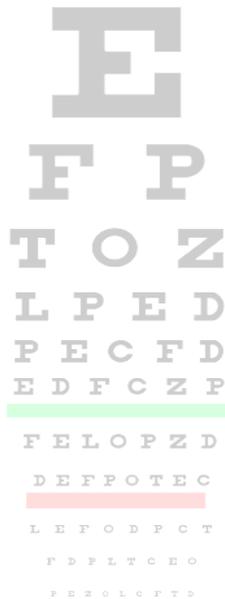


Annual Report 2009

Optometrists and Opticians Board



Contents

1.	OPTOMETRISTS AND OPTICIANS BOARD MEMBERS.....	3
2.	CHAIRMAN'S MESSAGE	4
3.	INTRODUCTION	6
4.	KEY HIGHLIGHTS	7
4.1	Summary of New Registrants and Practising Certificate Renewals	7
	<i>Table 1: Breakdown of New Registrants and PC renewals in 2009</i>	
4.2	Late Fees and Restoration Fees for Practising Certificates .	7
4.3	Supervisory Framework for Provisionally Registered Optometrists	8
4.4	Voluntary Continuing Professional Education.....	9
	<i>Figure 1: Number of registrants who submitted the log books and fulfilled the requirements</i>	
4.5	CPE providers and programmes in Singapore	10
5.	COMPLAINTS	11
5.1	Complaint against Registered optometrist	11
5.2	Illegal online sales of contact lens.....	11
5.3	False Declaration of Information for Registration.....	12

Appendix I

Profiles of Registered Optometrists and Optician.....	13
1. Overall Overview of Registrants.....	13
	<i>Chart 1 – Number of registrants in each registration category</i>
2. Profiles of Optometrists	14
	<i>Chart 2(a) – Number of optometrists by registration type</i>
	<i>Chart 2(b) – Number of optometrists by age group</i>
	<i>Chart 2(c) – Number of optometrists by nationality</i>

Chart 2(d) – Number of optometrists by fields of employment

3. Profiles of Opticians (Refraction + Dispensing)..... 16

Chart 3(a) – Number of opticians (R+D) by registration type

Chart 3(b) – Number of opticians (R+D) by age group

Chart 3(c) – Number of opticians (R+D) by nationality

Chart 3(d) – Number of opticians (R+D) by fields of employment

4. Profiles of Opticians (Dispensing) 18

Chart 4(a) – Number of opticians (D) by registration type

Chart 4(b) – Number of opticians (D) by age group

Chart 4(c) – Number of opticians (D) by nationality

Chart 4(d) – Number of opticians (D) by fields of employment

5. Profiles of Opticians (Contact Lens Practitioners)..... 20

Chart 5(a) – Number of opticians (CLP) by age group

Appendix II (a)

Code of Professional Conduct for Optometrists..... 21

Appendix II (b)

Code of Professional Conduct for Opticians 25

Appendix III

Voluntary Continuing Professional Education Programme for Optometrists and Opticians..... 29

Appendix IV

Schedule of Fees 44

1. OPTOMETRISTS AND OPTICIANS BOARD MEMBERS

Position	Name	Designation
Chairman	Dr Khoo Chong Yew	Ophthalmologist Raffles Eye Centre
Registrar	Dr Harold Tan	Registrar (OOB) Ministry of Health
Members	A/Prof Lim Tock Han	Ophthalmologist Department of Ophthalmology Tan Tock Seng Hospital
	Dr Yvonne Ling	Ophthalmologist Singapore National Eye Centre
	Ms Anna Yeo	Senior Lecturer, Singapore Polytechnic-University Manchester Optometry Degree Programme, Singapore Polytechnic
	Mr Roland J Izaac	Optometrist Philip D Izaac Pte Ltd
	Ms Jacqueline Tay	Optometrist Singapore National Eye Centre
	Mrs Hardip Singh	Senior Quality Assessor School Appraisal Branch Schools Division Ministry of Education
	Mr Steve Lim	Honorary President Singapore Opticianry Practitioners
	Mr Peter Koh	Optician (CLP) The Lens Men and The Eye Site
	Mr Anthony Tay	Optometrist Ray Optics Pte Ltd
Lay Member	Mr Chandra Mohan K Nair	Advocate & Solicitor of Supreme Court of S'pore

2. CHAIRMAN'S MESSAGE

2009 was another landmark year for the optometrists and opticians.

Since the passing of the Optometrists and Opticians Act in 2007, the number of registered practitioners has grown from 2165 in end 2008 to 2256 in 2009. The local pipeline of optometrists who also with Ngee Ann Polytechnic seeing an inaugural intake of 43 students for its new diploma course in 2009, alongside the 90 new enrolments to Singapore Polytechnic's optometry diploma course in the same year.

New optometrist graduates can also look forward to stronger support for practicing professionally with the implementation of a new supervisory framework for provisionally registered optometrists. Through more structured supervision, new optometrists will be better able to augment and apply their knowledge acquired from their education and training. We are confident that such nurturing of the next generation of optometrists will ensure that Singaporeans have better eye care services over time.

The Board also introduced voluntary continuing professional education (CPE) in 2009, and we had a good number of optometrists and opticians registering their interest to participate initially. However, only 4% of optometrists and opticians eventually submitted their CPE logs, with 3 optometrists and 37 opticians awarded the Certificate of Commendation at the end of the first run. I would like to

take this opportunity to applaud the efforts of all those who attempted to meet the requirements. Come 2010, we will be planning to introduce mandatory CPE. This means that all optometrists and opticians must meet the CPE requirements before their practicing certificates will be renewed when mandatory CPE comes into effect. Therefore, I strongly urge all optometrists and opticians to attend CPE activities in preparation for this. CPE will not only be beneficial to improving your practice and knowledge, CPE will engender a continuous learning mindset and improvement that will raise the standards and professionalism of the industry.

Most of all, I would like to thank all optometrists and opticians who have supported the industry in riding this wave of change, moving from an unregulated to a regulated profession. Their efforts do not go unrecognized and I believe it will bear fruit in the years to come.

Dr Khoo Chong Yew
Chairman
Optometrists and Opticians Board

3. INTRODUCTION

The Optometrists & Opticians Act was passed in Parliament in July 2007 to regulate the practice of Optometry and Opticianry in Singapore. The purpose of regulation is to ensure that those who provide eye care services are properly trained and qualified. The Act also establishes the Optometrists and Opticians Board (the "Board") to regulate Optometrists and Opticians.

All Optometrists and Opticians providing eye care services will need to be registered with the Optometrists & Opticians Board to continue practising or to start working as an optician or optometrist from 1 Jan 2008.

As at 31 December 2009, there is a total of 2256 registered Opticians and Optometrists.

4. KEY HIGHLIGHTS

4.1 Summary of New Registrants and Practising Certificate Renewals

Under the Optometrists and Opticians Act (Act no. 36 of 2007), practising optometrists and opticians will be required to be registered and possess a valid practicing certificate.

The Board received a total of 106 new registrations and 691 practising certificate (PC) renewals in 2009. The breakdown of the different categories of registrants is shown in Table 1.

Table 1: Breakdown of New Registrants and PC renewals in 2009

Register Type	New registrants	PC renewals
Optometrists	77	558
Optician (Dispensing)	6	15
Optician (Refraction + Dispensing)	23	91
Optician (Contact Lens Practitioner)	0	27
Total	106	691

4.2 Late Fees and Restoration Fees for Practising Certificates

Of those who renewed their PCs, 5.6% (39) submitted their renewal applications late (i.e. applications received less than 30 days before the expiry of the current PC) and were charged a late fee of \$50. There were 45 registrants who applied for their practicing certificate after the expiry of their current PC, and these registrants were required to pay a late fee of \$100.

4.3 Supervisory Framework for Provisionally Registered Optometrists

A new supervisory framework for provisionally registered optometrists was implemented in September 2009 to assess and build on competencies gained during the course of optometry education and training.

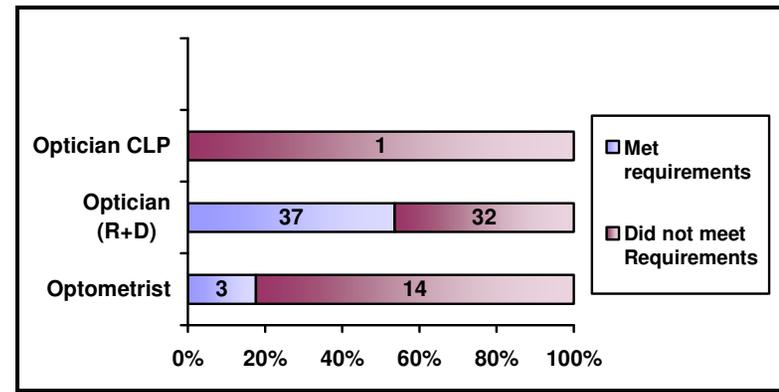
Under the new framework, candidates are now required to maintain a portfolio of cases that cover the core competency areas of refraction (pediatrics), contact lens practice, primary eye-care and dispensing techniques. Supervisors under this framework have to be fully registered optometrists and have at least 3 years of optometric working experience. Provisional registrants who receive negative supervisory reports may have their supervision extended.

At the end of 2009, there were 47 new optometry graduates who were provisionally registered and mentored under the newly introduced supervisory framework. Moving forward, plans are underway to extend a supervisory program to the new opticians in 2010.

4.4 Voluntary Continuing Professional Education

The first run of the voluntary continuing professional education (vCPE) programme started in 01 October 2008 and ended on 30 September 2009. Response was initially encouraging, with 723 registrants indicating interest in participating in vCPE. However, only a total of 87 participants eventually submitted their log books (Figure 1), with 3 optometrists and 37 opticians (refraction & dispensing) being awarded the Certificate of Commendation.

Figure 1: Number of registrants who submitted the log books and fulfilled requirements



Many who submitted their log books were unable to fulfill the requirements because they had either exceeded the number of credits allowed under category 1B (i.e. maximum of 10 credits for conferences and workshops, refer to appendix III, 2.2, table 3) and category 3 (i.e. maximum of 5 approved journal articles/guidelines compilations/video or audio tapes or podcasts, refer to appendix III,

2.2, table 3) or logged in unapproved activities. Participants who exceeded the credit points for the above categories had to forfeit the excess points. Therefore they were unable to meet the overall CPE point requirement (refer to appendix III, 1.3, table 1). Details on the categories of CPE activities can be found in Appendix III, 1.3, table 2.

4.5 CPE providers and programmes in Singapore

Nine approved local CPE providers (refer to appendix III, 4, qn 15) consisting of tertiary hospitals, educational institutions and professional associations conducted a total of 50 short courses/lectures/seminars (Cat 1A) and 34 conferences/workshops (Cat 1B) CPE activities throughout the one year period.

All optometrists and opticians are strongly encouraged to engage CPE activities and accumulate credits through different types of learning activities to attain the minimum requirement for each register category. The CPE web site has also been enhanced to include updated CPE activities and other CPE- related information.

The voluntary programme has since been extended for another year, to allow registrants more time to prepare for compulsory CPE in 2010/2011.

5. COMPLAINTS

5.1 Complaint Against Registered Optometrist

In 2009, the Board received a total of 1 complaint against a registrant.

A member of the public complained that a registered optometrist delivered inadequate services and issued a pair of defective spectacles in August 2008. The complainant had already worn the spectacles for a year before complaining of the defect. As such, the Board opined that it was not reasonable to assume that any defect in the lens noticed after one year of use was already present at the point of purchase. Therefore, the complaint was dismissed since there was no evidence to suggest professional misconduct or inadequate service provided; and no disciplinary action was taken against the optometrist.

5.2 Illegal Online Sales of Contact Lens

In 2009, the Board received information on a total of 140 bloggers selling contact lenses online. Advisory letters were sent to these online bloggers, informing them that only registered optometrists and opticians (contact lens practitioners) are allowed to prescribe and dispense contact lenses under the Optometrists and Opticians Act. The bloggers were ordered to stop the sale of contact lenses online with immediate effect or risk being charged. Forty seven bloggers complied and removed contact lens sales from their

blogs. Ten recalcitrant cases were referred to the Ministry of Health for further investigation in 2009.

The penalty for such offences is a fine not exceeding \$25,000, or imprisonment for a term not exceeding 6 months, or both, for the first conviction. In the case of a second or subsequent conviction, the penalty is a fine not exceeding \$50,000, or imprisonment for a term not exceeding 12 months, or both.

5.3 False Declaration of Information for Registration

In 2008, an Optician (Dispensing and Refraction) was found to have forged a testimonial from his previous company. He also falsely claimed to have more than 5 years of experience in order to be eligible for the competency test administered to “grandfather” opticians to the registers. This case was referred to the Ministry of Health for investigation.

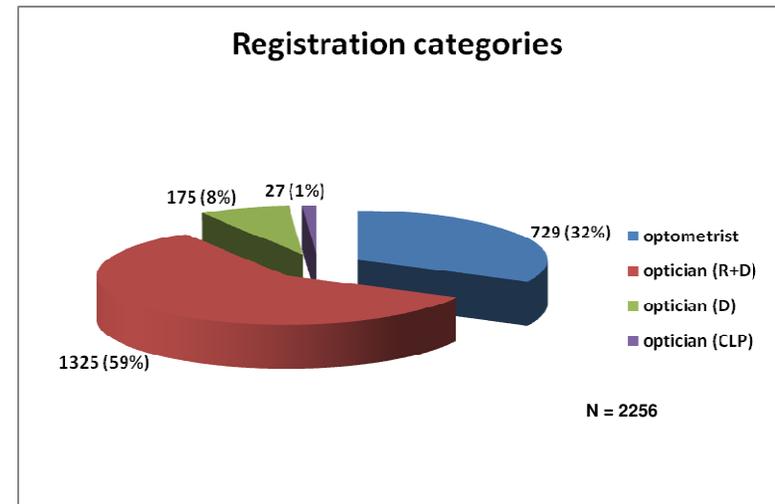
The optician was formally charged in court in February 2009 for the Fraudulent Registration under Sec 27(a) of the Optometrists and Opticians Act. He pleaded guilty and was fined \$2,000 in default of 2 weeks imprisonment.

APPENDIX I:

Profiles of Registered Optometrists and Opticians

1. Overall Overview of Registrants

Chart 1: Number of registrants in each registration category



2. Profiles of Optometrists

Chart 2(a) – Number of optometrists by registration types

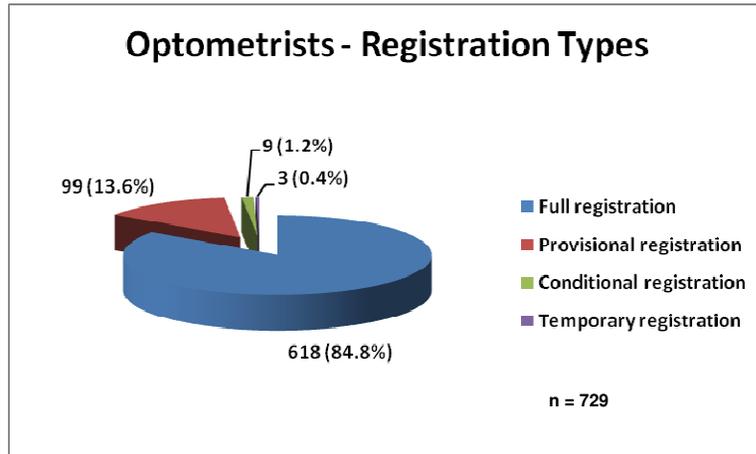


Chart 2(c) – Number of optometrists by nationality

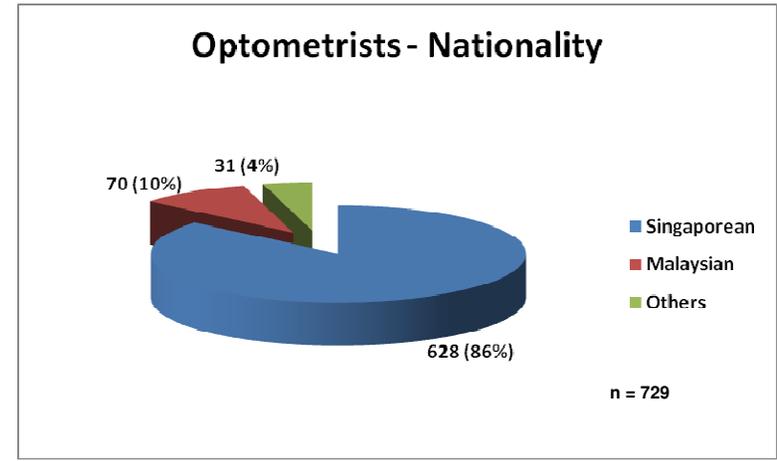


Chart 2(b) – Number of optometrists by age group

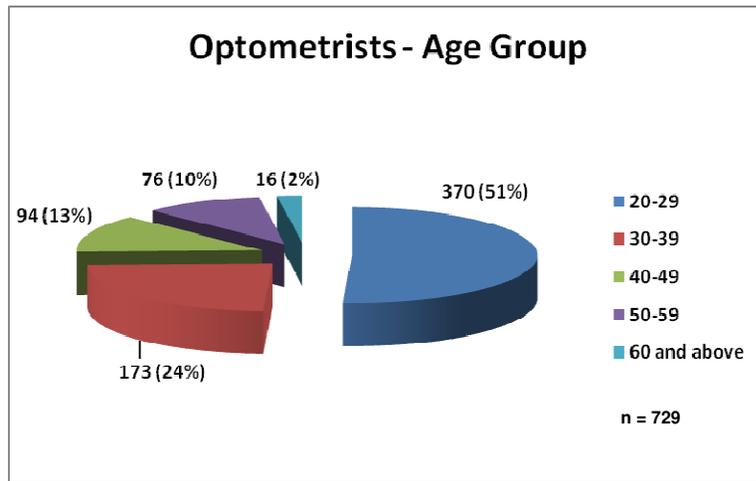
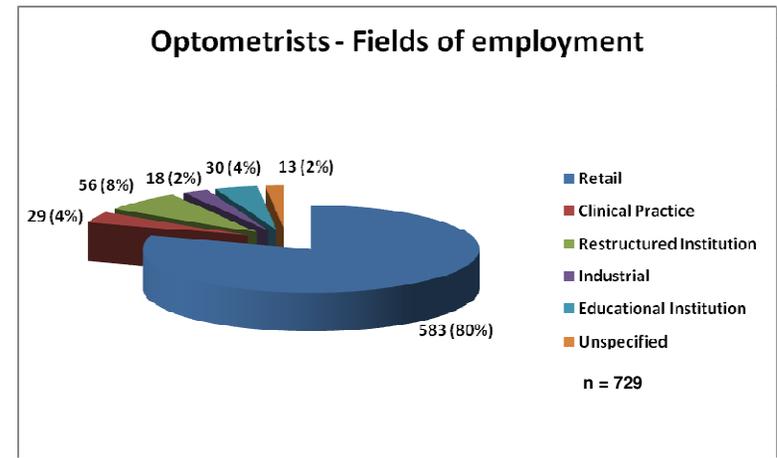


Chart 2(d) – Fields of employment



3. Profiles of Opticians (Refraction & Dispensing)

Chart 3(a) – Number of opticians (R+D) by registration types

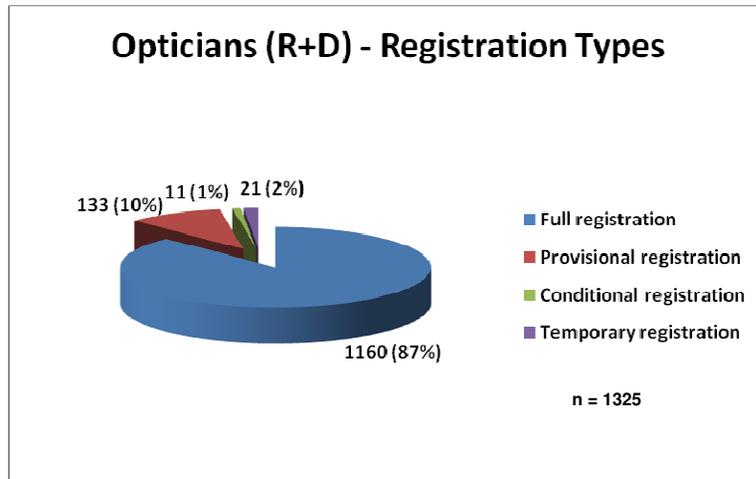


Chart 3(b) – Number of opticians (R+D) by age group

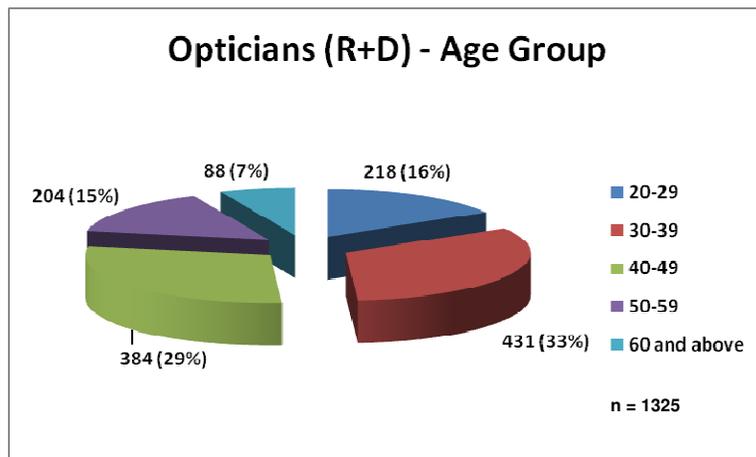


Chart 3(c) – Number of opticians (R+D) by nationality

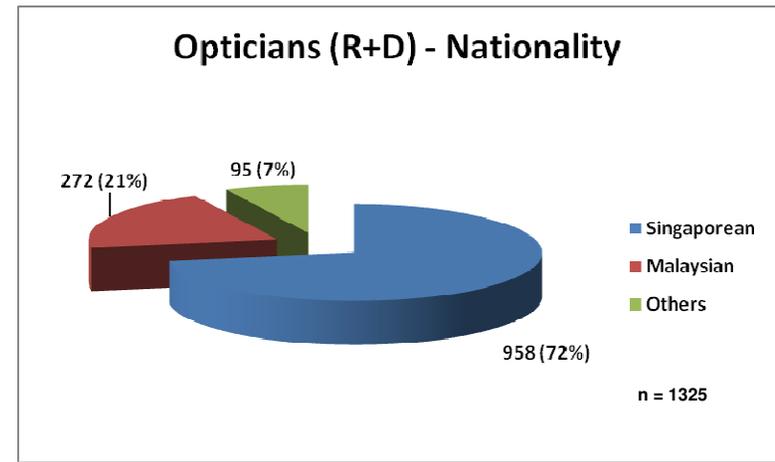
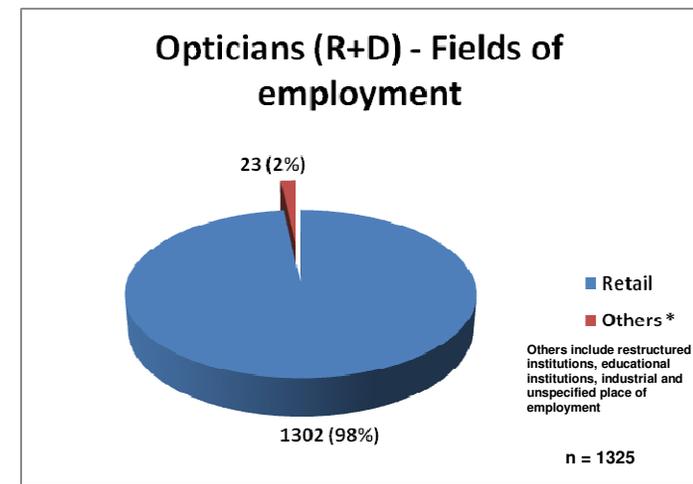


Chart 3(d) – Number of opticians (R+D) by fields of employment



4. **Profiles of Opticians (Dispensing)**

Chart 4(a) – Number of opticians (D) by registration type

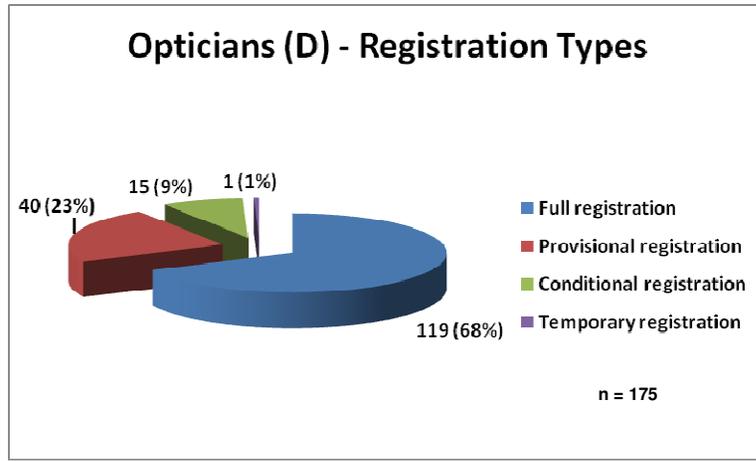


Chart 4(b) – Number of opticians (D) by age group

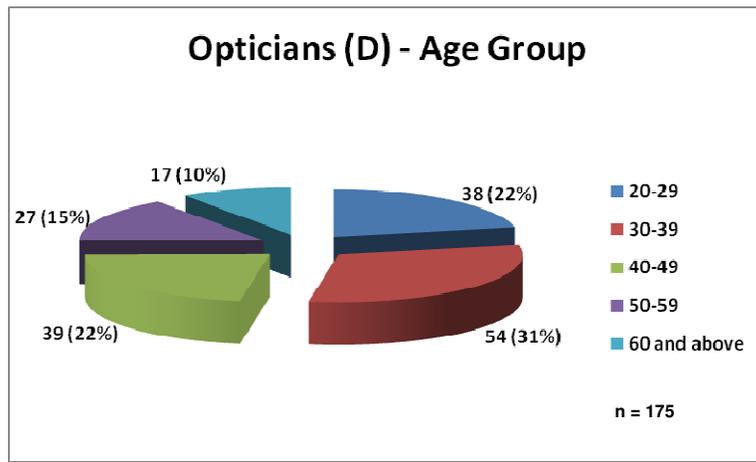


Chart 4(c) – Number of opticians (D) by nationality

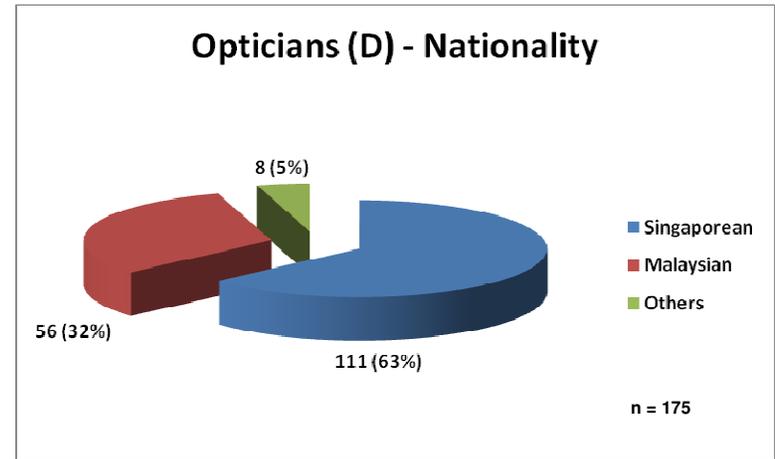
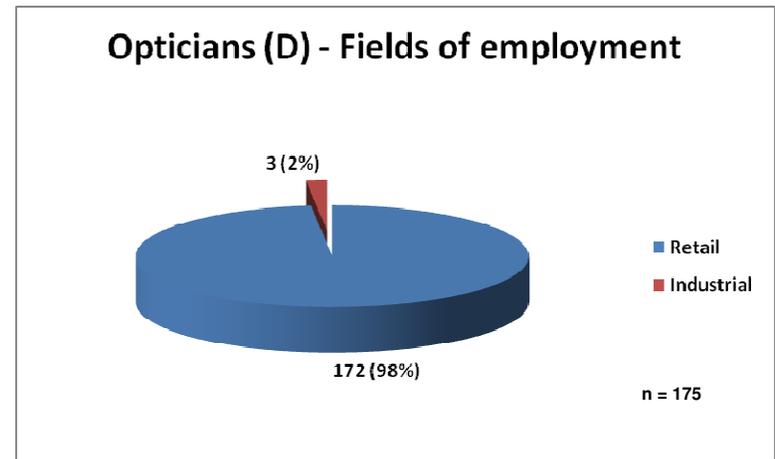


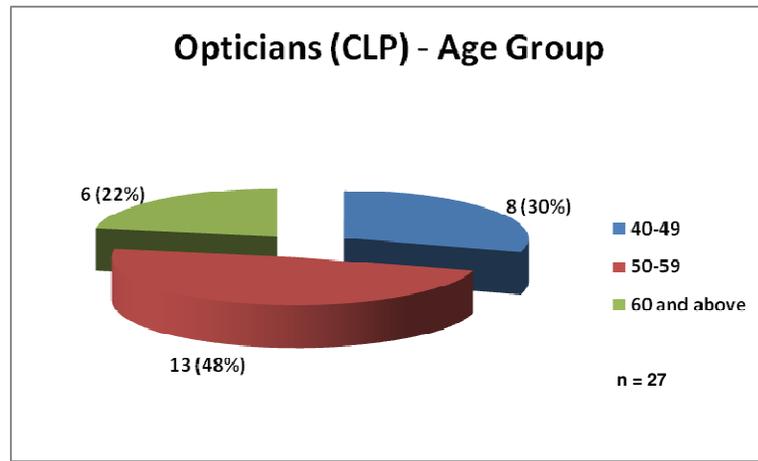
Chart 4(d) – Number of opticians (D) by fields of employment



5. Profiles of Opticians (Contact Lens Practitioner)

There are a total of 27 opticians (CLP) and all are fully registered. All opticians (CLP) are Singaporeans and work in the retail sector.

Chart 5(a) – Number of opticians (CLP) by age group



APPENDIX II (a)

Code of Professional Conduct for Optometrists

The Optometrists and Opticians Board (OOB) is the regulatory body for all optometrists and opticians in Singapore. In order to meet its objectives in regulating these professions, the Board has established and commissioned the Practice Ethics and Conduct Committee to develop this Code of Professional Conduct (CPC) for optometrists.

Patients and the public must be able to trust optometrists with their visual and ocular well being. To justify this trust, optometrists have to maintain a good standard of care, conduct and behaviour. Optometrists are expected to uphold the principles dictated by this Code. Adherence to this Code will also enable public trust and confidence in the profession.

The Code of Professional Conduct constitutes a yardstick for conduct, behaviour and professional ethics for Optometrists. It can be referenced should ethical issues be raised.

It is the view of the Board that disregard or failure to meet the standards of the code can potentially harm patients or bring disrepute to the optometric profession. Breaches of any article in this Code could lead to optometrists being asked to explain their actions and face disciplinary proceedings for professional misconduct.

This Code can be periodically updated to cover areas that were not previously dealt with, including issues arising from advances in optometry, and statutory or regulatory requirements.

- a) An optometrist must conduct himself or herself in his or her professional duties in accordance with the Optometrists and Opticians Act 2007 and Regulations and in accordance with this Code. The Code does not over-ride obligations that may be imposed on the practice of optometry by the Optometrists and Opticians Act and Regulations and any other Act or Regulation relating to the practice of optometry.
- b) An optometrist must maintain his or her knowledge and practise at a competent level and participate in continuing professional education activities.
- c) An optometrist must only perform or participate in those procedures that are within his or her competence and for which he or she is appropriately qualified, and refer those patients whose needs or requests are outside his or her competence, and where necessary follow up the referral.
- d) An optometrist must ensure privacy and confidentiality for his or her patients and for their ophthalmic records unless disclosure is necessary in the course of referral to a colleague in his or another healthcare profession or he/she is required to by the Board or the Law. Information contained in any

patient's ophthalmic record should be made available to that patient if requested.

- e) An optometrist must not exploit his or her professional relationship with a patient or any other person in the conduct of his or her practice sexually, emotionally or financially or otherwise in any way.
- f) An optometrist should take reasonable steps to ensure his or her patients understand at the commencement of any test, procedure or treatment the risks, complications, possible reactions, nature, purpose, cost of and alternatives to the procedure or treatment.
- g) An optometrist must treat patients without prejudice of race, religion, creed, social standing, disability or financial status.
- h) An optometrist must respect the wish of a patient for a second opinion and, if requested, help the patient obtain the appropriate second opinion.
- i) If an optometrist has reason to believe that a colleague is behaving in an unprofessional manner, or that his standard of practice falls substantially below acceptable standards, he should report the conduct to the Optometrists and Opticians Board.

- j) An optometrist must not attend to a patient whilst his ability to do so is impaired by the influence of alcohol, drugs or physical or mental illness.

- k) An optometrist must maintain professionalism in informing the public about his or her services, ensuring that information projected is factual and does not self aggrandise. An optometrist shall not advertise his or her services in a way that is not consistent with the Optometrists and Opticians (Practice, Conduct, Ethics and Publicity) Regulations or any guidelines promulgated by the Board relating to publicity.

APPENDIX II (b)

Code of Professional Conduct for Opticians

The Optometrists and Opticians Board (OOB) is the regulatory body for all optometrists and opticians in Singapore. In order to meet its objectives in regulating these professions, the Board has established and commissioned the Practice Ethics and Conduct Committee to develop this Code of Professional Conduct (CPC) for opticians.

Patients and the public must be able to trust opticians implicitly with their visual and ocular well being. To justify this trust, opticians have to maintain a good standard of care, conduct and behaviour. Opticians are expected to uphold the principles dictated by their Code. Adherence to a Code of Professional Conduct will enable public trust and confidence in the profession.

The Code of Professional Conduct constitutes a yardstick for conduct, behaviour professional ethics. It can be referenced should ethical issues be raised.

The Board's view is that disregard or failure to meet an agreed code of standards amounting to professional misconduct can potentially harm patients or cause disrepute to the opticianry profession. Professional misconduct may be judged through disciplinary proceedings.

This Code can be periodically updated to cover areas that were not previously dealt with, including issues arising from advances in opticianry, and statutory or regulatory requirements.

- a) An optician must conduct himself or herself in his or her professional duties in accordance with the Optometrists and Opticians Act 2007 and Regulations and in accordance with this Code. This Code does not over-ride obligations imposed in the practice of opticianry by the Optometrists and Opticians Act and Regulations and any other Act or Regulation relating to the practice of opticianry.
- b) An optician must maintain his or her knowledge and practise at a competent level and participate in continuing professional education activities.
- c) An optician must only perform or participate in those procedures that are within his or her level of competency and for which he or she is appropriately qualified, and refer those patients whose conditions are outside his or her level of competence.
- d) An optician must ensure privacy and confidentiality for his or her patients and their ophthalmic records unless disclosure is necessary in the course of referral to another profession or is required by the Board or the law. Information contained in any patient's ophthalmic record should be made available to that patient if requested.

- e) An optician must not exploit his or her professional relationship with a patient or any other person in the conduct of his or her practice sexually, emotionally, financially or otherwise in any way.
- f) An optician should take reasonable steps to ensure his or her patients understand any procedure or prescription, risks and complications if any as well as the costs to the patient.
- g) An optician must manage his patients without bias or regard for race, religion, creed, social standing, disability or financial status.
- h) An optician must respect the wish of a patient for a second opinion and, if requested, help the patient obtain an appropriate second opinion.
- i) If an optician has reason to believe that a colleague is behaving in an unprofessional manner, or that his standard of practice falls substantially below acceptable standards, he should report the conduct to the Optometrists and Opticians Board.
- j) An optician must not attend to a patient when his ability to do so is impaired by the influence of alcohol, drugs, physical or mental illness.

- k) An optician must maintain professionalism in informing the public about his or her services, ensuring that information projected is purely factual and devoid of any attempt at self aggrandisement. An optician shall not advertise his or her services in a way that is not consistent with the Optometrists and Opticians (Practice, Conduct, Ethics and Publicity) Regulations or any guidelines promulgated by the Board relating to publicity.

APPENDIX III

Voluntary Continuing Professional Education Programme for Optometrists and Opticians

1. Continuing Professional Education (CPE)

1.1 What is CPE?

CPE stands for Continuing Professional Education.

It consists of structured educational activities that serve to maintain, develop or increase the knowledge, skills and professional practice of optometrists and opticians.

1.2 Why do I need CPE?

CPE activities will help you keep abreast of new developments in your field of practice. Through CPE, you can upgrade your skills and services to offer first-class services to your clients. CPE will also help the profession provide the most up-to-date eye-care services to the public.

1.3 CPE credits required

In the voluntary CPE programme, you would have to meet the CPE credits required in **1 year**. The CPE credits required are different for optometrists, opticians (CLP – Contact Lens Practitioner), opticians (D+R – Dispensing and Refraction) and opticians (D - Dispensing). Please refer to Table 1 below for the credit requirement of your registration category.

Table 1: Minimum number of Continuing Professional Education (CPE) credits required per year.

Registration Category	Minimum Credits per year
Optometrist	25
Optician (CLP - Contact Lens Practitioner)	20
Optician (D+R - Dispensing and Refraction)	12
Optician (D - Dispensing)	12

The value of a credit depends on the CPE activity chosen. CPE activities are divided into 5 main categories. The credit equivalent in each category may differ. For details, please refer to Table 2 below, which shows the credit equivalent by activity category.

Table 2: Credit(s) in each activity category

Activity Category	Credit(s)
Category 1A – short activities (e.g. 1 to 2 hours a day: Lecture, Workshop, Tutorial)	Participant = 1 credit Lecturer = 3 credits
Category 1B – long activities (e.g. >2 to 8 hours per day / whole day event: Conference, Seminar, Workshop)	Participant – >2 to 4 hours = 2 credits >4 to 8 hours = 4 credits Lecturer/Tutor = 5 credits/ session
Category 2 – publication (e.g. approved journals only)	Author – 1 paper = 5 credits Editor – 1 paper = 5 credits Reviewer – 1 paper = 2 credits
Category 3 – reading (e.g. Approved journal, practice guidelines compilation, video / audio tape or podcast)	1 compilation / tape / podcast = 1 credit
Category 4 – formal certification course	1 completed module = 4 credits

2. CPE Activity Categories

2.1 The Activity Categories

There are altogether **5 main categories** of CPE activities. (See Table 3 on next page)

All optometrists and opticians are encouraged to **participate in** CPE activities from the different categories. This will give you a more beneficial CPE experience.

2.2 Maximum Credits from each Activity Category

Please also note that there are a **maximum** number of credits that optometrists and opticians can claim from each activity category every year. This is shown in the last column of Table 3 (next page).

Table 3 displays the different activity categories, their respective descriptions and the CPE credits that can be obtained.

All accredited CPE activities fall into either one of the following 5 main categories.

Table 3: Table of Activity Categories

Activity Category	Description	CPE Points System	Maximum Points Possible (1 year)
Category 1A : Short activities (1 to 2 hours per day) *	Category 1A: Lecture/Workshop/ Tutorial session organised by approved provider. Category 1B: Conference/ Seminar/ Workshop organised by approved provider.	Participant - 1 per session Tutor/Lecturer - 3 per session	20
Category 1B : Long activities (>2 to 8 hours per day/ whole day event) *		Ordinary Participant - 2 per half-day or 4 per day Speaker/ Presenter/ Poster participant (in presence) - 5 per presentation/poster	10
Category 2 : Publication (approved journals only) (see appendix 2)	Publications related to optometry or opticianry. For Cat 2 activities, practitioners need to file for audit the following: (a) A copy of the paper written or reviewed, and/or a copy of the journal edited; and (b) Proof of authorship (printed name on article) or review of the article, or editing of journal.	Author (main/secondary) - 5 per paper Editor (main/secondary) - 5 per journal Reviewer - 2 per paper	10

Activity Category	Description	CPE Points System	Maximum Points Possible (1 year)
Category 3 : Reading **	a) Article from approved journal b) Practice guidelines compilation or c) Video/audio tapes or podcasts For Cat 3 activities, practitioners need to file a copy of the article or practice guidelines compilation read for audit. Please see <i>appendix 2</i> for list of approved journals, practice guidelines compilation, video/audio tapes and podcasts.	1 per article 1 per compilation 1 per tape/ podcast	5
Category 4: Formal Certification Course	For Cat 4 activities, practitioners who have attended or are attending formal courses (onsite or distance-learning) approved by OOB may apply for CPE points. The following should be submitted to the OOB together with the CPE log: (a) A copy of the course details, including details of the modules (title, duration and description of each module); and (b) A copy of the certificate of completion of the course or each module (if course is not completed). Formal courses which have been accredited by the Accreditation and Examinations Committee and approved by the OOB need not be approved again. Please note that any course attended for the purpose of registration cannot be considered as a CPE activity.	4 per completed module	20
		4 per completed module	20

* If a practitioner is a participant and a presenter of the activity in 1 day, he/she will only receive credits for presenter.

** Reading of magazines does not qualify for CPE points.

2.3 Overseas Accreditation Agencies

The OOB will accept any CPE provider / programme that has been approved by the overseas accreditation agencies of certain developed countries where CPE is well established (e.g. UK, USA, New Zealand, Australia) as in Table 4.

The CPE activities that have been accredited by these agencies shall be accepted as meeting the quality guidelines prescribed by the OOB. OOB will accept the same CPE points assigned to these activities by the respective overseas accreditation agencies. The OOB reserves the rights to allocate the appropriate number of CPE points according to the CPE points system (table 3) should there be any differences in the allocation of CPE points/hours by the overseas accreditation agency. The OOB will review, add to, and make deletions from the list of accepted overseas accreditation agencies in the table below as and when the need arises.

For such activities, practitioners will need to file for audit the following:

- (a) Publicity material on the activity participated
- (b) Certificate of attendance (if any)

Table 4: List of accepted Overseas Accreditation Agencies

CPE Overseas Accreditation Agencies	Acronym	Country
General Optical Council	GOC	United Kingdom
Council of Optometric Practitioner Education	COPE	America
New Zealand Association of Optometrists	NZAO	New Zealand
American Optometric Association	AmOA	America
Australian Optometric Association	AuOA	Australia

3. Record your CPE activities

3.1 Why record?

All optometrists and opticians are strongly encouraged to record their CPE activities while going through the CPE programme. By keeping a record of the activities you have done and will be doing, you would be able to:

- Track your CPE points collected during the voluntary CPE programme,
- Get a better idea of the types of activities you have been participating in,
- Better plan future CPE activities you would like to participate in, and
- Meet one of the requirements to attaining a Certificate of Commendation,

You are strongly encouraged to use the CPE Logbook to record your CPE activities even if you choose not to enroll in the voluntary CPE programme with the Board. This will help you to better prepare yourself for compulsory CPE.

3.2 How to record?

All enrolled participants of the voluntary CPE programme have to record their CPE activities in a logbook. The cut-off date to enter in CEP activities is **30th September 2010**.

You will need to submit the log book to the OOB by **31st October 2010**. The OOB will then check that you have met your respective criteria and will award you with the Certificate of Commendation if you have met the CPE credits required in your registration category. (see Table 1)

3.3 Where to get logbook?

You can obtain a soft copy of the logbook at the OOB website at <https://www.oob.moh.gov.sg/ahp/cpe.jsp>. You can keep your CPE activities records in this soft copy.

3.4 Helpful Hints

- 1) When recording the CPE activities you have participated in, it is always good to write it into your logbook once you have completed your activity. This is when the details of the activity are still fresh in your mind. You would then not have to go through the hassle of trying to remember details of the activities.
- 2) Try as much as possible to fill in all the information into your logbook in the format shown in Appendix 1. If information is unknown to you, you can try to contact the programme providers.

- 3) Write a personal short reflection after every activity to ensure that you obtain the most out of the activity. If you just attend the activity for the sole reason of getting credits, you do not give yourself the chance to fully learn the skills and knowledge presented in the activities and benefit from them.
- 4) Mark down in your calendar the important dates, like the deadline to reply to the letter and submit your log book. This will help you stay on track and plan your CPE activities.

4. Frequently Asked Questions (FAQ)

1. What is CPE?

CPE stands for Continuing Professional Education. It consists of structured educational activities that serve to maintain, develop or increase the knowledge, skills and professional practice of optometrists and opticians.

2. What is the difference between voluntary CPE and compulsory CPE?

Voluntary CPE is set up by the OOB to prepare all practitioners and CPE providers for compulsory CPE. Participation in CPE is not compulsory at this time.

Compulsory CPE is expected to be implemented in 2011. This means that your practicing certificate will not be renewed, and you will not be able to practice your profession if you have not fulfilled the CPE credits required.

3. Is it compulsory for practitioners to do voluntary CPE?

No. CPE is not compulsory for practitioners at this time. However, mandatory CPE, which is compulsory for practitioners, will be implemented soon. Therefore, the OOB strongly encourages all practitioners to participate in voluntary CPE.

4. What is voluntary CPE?

Voluntary CPE is a programme that has been specially arranged by the Optometrists and Opticians Board (OOB) to help you better prepare yourself for compulsory CPE.

5. What is the duration of the voluntary CPE programme?

It will be implemented from 1st Oct 2009 to 30th Sept 2010.

6. Who can participate in voluntary CPE?

All optometrists and opticians can enroll in the voluntary CPE programme.

7. How do I indicate my interest to enroll in the voluntary CPE programme?

You can obtain a soft copy of the logbook at the OOB website at <https://www.oob.moh.gov.sg/ahp/cpe.jsp>. You can keep your CPE activities records in this soft copy.

You will need to submit the log book to the OOB by **31st October 2010**. The OOB will then check that you have met your respective criteria and will award you with the Certificate of

Commendation if you have met the CPE credits required in your registration category.

8. What is the difference between the “cut-off” date and the date for submission of the log books?

The cut-off date is the deadline for logging in activities. For the current run of voluntary CPE, the cut-off date is 30th September 2010. Activities logged in after this date will not be valid for credit accumulation.

The date of submission of log books is 31st October 2010. After this date, OOB will not accept any more log books.

9. What is the number of CPE credits required for each registration category?

The minimum number of Continuing Professional Education (CPE) credits required per year for each registration category is shown below.

Registration Category	Minimum Credits per year
Optometrist	25
Optician (CLP – Contact Lens Practitioner)	20
Optician (D+R – Dispensing and Refraction)	12
Optician (D – Dispensing)	12

10. If I complete more credits in voluntary CPE than is required during the voluntary CPE period, can I use them toward the credits required in mandatory CPE?

No, credits cannot be carried over from voluntary CPE to mandatory CPE.

11. What is a Certificate of Commendation?

A Certificate of Commendation assures your customers, your colleagues and the public that you are committed to professional development, and your professionalism as an optometrist or optician.

12. How do practitioners get a Certificate of Commendation?

To get a Certificate of Commendation, you must:

1. be a registered optometrist / optician,
2. send in your logbook by 31st October 2010 and
3. meet “CPE credits requirements”

13. What are the activity categories?

There are a total of 5 activity categories. Details are shown below.

Category	Type
1A	Short Activities (1 to 2 hours)
1B	Long Activities (>2 to 8 hours per day/ whole day event)
2	Publication
3	Reading
4	Formal Certification Course

14. Can I do a range of activities from the different activity categories?

Yes, you are encouraged to participate in CPE activities from the different categories. This would expose you to the different

categories of activities, thus giving you a more beneficial CPE experience.

15. What are the accredited Category 1 activities?

Accredited category 1 activities are those that are offered by accredited CPE providers:

1. Alexandra Hospital
2. Changi General Hospital
3. Ngee Ann Polytechnic
4. Singapore National Eye Centre
5. Singapore Opticianry Practitioners
6. Singapore Optometric Association
7. Singapore Polytechnic
8. Tan Tock Seng Hospital
9. International Centre for Eyecare Education (approved by the Optometrists Association Australia)

A list of approved CPE providers can also be found at <https://www.oob.moh.gov.sg/ahp/cpe.jsp>.

16. How do I claim credits for my participation in CPE activities?

You have to record your CPE activities in CPE logbook and submit it to the OOB by 31st October 2010. Do note that the last activity has to be logged in before the cut-off date of 30th September 2010.

For category 1 activities, the CPE provider for that activity will send in an attendance list containing your name, NRIC/FIN number, Registration Category and your signature to the OOB.

For category 2 and 3 activities, you will need to file copies of the relevant materials for audit.

For category 4 activities, you should submit the relevant materials to the OOB together with the CPE logbook.

Please refer to table 3 for more details.

17. I am a practitioner. How do I record CPE activities I have participated in? Can I keep my CPE record on my computer?

You have to record your CPE activities in the logbook. A copy of the logbook is appended to this guide. Alternatively, you can download a soft copy at the OOB website. You are encouraged to record your CPE activities on your computer. You can then print it out and submit it to the OOB by 31st October 2010 via mail.

18. I am a registered practitioner who is resident overseas. Can I participate in the voluntary CPE programme? If so, how?

Yes, you are strongly encouraged to participate in voluntary CPE. You would just need to follow the procedures stated in the “Guide to the voluntary CPE programme for Optometrists and Opticians” and participate in any approved activities. Please also note that you would have to meet your criteria to complete CPE.

19. I am a practitioner who has just passed my examinations and received my first license. Can I participate in voluntary CPE?

Yes. You are strongly encouraged to participate.

20. I am a practitioner who has participated in a Category 1B event. If I participated in the activity as a presenter for 1 session and as a participant for another session, will I be awarded CE credits for both presenter and participant?

You would only be awarded the presenter’s credits and **not** the participant’s credits for the same day.

However, if the event was stretched over a few days, you would be awarded the presenter’s credits for the day(s) you presented and participant’s credits for the day(s) you only participated and did not present.

APPENDIX IV: Schedule of Fees

Application Fee	\$50
Registration Fee	\$200
Practising Certificate Renewal Fees (2 years):	
- Optometrists	\$300
- Opticians (CLP)	\$280
- Opticians (Refraction & Dispensing)	\$280
- Opticians (Dispensing)	\$200
Late application fee for the renewal of a practising certificate:	
where the application is made less than 30 days before the expiry of the practicing certificate	\$50
where the application is made after the expiry of the practising certificate	\$100
Registration of any additional qualification	\$50
Restoration Fee	\$300
Certified True Copy of Certificate Fee	\$50