Board standards](#).

There are a range of different classes for CPD credits points available, and you should select the class(s) of credits points which best aligns with the main learning outcomes of the activity you are applying for.

Class of CPD credits	Code	Description
Optometrist general	GenOPT	Learning outcomes must align with the ODOB’s <i>Clinical standards for optometrists</i> .
Dispensing optician general	GenDO	Learning outcomes must align with the ODOB’s <i>Clinical standards for dispensing opticians</i> .
Cultural	CUL	Learning outcomes must align with the ODOB’s <i>Standards of Cultural Competence and Cultural Safety for optometrists and dispensing opticians</i> .
Ethical	ETH	Learning outcomes must align with the ODOB’s <i>Standards of Ethical Conduct for optometrists and dispensing opticians</i> .

¹ <https://www.odob.health.nz/site/maintain-registration/recertification/cpd>

Glaucoma event	GE	The learning outcomes must specifically align with the aspects of diagnosis and management of glaucoma.
Glaucoma peer review	GPR	The activity meets the requirements for a glaucoma peer review (GPR) session. Note: there is a separate form for retrospective accreditation of GPR sessions – Use the GPR accreditation form available on the ODOB’s website instead ² .

Selecting classes of credits

Given the above, when you are looking at what class of credits to request for your activity, it may be helpful to target learning outcomes towards the non-general categories first (CUL, ETH, GE). These classes are more specific but any excess from these classes is put into the practitioner’s ‘general’ count so you might not need to apply for more than one class of point per event/activity.

The content of study of all CPD activities must outline the learning outcomes to be achieved. These outcomes must be aligned to the ODOB’s Standards that relate to the class of credits you are requesting be awarded to your activity.

As a guide one or two at most learning outcome should suffice for an event of about an hour. Only add multiple learning outcomes when really required.

3. Information required with your application

The ODOB’s Education, Accreditation and Research Committee (EARC) requires sufficient information and evidence around the activity to evaluate and accredited for CPD credits.

The application form will request information such as:

- Your contact details.
- Use the email you wish to receive information about this application. It may include requests for more information, and the outcome to be sent to. You can also view this information in your myODOB portal, under Forms, and then “Application for CPD accreditation (Individual Practitioners)”. There may be several status:
 - Application for CPD accreditation (Individual Practitioners) – more information needed: This is as it states. You will be required to upload or provide additional information.
 - Application for CPD accreditation (Individual Practitioners) – sent for review: This means it is in the process to be reviewed. We will come back to you once this has been assessed.
 - Application for CPD accreditation (Individual Practitioners) – in progress: This opens all previously saved application that has not been completed.
 - Application for CPD accreditation (Individual Practitioners) – completed/approved: These CPD events have been accredited, and you can now log these CPD events using the ODOB Event nr (not the application number).
- Event information – name of event/conference or each session, dates, type of activity, location etc.
 - Use a specific event name/s that connect to your activity. For example, “Auckland optics seminar – 18 June 2023” not just “Auckland Seminar”.
- Provider sufficient details, if and where relevant: You can often copy and paste these fields from the activity material, typically available on their website, conference programme, or prospectus.
 - Provider information, including website, etc.
 - An abstract describing the activity (100 words maximum).
 - Presenter information (if applicable), including the name and brief biography of all presenters (100 words maximum)

² <https://www.odob.health.nz/site/maintain-registration/recertification/cpd#CPDoptometrists>

- Supporting documentation on the content of your activity, including a certificate (if already completed), work material, presenter biography, quiz questions.
- For a **conferences, and events over 6 hours** in duration please email cpd@odob.health.nz for advice on a **portfolio application**.
- The class of credits you are requesting be awarded to your activity. For instance, some overseas course or events may have a CPD credit value. You can add this linked to a requested CPD type. However, this is only indicative. The CPD Assessors will make their own assessments based on the ODOB standards and these may differ significantly.
- The learning outcomes and ODOB's standards your activity connects to. Again, you may often copy this from the event programme/ website. If you need help, please email us at cpd@odob.health.nz.
- We will assume you do not want your individual event published (where everyone can view your individual and event information) unless you specifically request this. You will have the opportunity to indicate your preferences. Please make sure you click 'No' where asked.

The information you provide should be specific and accurate.

When advising on the duration of an activity, you'll need to be specific about if there are individual segments or several activities in the programme, e.g., lecture followed by a facilitated question and discussion session. Please note approximate duration times for each different individual segment information.

Please ensure that each class of credits requested has relevant learning outcomes and that these outcomes are linked to a relevant ODOB Standard(s). More information on learning outcomes is available below.

The number and type of CPD credits will be awarded based on educational quality and level of study and type (academic or vocational education), content, profile of presenters, and the time taken to complete the activity (notional hours).

4. **Additional requirements for online activities**

Watching or listening to live or recorded events online and completing MCQ's are worth the same number of credits as attending the activity in person. However, practitioners attending online activities are required to pass a quiz of multiple choice questions (MCQs), which require a 70% pass rate, to verify attendance and attention. For any activities completed online, evidence of passing the quiz needs to be attached with your application for accreditation. (Please note, MCQs are not aimed at testing knowledge, skills, or application, but to confirm attendance and/or participation.)

If supplying evidence of attendance is problematic, please email cpd@odob.health.nz prior to making an application to see if there is an acceptable alternative.

5. **Requirements for conferences/multiple events (series), events over 6 hours duration and completed academic study.**

Each session you attended will need to be individually accredited for CPD credits as topics and learning outcomes may differ.

For the **assessment of a conference/multiple event (series), any single event over 6 hours in duration, or postgraduate or additional academic study**, you will need to apply for a **portfolio application**, for which a fee is required. Please email cpd@odob.health.nz to request the information and the process to apply for a portfolio application.

Once your application is submitted, you will receive an acknowledgment email with an application number. Please note, once your event is accredited, you will receive an **ODOB Event number**. The **Event number is the main number** and should not be confused with the application number.

6. Additional information required for clinical placements

Please find the [Clinical placement guidelines](#)³ on our website.

If you wish to apply for **CPD for a clinical placement / learning through time with an Ophthalmologist**, please see the required [patient management log sheet](#) on our website. We advise that you first contact the ODOB Education Officer (email cpd@odob.health.nz) before you start this process.

7. Additional information required for general peer review session

A **general peer review session** is NOT the same as a glaucoma peer review session (see below), but applies very much the same principles:

- Each peer review session requires at least three practitioner presenters for a minimum 1-hour long session. Depending on the evidence of content provided, a CPD credit value will be attributed.
- A general peer review session does not require a specific supervisor to lead discussion.
- All peers must be registered with the ODOB, hold a current practising certificate and be in good standing with the ODOB.

To apply for CPD accreditation for a general peer review session, please complete the [Application for Accreditation of General Peer Review Sessions \(REC5\) \(MsWord version\)](#), available on the ODOB website. The current process requires applicants to complete the form, and email it to cpd@odob.health.nz.

8. Additional information required for general peer review session

Optometrist with independent glaucoma prescribing (IGP) endorsement should refer to the following documents:

- [Independent glaucoma prescribing guidelines for New Zealand optometrists \(1 Nov 2023\)](#)
- [A1 - Glaucoma patient management case log \(2023\)](#)
- [A2 - Prerequisites and form for optometrist supervisors of glaucoma GPR activities \(2023\)](#)

9. Alignment of learning outcomes to ODOB standards

To ensure that your CPD content contributes to relevant professional development, learning outcomes must be provided for each class of CPD credits you request, and these must be linked to a corresponding [ODOB standard\(s\)](#).

The provider of an **organised international** CPD activity may have **included learning outcomes or objectives** as part of the **activity material**, typically available on their website, conference programme, or prospectus. You need to identify and outline these in the application and link them back to ODOB's Standards. For some examples of learning outcomes and how these can be matched to ODOB's standards, please see **Appendix 1**.

Learning outcomes are a statement of what a student/attendee is expected to know, understand and/or be able to demonstrate after completion of a process of learning. These outcomes describe the specific knowledge, skills, understanding and application a learner will achieve through each component of the programme.

³ <https://www.odob.health.nz/document/7681/Clinical+Placement+guidelines+%282+Aug+23%29.pdf>

Good learning outcomes are:

- **measurable** (i.e., they are assessable, demonstrable)
- **manageable** (i.e., there are not too many, or not too much in one learning outcome leading to unmanageable assessments)
- **clear, unambiguous and addresses defined areas of competencies** (i.e., short well-defined sentences, using plain language).

Learning outcomes are NOT:

- assessment standards
- the same as the title or purpose statement of a unit or activity
- never implied, or
- a 'wish list' of what a student/attendee can do on completion (met at any time).

The learning outcomes then need to be linked to a relevant [ODOB Standard](#). These standards include:

- *Clinical standards for optometrists.*
- *Clinical standards for dispensing opticians*
- *Glaucoma guidelines and requirements*
- *Standards of Cultural Competence and Cultural Safety for optometrists and dispensing opticians*
- *Standards of Ethical Conduct for optometrists and dispensing opticians.*

10. Timeline for consideration of accreditation

Applications for CPD accreditation will be processed within 30 days.

Large overseas conferences, or postgraduate education courses may take longer, but usually no more than 8 weeks.

The Board may need to request additional information from you to fully assess the application and content of the activity applied for. Accreditation will not be granted until all information sought has been supplied and is satisfactory for accreditation.

11. After successful accreditation

When your event is accredited, you will generally receive an automated accreditation outcome email which will include your event number (this is different to your application number). You are then responsible for accurately logging the event into your own myODOB portal under 'My CPD' to claim the awarded CPD credits. You should upload a copy of automated accreditation outcome email when you log the activity as evidence of accreditation, this can be uploaded as evidence completion.

12. Publication on ODOB's activity listing

You have the option if you wish to have your accredited CPD activity published on the ODOB's 'Events calendar' (ODOB website⁴). You do not need to have your event published.

The information published on the event calendar includes details as supplied by you, including:

- ODOB accredited event number
- Event or activity name
- Activity type(s) and mode of delivery
- Date of event

⁴ <https://www.odob.health.nz/site/events>

- Location/platform
- Class of CPD credits available
- Number of credits approved
- Accreditation approval dates
- Provider/event organiser's name
- Applicant or provider contact details
- Presenter name(s)
- Activity content abstract details
- Learning outcomes.

If you choose to display your activity on our website, it is your responsibility to ensure beforehand, for privacy reasons, that any providers or presenters are aware their details may appear on our website for this purpose.

If there are no provider/organiser details given in the application, the event listing may need to display your name and contact details as the associated contact.

You can select 'no' and the activity will not be listed on the website if you prefer.

13. Carry over of CPD credits

Activities are accredited for specific classes of CPD credits (i.e., CUL, ETH, GE) whenever possible. This allows the practitioner to ensure they are preferentially obtaining the relevant number of credits for the correlating classes. Any excess of specific CPD credits is automatically allocated to the general categories (GenOPT, GenDO) at the end of the recertification cycle.

For example, all practitioners are required to obtain at least one cultural safety credit per 2-year cycle. So, if you were to obtain four cultural credits in one cycle, at the end of the cycle three of those CUL CPD credits will be allocated to your total 'general' credits instead.

Similarly, an Independent Glaucoma Prescriber (IGP) must meet their GE and GPR targets annually. Once they achieve the set target for the year, any additional glaucoma specific credits they obtain thereafter will be allocated to their 'general' count instead.

At the end of a the 2-year recertification cycle your total credits will be counted to check whether you have met the required targets for each specific class of credit. Any excess of credits in the GenOPT or GenDO classes will be carried over to the next cycle at a rate of 50 per cent (%), to a maximum of 45 credits for optometrists and a maximum of 30 credits for dispensing opticians.

Examples of CPD requests, with learning outcomes matched to Board Standards

	Learning outcomes	Link to Board standards	Proposed CPD
Optometrist examples	LO1: Appreciates the limitations of fundus photography when evaluating the optic nerve.	Clinical standard 1.1.2 Demonstrates an understanding of sound research requirements and advantages and limitations of clinical techniques.	1 GenOPT
	LO1: Understand barriers to accessing eye care across Aotearoa New Zealand. LO2: Appreciate differences in hospital referral rates by different ethnicities in Aotearoa New Zealand.	Cultural standard 1.1.4 Demonstrate knowledge of health status of ethnic groups, and 1.1.6 Understand how Aotearoa New Zealand’s colonial history, systemic bias and inequities have impacted Māori and Māori health outcomes and ensuring that your interactions with and care of patients do not perpetuate this.	0.75 CUL
	LO1: Understand the appropriate time to refer medical retina patients into the public healthcare system.	Ethical standard 4.1 contributes to the health of the community by using health care resources wisely.	0.5 ETH
Glaucoma examples	LO1: Know the common side effects of anti-glaucoma medications and when a change to the treatment plan is indicated.	Clinical standard 5.3.1 Considers drug actions and interactions, adverse side effects or allergies when determining non-prescription pharmacologic agents to meet the patient’s needs.	1.5 GE
	LO1: Contribute to the discussion of glaucoma management of the cases presented during peer review.	Clinical standard 1.1.5 Uses clinical experiences and discussions with colleagues to improve patient care.	2 GE
Dispensing Optician examples	LO1: Understand the key issues affecting optical practice with respect to the move towards sustainability. LO2: Understand the key terms used when quantifying the performance of an optometric practice.	<i>Standards of Clinical Competence for Dispensing Opticians</i> 5.1 Understands the principles of planning, establishment, development, and maintenance of an optometric practice.	0.5 GenDO
	LO1: Understand the need to carefully consider the corporate responsibility of an optical practice to ensure safe and equitable healthcare for all in Aotearoa New Zealand.	Standards of cultural competence and cultural Safety for optometrists and dispensing opticians, the ability to establish and maintain a level of self-awareness.	0.5 CUL