

CPD Credit Point System for Optometrist/Optician

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Verification Method	Maximum Points for Annual Consideration
A1	Attended Congress/ Conference in related field/core business a. 1 full day (5-8 hours/day) b. 2 full days c. 3 full days	10 points 15 points 20 points	A conference should: a) Involve speakers of international standing b) Contain plenary lectures / symposia. c) Allow presentation of oral / poster, etc.	Proof of attendance (certificate or letter of participation).	20
A2	Attended Scientific Meetings of Chapters of Academy / Universities / Colleges / Association / Institutions / Ministry of Health & other related agencies a. Less than 2 hours b. 2-4 hours (1/2 day) c. 5-8 hours (full day) d. 2 full days e. 3 or more full days	1 point 2 points 3 points 6 points 10 points	a) The scientific paper must involve any local/ international practitioner/ academia. b) Should be able to disseminate new knowledge, practices and methods of improving current practices. c) The meeting agenda shall include presentation of papers/ projects / established guidelines/ SOP/ protocols etc.	Proof of attendance (certificate or letter of participation).	20

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Verification Method	Maximum Points for Annual Consideration
A3	Attended Workshops/ Courses/ Fellowships etc. (include hands-on & skills courses) a. Minimum 2 hours b. Half day (2-4 hours) c. Full day (5-8 hours) d. 2 full days e. 3 to 14 full days f. 14 full days or more g. Study Tour	2 points 4 points 6 points 10 points 15 points 20 points 5 points	The activity should be as follows: a) Competency related program. b) Minimum 2 topics/sessions. c) Study tour must be field related. d) For training related to work including quality, IT, and management - Maximum 10 Points for Annual Consideration.	Proof of attendance (certificate or letter of participation).	30
A4	Attended CME/COE sessions/other professional activities e.g.: a. Topic seminar/Forum/Lectures, b. Teaching rounds/Clinic attendance c. Hospital clinical meeting/ Reflective Notes/Epidemiological reviews d. Morbidity and mortality reviews e. Video show/Video conferencing f. Journal club	1 point	The activity should be as follows: a) Competency related program. b) Well organized activities. c) For live streaming – provider must provide registration platform for participants.	Proof of attendance (attendance records/certificate of attendance).	20

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Verification Method	Maximum Points for Annual Consideration
A5	Presentation at official meetings/functions: a. Plenary lecture/long paper (45 minutes or more) / free paper /short paper b. Poster presentation in related field / core business c. Others; i. Visiting lecture ii. Hospital clinical meetings iii. CME/COE sessions iv. Public talks v. Lectures to NGOs/ radio or TV talks vi. Technical briefings / updates. vii. Panel/moderator forum viii. e-poster	10 points 7 points 5 points	a) These credit points are in addition to full delegate attendance at congresses, scientific meetings or workshops. Otherwise only credit points for presentation are attainable. b) For poster presentation, credit points are awarded to the presenter. c) Visiting lecture – Where one is officially invited to give a lecture at venue/ function away from one's principal place of practice. d) The same presentation title can only be applied once a year.	Certificate or Letter of appreciation for activity conducted.	20

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Verification Method	Maximum Points for Annual Consideration
A6	Publication of articles in journal/ book/chapters in book / reports a. Indexed / Peer reviewed Journal i. Main authors /correspondence ii. Co-author b. Non-indexed journal i. Main authors /correspondence ii. Co-author c. Book/eBook d. Chapter in book - each chapter e. Reports e.g. Technical report, working papers, paper / magazine / bulletin / online articles etc.	20 points 5 points 10 points 2 points 10 points 10 points 10 points	a) An indexed journal is one which has international standing and is listed in the Index Medicus or similar indexing system. b) Book/eBook – with ISBN No. c) Minimum for writing chapters in a book is 10 pages.	i. Proof of journal indexing. ii. First page of publication. iii. Front page of a book. iv. Copy of reports.	30
A7	Self-study / Group study/ Case study	3 points / paper or session	a) Reading scientific papers from journals. b) Group study – not more than 3 people. c) Not applicable for own research / publication.	i. Documented evidence in the form of synopsis / evidence table. ii. CPD points will be verified by CPD Committee.	20

A8	CME Online	1 point	a) Self-administered MCQ. b) Organized by accredited provider.	i. Proof from CME online provider. ii. The CPD Committee is ultimately responsible for accreditation of the providers.	20
A9	Attended professional attachment / further training / structured course a. <1 week b. 1-2 weeks c. 3-4 weeks d. 1-3 months e. 3-6 months f. 6 months to 1 year	5 points 10 points 12 points 15 points 20 points 30 points	These should be: a) For professional attachment, credit points are awarded to participants at Tertiary Hospitals with Subspecialty/ University Hospitals. b) Conducted by relevant recognized authorities, local or international. c) There are structured modules for structured course.	i. Proof of completion. ii. Credit points given only once, upon completion of studies / attachment / training.	30
A10	Basic Degree / Masters Degree / Postgraduate Diploma / PhD	50 points	a) Allowed to also get credit points from other CPD categories. b) Credit points given only once, upon completion of studies (current year). c) Only course related to core activity including B.Sc. Optom. from Accelerated Program.	i. Certificate or exam result ii. Final transcript	50

CPD Category	CPD Activity Description	Points per Activity	Criteria / Explanatory Notes	Verification Method	Maximum Points for Annual Consideration
A11	Involvement as committee or project member: a. Quality Initiatives b. Training activities (as facilitator/trainer) c. Technical meetings d. Research projects: i. Principal researcher ii. Collaborator	5 points 5 points 5 points 10 points 5 points	a) Involvement as committee or project member for Quality Initiative, research project and training activities. b) Any appointment as committee members can be included c) Research projects are not applicable for HEP or post graduate student.	i. Letter of appreciation or appointment for activity ii. Approval letter by relevant authority	20
B1	a. Editor/Member of Editorial Board b. Referee/ reviewer (per article)	5 points 5 points	a) Pertaining to production of journals, special reports, bulletins, newsletters etc. b) Includes translator (per article)	i. Letter of appreciation or appointment for activity ii. Approval letter by relevant authority	10

B2	Other supporting activities related to personal development:		Activities are not related to work.	Letter of appreciation or appointment for activity	3
	a. Leadership role in optometry societies/NGOs	3 points			
	b. Self-Development courses e.g. IT courses, business management, administrative skills, leadership skills.	3 points			
	c. Risk management courses e.g. patient safety, medico-legal, ethics, communications.	3 points			
	d. Participation in community activities	3 points			
B3	Attended Annual General Meeting of Societies / Association / NGO registered with Registrar of Society (ROS)	1 Point		Membership registration & proof of attendance must be provided and verified	2

Note:

1. Maximum points refer to the maximum that will be accepted for each category, and will be considered for the annual CPD points.
2. For all activities, Certificates of Attendance, certified attendance lists, or other evidence for verification are required.
3. If the user was involved in several CPD categories in one program/event, the user is only allowed to claim the highest 2 CPD points.

EVIDENCE TABLE FOR A7

No	Author, Title, Journal, Year, Volume, Page Number	Study Design, Sample Size, Follow up	Outcome & Characteristics	LEVEL	COMMENT