

Audit checklist

Profession: Optometry



This audit relates to the declarations you made in your recent application for renewal of your registration. The audit period is considered to be from **1 December 2011 to 30 November 2012**.

About this checklist

This checklist should be read in conjunction with the registration standards and guidelines published by the Optometry Board of Australia (the Board) on www.optometryboard.gov.au and the information on the audit process published on the Australian Health Practitioner Regulation Agency (AHPRA) website at www.ahpra.gov.au/registration/audit.aspx. When you have completed the checklist, please sign and date it, and return it along with the documents that provide evidence of your compliance with the standards.

You should keep a copy of this checklist and your original supporting documents. **Original documents must not be sent to AHPRA.**

You can send this checklist with the relevant documents in one of two ways:

1. By mail

AHPRA
GPO Box 9958
Sydney NSW 2001

2. By email

audit@ahpra.gov.au

Symbols in this form



Additional information

Provides specific information about a question or section of the form.



Attention

Highlights important information related to this audit.



Attach document(s) to this form

Please attach all the required documents to complete the audit.



Signature required

Ensure you read the declaration and sign and date the signature section.

Completing this form

- Read and **complete all relevant questions in each section**.
- Ensure that **all pages** and required **attachments** are returned to AHPRA.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes:

SECTION A: Practitioner's details

1. What are your personal details?

Full name

Previous names known by (e.g. maiden name)

Country of birth

City/Suburb/Town of birth

Date of birth

 / /

Contact phone

Email

Registration number

State of principal place of practice

- VIC NSW QLD SA
 WA NT TAS ACT

SECTION C: Recency of practice standard

 This section refers to the Board's *Recency of practice registration standard*. For more information view the full registration standard online at www.optometryboard.gov.au/registration-standards.aspx

5. In your application for renewal of registration, did you declare that you had met the Board's recency of practice requirements?

YES

NO *Go to the next question*

Attachment required below – then go to question 9



If you are a self-employed optometrist please attach a curriculum vitae, in the form of a statutory declaration, showing:

- the relevant periods in your work history for at least the past three years, and
- the dates of any absences from practice.

An example of a curriculum vitae that can be used for this purpose can be downloaded from www.ahpra.gov.au/registration/audit.aspx

If you are an 'employee' optometrist please provide a letter from your employer confirming your employment for the required period of time. A template is available online at www.ahpra.gov.au/registration/audit.aspx

6. In your application for renewal of registration, how long was your declared absence from practice?

Choose appropriate option

Between one and three years
Go to the next question

More than three years
Go to question 8

7. Did you attach to your application for renewal of registration, evidence of a minimum of one year's quota of CPD completed prior to recommencing practice?

YES *Go to question 9*

NO

Attachment required below – then go to question 9



You **must** attach evidence of CPD undertaken prior to recommencing practice. If this information is attached in the CPD section of this audit checklist, please write 'see CPD section' in the space below. If you are unable to provide this evidence, provide an explanation below.

.....

.....

.....

8. Did you attach to your application for renewal of registration, a plan for professional development and re-entry to practice?

YES

NO



You **must** attach a copy of your plan for professional development and re-entry to practice. See www.optometryboard.gov.au/Policies-Codes-Guidelines/FAQ.aspx for an information sheet to guide you on this. If you are unable to provide this evidence, provide an explanation below.

.....


.....

.....

9. Have you changed the scope or nature of your practice in the past registration period?

YES

NO

 The Board's recency of practice registration standard outlines the actions required for optometrists proposing to change the scope or nature of their practice, for example, by moving from an administrative role into clinical practice.

Choose appropriate option

Change is to a subset of my current practice
No action required. Go to Section D

An extension of my current practice



The Board's recency of practice registration standard requires the optometrist to undertake training that peers would expect before changing or expanding their scope of practice e.g. undertaking training in ocular therapeutics. Please attach evidence of completed training.

Changed to a different field or scope of practice



The Board's recency of practice standard requires you to consult with the Board and develop a professional development plan for ensuring your competence. Please attach evidence that you have completed the professional development plan for your new field of practice. If you have provided this information with your application for renewal of your registration, please indicate in the space provided below.
An information sheet to guide you on this is published at www.optometryboard.gov.au/Policies-Codes-Guidelines/FAQ.aspx

.....

.....

SECTION D: Continuing professional development standard

 This section refers to the Board's continuing professional development (CPD) registration standard. For more information view the full registration standard online at www.optometryboard.gov.au/registration-standards.aspx and the guidelines at www.optometryboard.gov.au/policies-codes-guidelines.aspx

10. In your application for renewal of registration, did you declare that you had met the Board's CPD requirements or that you had a plan in place to complete by the end of the next registration period?

YES



You **must** attach documentary evidence of your completion of the CPD requirements, including:

- a CPD record as described in requirement 8 of the standard
- evidence of completion of the required CPR course
- a summary record of accredited activities completed, either from the Optometrists Association Australia (OAA) or any other approved CPD provider as listed in Appendix B of the Board's CPD guidelines, and/or
- evidence of any non-accredited CPD activities completed (refer to requirement 9 of the registration standard).

If you made the declaration on the basis of having a plan in place, you are required to also provide a copy of the CPD plan. An example is provided at www.optometryboard.gov.au/policies-codes-guidelines.aspx

If you have completed more than the minimum requirements by undertaking all accredited activities, you are not required to provide evidence of the extra non-accredited activities.

See www.optometryboard.gov.au/registration-standards/cpd/templates.aspx for a CPD record template.

NO

Provide details of why you did not meet the Board's CPD requirements

.....

.....



You **must** attach a separate sheet with any additional details that do not fit in the space provided.

11. How many points of CPD did you complete during the audit period?

No. of accredited points

No. of non-accredited points

Total points

12. Do you hold a scheduled medicines endorsement?

YES

[Go to the next question](#)

NO

[Go to question 14](#)

13. Have you completed a minimum of 20 points of the minimum 40 of CPD related to the endorsement?

YES

No. of accredited points

No. of non-accredited points

Total points

NO

Provide details of why you have not completed the minimum CPD points

.....

.....

.....



You **must** attach a separate sheet with any additional details that do not fit in the space provided.

14. How many points of face-to-face education (as defined in section 1.3 of the CPD guidelines) did you complete during the audit period?



The standard requires a **minimum** of 12 points from this activity type over a year.

Points of face-to-face education

15. How many points of non-clinical CPD activities did you complete during the audit period?



The standard limits the number of this type of points to a **maximum** of 10 per year out of a total of 40.

Points of non-clinical CPD


16. How many points of CPD activities related to courses provided by suppliers or manufacturers of optical goods and equipment did you complete during the audit period?



The standard limits the number of this type of points to a **maximum** of 10 per year out of a total of 40.

Points related to courses

SECTION E: Declaration

 **Before you sign and date this form,** make sure that you have answered all of the questions and have attached your supporting documentation.

If you are unable to meet the requirements of the continuing professional development, recency of practice or professional indemnity insurance registration standards, you must still provide what evidence you have available and an explanation as to why you have not met the standards of registration.

Do not send original documents to AHPRA.

I confirm that all the information I have provided in this form and supporting documents is true and correct to the best of my knowledge.

Name of practitioner

Date

Signature of practitioner



SIGN HERE

Information and definitions

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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. All practising optometrists must meet the Board's CPD requirements. The minimum annual requirements are outlined in the in Board's CPD registration standard and guidelines.

For more information, view the Board's CPD documents online at www.optometryboard.gov.au/Registration-Standards/CPD.aspx

CURRICULUM VITAE

Your curriculum vitae **must**:

- at a minimum, cover the last three years
- indicate whether positions were undertaken full-time or part-time
- include any periods of non-practice
- be in chronological order.

You can download a curriculum vitae template suitable for this audit from www.ahpra.gov.au/registration/audit.aspx

PRACTICE

Practice means any role, whether remunerated or not, in which you use your skills and knowledge as a health practitioner in your profession. For the registration standards applicable in this audit, practice is not restricted to the provision of direct clinical care. It also includes working in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession and/or use of your professional skills.

PROFESSIONAL INDEMNITY INSURANCE (PII)

A registered optometrist must not practise the profession of optometry unless insured or indemnified, in a manner and to an extent approved by the Board, against civil liabilities that might be incurred by the optometrist in connection with the provision of optometric services.

A person must not practise as an optometrist in Australia unless they have professional indemnity insurance arrangements in force for all aspects of their practice, in each context and location of practice, whether they are practising full or part-time, paid or unpaid.

For more information, view the full registration standard online at www.optometryboard.gov.au/Registration-Standards.aspx

REGENCY OF PRACTICE

All applicants for registration who are not new graduates, and all applicants for renewal of registration, must demonstrate they have had sufficient optometry practice experience within the previous three-year period in order to maintain their competence to practise as an optometrist. The specific requirements for recency depend on the nature of the optometrist's practice, their level of experience, the length of absence from practice and whether they are intending to change the nature of their practice on return practice.

Optometrists who are unable to meet the recency standards will be required to submit to the Board a plan for re-entry to practice for the Board's consideration and may be required to complete specific education and/or assessment or work under supervision or oversight before being granted unrestricted registration.

For more information, view the full registration standard online at www.optometryboard.gov.au/Registration-Standards.aspx

SUPPORTING DOCUMENTATION

All supporting documentation **must** be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with AHPRA guidelines.

DO NOT send original documents unless specified.