



## Continuing education development provider manual

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#### **I. Purpose:**

Continuing Education Provider Manual (CEPM) is a document that will assist the approved CE providers of OCI in designing and formulating capacity building programs and aligning the the program with the application process for CE activities. The manual will orient the CE providers with required information necessary for the entire application process; improve precision and quality of application process for CE activities.

CEPM developed by OCI should be read in conjunction with CE development document, which includes:

- CE registrations
- Guidelines on CE
- FAQ's

## **II. Continuing Education providers:**

OCI encourages all approved CE providers to read this manual while developing the educational programs. It is also important for the providers to offer a program that focuses on up to date educational principles while delivering continuing education to professionals.

With the expected increased demand for CE, the OCI is conscious of the need to have a range of quality CE activities delivered in different modes available to optometrists.

The OCI will maintain a list of approved CE providers and will list it in its website and circulate to all Indian optometrists.

## **III. Continuing Education development: Application and content and process**

**Process:** Optometry Council of India board will be administering and assessing all applications for CE accreditation. CE accreditation application must be completed either online, or by completion of an electronic application form or by submitting a hard copy. Applications should be submitted no later than 45 days before the scheduled date of the continuing education activity. Providers will usually be informed of the outcome of application within 20 days of receipt. Incomplete forms submitted will not be attended. Late applications will not be assessed. It is the responsibility of the CE providers to ensure applications are submitted on time.

Each new applicant for accreditation will be assessed in isolation. It is important to remember that a provider, who has had CE activities accredited previously, should not presume accreditation for subsequent activities. Provider should not advertise or promote their CE as accredited by the board until this is confirmed in writing.

**Review of decisions:** If an activity is not granted accreditation, the CE provider may request a review of the board's decision by making a resubmission to the board. Applicant needs to forward written submission providing

evidence that they believe, supports the criteria of CE activities. The submission should include all information provided in the original application.

Resubmission should be done as soon as the rejection letter is received. The board approval for resubmission shall be done in 10 days after resubmission.

**Educational framework:** CE is available in a number of different formats (refer Guideline for CE development activities for registered optometrists). The guidelines contain a table that lists the range of CE activity groups and the maximum and minimum requirements applicable from different groups. The board will monitor the suitability of the criteria for different activity groups to accommodate emerging technologies and education approaches. For CE activity to be accredited it must be one hour duration (or, equivalent for independent learning activities). Activities that do not meet this minimum duration will not be accredited.

**Learning objectives:** Learning objectives are important in the design of accredited CE activities, because they tell the participants what to expect, what they will learn and what they will have to do. Having objectives will help an optometrist to decide if they want to participate in the course or not.

The OCI board is interested in assisting optometrists to participate in a range of CE activities that are both relevant and engaging for individual optometrist's development. In choosing CE activities optometrist's are required to assess their personal CE learning needs and the desired outcomes of CE activities. To assist optometrist's, to make relevant choices it is important that CE activities, list the expected learning objectives for all CE activities for it to be considered for accreditation.

Providers applying for accreditation should provide a minimum of learning objectives for each hour or equivalent of activity. If a program is submitted for accreditation as a whole ( example a multiple session 3 day conference), the number of learning objective will be discussed with the provider at the time.

Learning objectives should be written as action statements to describe what knowledge, skills, or attitude will be learned by participants. For Example: "Upon completion of this course, participant should be able to ....."

**Assessment:** There is no compulsion to include assessment with any CE activity. However, while submitting individual CE program application form for assessment OCI would prefer if the assessment form if any is attached.

In deciding, whether assessment will be included, providers should consider the following principles:

1. All assessment should be directly linked to the learning objectives of the activity.
2. Inclusion of assessment should add value and quality to the activity.
3. Assessment should only be included after the presentation and the inclusion of assessment should not reduce opportunities for questions from a presenter or opportunities for discussions, including interaction with peers.
4. Providers or examiners engaged by providers are expected to have the appropriate skills and experience to design an appropriate assessment questionnaire.
5. Assessment should be generally in the form of multiple choice questions.

6. Assessment style and conduct remains the responsibility of the CE providers.
7. Assessment questions need to be included with the application of accreditation.

**Point Calculation:** One of the outcomes of accreditation assessment process is the allocation of CE points. The number of points available for each CE activity group is listed in the table in guidelines under *registration standards CE development*

For a CE activity to be accredited it must be of minimum one hour duration. For Example:

Activity Duration	Type of activity and Example			
	Education Activity		Recipient activity	
	Conducting a lecture or a tutorial		Industry sponsored Continued Education Program	
	Assessment	No Assessment	Assessment	No Assessment
60 mins	4	2	2	1
90 mins	6	3	3	1.5
120 mins	8	4	4	2

**Logo:** Providers are able to promote CE activity with the boards approved OCI logo once the board accredits the continuing education program. A written confirmation for using the logo will be provided exclusively with the accreditation letter from the board if applicable. Usage of the logo is exclusively limited to information's pertaining to the specific program. If found or notified otherwise, the board reserves the right to ask for an explanation and also cancel the accreditation with notice.

**Feedback:** Feedback from participants for any accredited CE activity is vital to maintain the quality of the CE activities. The feedback may take many forms and may occur at the time of the activity or after it. Regardless of the format or timing, feedback on the quality of the CE activity should:

1. Be timed to ensure that the participants provide quality feedback.
2. Check if the optometrists believed, the activity was aligned with the stated learning objective
3. Provide optometrists with the opportunity to reflect on how the activity met their learning needs.
4. Be distinct from feedback on the venue and facilities

Providers are required to outline the feedback methodology when applying for accreditation and a report is required when submitting course completion details.

**Audit:** The board may conduct random audits for educational quality of any accredited CE activity. If it is determined that the provider has failed to ensure delivery of quality education, the provider may be ineligible for accreditation in future. Providers should maintain records of all CE activities for a period of three years after the activity has been provided.

**IV. Process for annual review of CE activities, conducted by approved providers: Every year March, the OCI approved CE providers are requested to submit an annual report of the CE activities conducted in the specified format that elicits the following:**

- CE event
- Activity type
- Number of attendees
- Maximum number of CE points available to optometrists from the activity

**V. Process for review of approved provider status:**

Optometry council of India, board has developed the following process for review of approved CE provider status:

1. The board will write to each approved provider in March of every 3<sup>rd</sup> year, requesting that they sign a declaration.
2. The approved provider will be required to state:
  - That there has not been any change to the organizations, in these 3 yrs period, that could result in no longer meeting the criteria for approved provider status.
  - That there had not been any obvious conflict of interest , in these 3 yrs period, that may affect the quality of educational content.
3. They will also be asked to provide a summary document of CE activity conducted by the providers, listing:
  - CE event
  - Activity type
  - Number of attendees
  - Maximum number of CE points available to optometrists from the activity

**VI. Criteria to be an approved CE provider**

IOF and ASCO schools will become accredited providers provided they meet the criteria.

1. Criteria for CE provider:
  - a) Most educators to be OCI registered,
  - b) Need to conduct a minimum of 3 CE per year (ATLEAST 3 HALF DAY CE OR MORE SESSIONS)
  - c) Each CE session should have set learning objectives
  - d) Educators if foreign nationals (optometrists) should be registered in their country and should have experience in the area of presentation
2. All institutions providing CE will be invited to become accredited providers.

3. Until December 2015 they will not be charged to become accredited.
4. Accredited providers have the liberty to give their own points for the CE based on criteria listed by OCI. OCI will then review this finally and approve it. This will continue UNTIL December 2015. Post 2015 for all accredited providers there will be an annual fee that is charged and they will NOT be charged for individual CE.
5. POST 2015 the list of accredited providers WILL be reviewed every 3 years by OCI board to see if everyone is performing satisfactory.
6. Non accredited providers (THOSE WHO DO NOT REGISTER WITH OCI) will be charged more than acc providers for each CE.
7. Industry will be charged more than accredited providers for each CE (THREE TIMES THAT OF THE ACCREDITED PROVIDER.)
8. Post 2014 *until December 2015* whoever is a *NEW CE* provider, they will be included in the list of accredited providers provided they meet the criteria.
9. The Accredited provider LIST shall be reviewed each year *post 2015*.
- 10 Continuing Education fees, for all Accredited Providers will be charged Rs 1200/- per day irrespective of the number of attendees
11. The ANNUAL fee which will be applicable to ALL accredited providers post 2015 will be decided by the OCI board later.

COUNCIL OF INDIA

