

STANDARDS OF PRACTICE

CONTINUING EDUCATION REQUIREMENTS

Name:	Continuing Education Requirements
Date Approved:	03/15/2019
Date Updated:	01/01/2020 03/04/2020 04/01/2020 09/02/2020
Number:	SP-LR-4a
Type:	Standards of Practice (SP)
Reference:	Replaces SP-LR-4 Continuing Education Requirements effective 01/01/2020 Professional Bylaws: COMPULSORY CONTINUING EDUCATION (12.1) Members will be responsible to provide verification they have met the continuing education requirements as defined within the Continuing Education Standard of Practice as specified by the Board of Examiners, the Registrar, and as approved by Council. (12.2) The Association shall provide courses consisting of not less than 15 hours of continuing education in each year unless otherwise determined by Council. 09.08.07 MOTION "That effective the year ending 2008, members shall be penalized by \$225 if they have not met their licensing Continuing Education requirements. Further, the member shall be required to complete the hours within a 90-day period and failure to abide by these terms, may at the discretion of the Registrar result in suspension of the member's license." CARRIED. 03.04.20 MOTION "To approve the amendments to STANDARD OF PRACTICE SP-LR-4a to reflect Schedule A and Schedule B categories of continuing education." CARRIED 04.01.20 MOTION "In consideration of COVID-19 and mitigating circumstances, for the Continuing Education cycle of 2020-2022, members may obtain up to 30 hours of COPE approved or COPE equivalent Schedule A or Schedule B hours through online sources." CARRIED. 09.02.20 MOTION "To amend STANDARD OF PRACTICE SP-LR-4a Continuing Education Requirements to allow for one-hour per week for a maximum of 18 hours in a three-year continuing education cycle for supervising an optometric extern." CARRIED.

Participation in Continuing Education

All licensed members must obtain the minimum number, or greater, of Continuing Education (CE) hours in each competency period in a manner, type and number as directed by Council *(as referenced in the Professional Bylaws section 12.1).

Initial Implementation of SP-LR-4a Continuing Education Requirements

For initial implementation on January 1, 2020, members may carry forward surplus qualifying CE credits over the current 40 CE hour requirement up to a total of 20 hours from the three preceding years of 2017, 2018, 2019.

New graduates who graduated in 2014 or after and accumulated CE hours in 2017, 2018 and 2019 may carry forward up to 20 hours into the new CE Cycle and Requirements.

The Council recognizes there may be individual circumstances not specifically identified in the initial roll-over into the new SP-LR-4a Continuing Education Requirements. Members may submit a written request for a one-time consideration and approval from the Registrar to carry hours forward if they feel the circumstances are warranted.

CE Cycle and Requirements

The CE cycle will effectively begin January 1, 2020 to December 31, 2022 and will continue in three-year increments thereafter. Each member is required to participate in a minimum of SIXTY (60) CE credit hours during every three-year cycle. If a regulated member earns more than 60 CE hours in any three-year competency period, a maximum of 20 hours will be carried forward to the next three-year competency period.

- **Schedule A:** A minimum of 30 hours must be related to the following topics: pharmacology, glaucoma, or therapeutics, and disease management
- **Schedule B:** All "Other" Continuing Education. All "Other" Continuing Education must relate and enhance a Member's ability to practice optometry

If a member elects to obtain CE hours via correspondence (i.e. internet/magazine) the maximum number of hours allowed in each three-year cycle is 20 hours. These hours can be allocated to the applicable category; either Schedule A or Schedule B.

New members will be required to complete a pro-rated number of hours based on the date they obtain a SK license. For example, if they register during the second year of the cycle, they would require 40 CE hours, 20 CE hours if they registered during the third year of the cycle.

Members are required to confirm they have obtained the required CE hours on their annual license renewal. At the end of the three-year period, the member must have obtained a minimum of 60 accredited CE hours. It is the responsibility of the member to claim only CE hours that are relevant to the member's maintenance of practice and/or continuing competence.

Random CE Audits

The College randomly selects members to complete Quality Assurance Self-Assessments. Members will be required to confirm the accuracy of their reporting and that they have met the CE requirements as part of Quality Assurance.

Additionally, a representative of the College, being the Registrar, Deputy Registrar or Associate Registrar may request confirmation CE requirements have been met at any time. **All members are required to retain written proof of continuing education activities for at least three-years after the completion of a reporting cycle.**

Members who fail to acquire the required number of CE credit hours may be referred to the Quality Assurance Committee for practice assessment and/or may be required to pay a fine of no less than \$225, or as determined by Council. Members may apply to the Registrar (at his or her

discretion) for an extension of no more than 90 days to complete a CE shortfall before their license could be revoked at the discretion of the Registrar.

Types of Traditional Learning Activities Approved by the SAO Include:

- All COPE and ACCME accredited courses
- Courses taught by a COPE accredited provider (at local/provincial/state sponsored CE meetings/societies)
- Courses sponsored by an ACOE accredited Canadian or American college of optometry
- Courses sponsored by a not-for-profit optometric organization(s) where the primary goal of the organization is to provide or promote optometric educational opportunities or provide clinical care
- Courses approved by the Registrar:
 - Non-COPE approved courses including Industry Sponsored Courses. Courses seeking Registrar approval must provide a participation verification certificate that includes:
 - The member's name
 - Location and date of the course
 - Course title
 - Name of the instructor
 - Name of the provider
 - Number of CE hours awarded *note: 50 minutes is required for 1 CE hour

Additional types of learning activities approved by the SAO include, but are not limited to:

- Successful completion of an accredited optometric residency (35 hours)
- Fellowship in the American Academy of Optometry (25 hours)
- Fellowship in the College of Optometrists in Vision Development (25 hours)
- Achieving US Board Certification (20 hours)
- Publication of an article or case report in a refereed optometric or medical journal (8 hours/article)
- Lectures given to regulated health professionals or health professionals in training (3 hours/1 hour of lecture)
- CPR certification and recertifications obtained after 01.01.2020 (2 hours per cycle)
- Supervising an optometric extern (1 hour per week for a maximum of 18 hours in a three-year continuing education cycle)
- Participation in the Optometry Examining Board of Canada (OEBC) (hours depend on the task)
- Providing a vision care clinic in a First Nation community identified as a Rural and Remote Community within the "Optometric Services in Saskatchewan Map". A member may claim up to a maximum of 4 CE hours for a full day of clinic upon completion and submission of a FNIHB – Rural and Remote Optometric Clinic Report Card to the SAO office. A member may claim up to a maximum of 12 Rural and Remote CE hours per three-year cycle.
- Participating and providing optometric services in an eye care mission in a third world country. A member may claim up to a maximum of 4 CE hours for each eye care mission and must be able to confirm their attendance on the mission. A member may claim up to a maximum of 12 CE hours for eye care missions per three-year cycle.

The Registrar has the right to deny credit at license renewal time for any CE course that is not COPE approved or submitted to the College for approval.

Refer to "Request for CE Approval and Authorization Form".

Refer to "FNIHB – Rural and Remote Optometric Clinic Report Card".



Saskatchewan Association of Optometrists

Dr Leland Kolbenson, **Registrar**

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To: Dr. Leland Kolbenson - Registrar

Date: _____, 20____

From:

Re: **Request for Approval of Non-COPE Approved Continuing Education (CE)**

Please sign and authorize Continuing Credit for this SAO member:

Dr. _____, License # _____

Date	Course Description	Location	Credit Hrs
		TOTAL	

Comments:

Dr. Leland Kolbenson, Registrar

Date



FNIHB – RURAL & REMOTE OPTOMETRIC CLINIC REPORT CARD

To: Saskatchewan Association of Optometrists

Fax: 306.652.2642

Email: ed@saosk.ca

Optometrist Providing Service: _____

Qualifies for Rural and Remote CE Credit of 4 hours? Yes _____

Optometrist's Clinic Name & Address (for files):

FNIHB Clinic Location/Reserve: _____

Dates of Clinic: _____

Number of Patients Examined: _____

Number of Patients Under 18 Years of Age: _____

Number of First-Time Patients: _____

Total Number of Patients Requiring Spectacles: _____

Total Number of Patients Requiring Referral to Other Health Professionals: _____

Other Notes: _____

Send to the SAO office via fax at [306.652.2642](tel:306.652.2642) or email at ed@saosk.ca