



Optometrists & Opticians Board

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# **GUIDE FOR CPE EVENT PROVIDERS**

## **- Providers & Event Accreditation**

(Revised Mar 2018)

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## **A. Introduction**

The Optometrists and Opticians Board (OOB) has launched its Continuing Professional Education (CPE) framework since 2009. It consists of structured educational activities that serve to maintain, develop or increase the knowledge, skills and professional practice of optometrists and opticians.

Practitioners will need to participate in approved CPE events to fulfil the necessary CPE points from 1<sup>st</sup> October to 30<sup>th</sup> September for 2 years. The targeted number of points within the QP of two years for Opticians is 40 points and Optometrists 50 points.

To ensure this, the Optometrists and Opticians Board (OOB) oversees a CPE framework to help practitioners continue their professional learning and continue to upgrade their professional competence to stay conversant. The establishment accreditation of CPE providers and events serve to ensure that the activities provided are up to quality standards set by the OOB.

## **B. Eligibility for CPE Providers**

1. Programme organisers from **local institutions conducting accredited optometry/opticianry courses, local professional bodies and local Healthcare institutions (HCIs) licensed to provide eye-care** may apply as CPE provider with OOB to provide activities under Category 1A. Activities may include:
  - a. Lecture/ Talks
  - b. Workshop/ Practical session
  - c. Seminar/ Conference/ Symposium
2. Applicant must have an effective and supportive organizational structure, adequate financial resources and qualified personnel for the development and presentation of events.
3. Applicant must have an objective that is aligned with OOB's goal to maintain good standard of optometry and opticianry practice.
4. Pharmaceutical/ commercial companies are not eligible to be CPE providers, unless they co-organise with approved providers as stipulated in Paragraph 1. The list of approved CPE providers is available on OOB's website.

## **C. Application for Provider Account**

1. Every applicant must be a locally registered company with a CorpPass account. Please visit the [www.corppass.gov.sg](http://www.corppass.gov.sg) for more details .
2. Interested applicants shall download and complete the **Provider Application Form** and submit the application online.
3. As part of the application, applicants shall apply for a login account at [Professional Registration System \(PRS\)](#) on OOB website. Once the application is approved, the applicant will be given a login account and a user ID and password will be issued.

## D. Guidelines on Provision of CPE Events

1. CPE providers are encouraged to plan their CPE events early and give advanced notice of at least 6-12 months to practitioners about the planned events.
2. In planning the CPE event/activities, the provider shall ensure that the following criteria are met:
  - a. Learning Needs Assessment and Target Participants  
The CPE event should be developed in response to the learning needs of the targeted participants. CPE providers can consider the recommended topics below when planning CPE activities for practitioners:

For Optometrists		For Opticians	
1	Clinical Instrumentation and Application	1	History Taking Skills (identification of at-risk consumers)
2	Clinical Examination Skills	2	Refractive Assessment
3	Patient Management	3	Refractive Management
4	Ocular Diseases	4	Ophthalmic Dispensing
5	Referral Pathway and Healthcare System	5	Referral Pathway and Healthcare System
6	Ophthalmic and Contact Lens Dispensing	6	Administration of Consumer Registers and Records (legal aspects)
7	Contact Lens Practice and Management	7	Complaints and Risk Management (legal aspects)
8	Binocular Vision/ Vision Development/ Neuro-ophthalmology		
9	Administration of Consumer Registers and Records (legal aspects)		
10	Complaints and Risk Management (legal aspects)		

b. Aims and Objectives

The aim and objectives of the event should be clearly defined with expected learning outcomes to help practitioner select appropriate learning activities and assess their effectiveness.

c. Content

Content should be consistent with the learning objectives, and delivery of programme should be concise and easy to understand. Knowledge shared should also be useful to practice.

Content must not project the impression that it is promoting or endorsing any specific service or product.

d. Credentials of Speakers/ Presenters

Generally, the presenter must have expert knowledge in the subject that he is presenting.

In an event where presenters need to demonstrate certain acts of optometry/ opticianry, such presenters must be registered with the OOB before the start of the event.

e. Awarding of Points

CPE providers can follow the guideline to award 1 CPE point per hour for participants, and 3 CPE points per hour for speakers. In the event that the speaker is also attending the CPE event as a participant outside his/her presentation session, s/he will be eligible for 1 CPE point per hour. Sessions not related to optometry or opticianry would not be considered for CPE points.

f. Attendance Record

Attendance must be taken at the beginning of the event and CPE points will only be awarded for minimum attendance of 75%.

The CPE provider must validate and keep records of participant attendance for future verification.

g. CPE Event Evaluation

Every event must be evaluated by the participants. Evaluation can be sought from participants through feedback forms, hardcopy or online. The CPE Provider may design his own evaluation form or use the suggested template in Appendix 1.

Areas of evaluation should consist of the following:

- i. Achieving overall learning objectives.
- ii. Effectiveness of trainer in conducting the event.
- iii. Appropriateness of the teaching method and facilities.

The documents must be kept for a minimum of 3 years. Random audits of documents shall be carried out at the discretion of the OOB.

3. CPE providers should not make use of CPE activities for business profiteering.
4. CPE providers may wish to take note of the Personal Data Protection Act (PDPA Act) when handling personal information of CPE participants and presenters. The CPE provider should seek the participant's consent for the use/distribution of any data/information collected during in course of CPE events.

## **E. Application for Event Accreditation**

1. To facilitate review, CPE providers are required to include the following when applying for event accreditation:
  - i. Event Accreditation Form (Form C1)
  - ii. Programme Schedule / Outline of Activity
  - iii. Publicity materials (if any)
2. Upon successful submission of application, the applicant will receive an email acknowledgment. An event ID would be assigned to the application as a reference number for any enquiries made thereafter.
3. Each event will be reviewed and be accorded CPE credits only if the content is related and appropriate to the practice of optometry and opticianry, and helpful in improving practitioners as a primary eye care professional.
4. The CPE provider will be notified via email on the outcome of the application. The approved event will then be displayed on OOB's CPE Event Calendar.
5. CPE providers must inform the OOB if there are major changes to the event or if the event is cancelled. CPE providers are responsible for notifying practitioners who have registered for the event. For changes of event, CPE providers are required to log into the PRS to update the changes, re-submit Form C1 and supporting documents, if any.

6. After each event, the CPE provider must collate the evaluation scores and feedback from participants in a Microsoft Excel spreadsheet. OOB may request such scores and feedback for reference, and may verify the feedback directly with participants if necessary.
7. The CPE Provider is required to submit the attendance records within 14 days after the event has ended so that CPE points can be credited to the practitioners in a timely manner.
8. All CPE events will be subjected to random audit. Based on the audit findings, OOB may modify the number of points eligible or assigned to each event/session.

#### **F. Accreditation Validity**

1. Accreditation is for a two-year period. Accredited organizations who wish to continue to provide CPE events for OOB practitioners must submit a new application before the end of each accreditation period. Application should include updates in organizational structure or personnel changes, if any.
2. OOB's review and consideration for renewal of a CPE provider's accreditation status takes into account the following:
  - a. General feedback from practitioners during period of accreditation: quality and effectiveness of speakers/ presenters
  - b. Ability of provider to conduct quality programmes to practitioners: selection of topics and usefulness to practitioners
  - c. Admin support and general compliance with conditions set by OOB
3. OOB will work with CPE providers to clarify and align CPE events to OOB's accreditation requirement. However, OOB reserves the right to revoke provider accreditation status or approval of CPE activities if conditions for accreditation are violated.

**. END .**