

Dear CPD program member,

The ACOD CPD program requires qualified Optical Dispensers to acquire a minimum of 60 continuing professional development points every three years from the date of joining via www.acod.edu.au.

To maintain ongoing professional development points, you will be required to accumulate points from at least 3 of the 4 categories from the table below. The industry relevant point scheme is designed to further enhance your dispensing skills and knowledge. Your evidence log is stored in our member area and no additional admin process is required to maintain your CPD membership.

For example;

Elizabeth has registered as an ACOD member in October 2017, therefore needs to accumulate a minimum of 60 points from 3 of the 4 categories by October 2020.

Elizabeth attends a full day conference in 2018 and 2019 and gains 30 points from each (5 points for the 6-hour day). Her attendance achieves the minimum number of points. However, as it was all from the same category, she hasn't yet completed the required criteria.

Elizabeth presents what she learnt at the conferences to her work colleagues, therefore gains another 10 points (2 x 1 hour presentations; 5 points per hour).

Elizabeth also subscribes and reads the relevant industry publications, which she notes spends 12 hours per year doing so. This accumulates another 24 points (1 point per hour).

In this example Elizabeth has gained 94 points, from 3 of the 4 categories and has therefore achieved her point requirement as an ACOD CPD member.

Type Code	Code	Activity	CPD Credits	Documentation
1. ACOD event or conference attendance	1A	Attendance an ACOD event/national/state/international meetings workplace mini-conferences, optical dispensing workshops and webinars	5 per hour of educational activity	Certificate of attendance or receipt of registration & copy of program
2. Presenting	2A	Conference presentations at state, national or international meetings	10 per hour or oral presentations or workshop	Meeting program documenting name of presenter and topic presented or Letter of acknowledgement/thanks or certificate
	2B	A presentation within your workplace or local area (including professional association meetings)	5 per hour or oral presentations or workshop	Brochure documenting name of presenter and topic presented or Letter of acknowledgement/thanks or certificate
3. Educational	3A	Self-directed learning to enhance patient/client outcomes and professional skills e.g. research, reading relevant journal articles or texts, web-based activities other than webinars	1 per hour to a maximum of 40 per triennium	CPD Learning Activity Record
4. Other	4A	Any other documented educational or professional activity e.g. participation in relevant professional committee meeting, course or national conference convening, adjudicating or chairing conference sessions, examining within the profession, formalised mentoring	1 per hour to a maximum of 30 credits per triennium with a cap of 15 per activity	Letter or certificate of acknowledgement or thanks, or CPD Learning Activity Record

ACOD CPD Program requires 60 continuing professional development points to be demonstrated every three years using a combination of 3 out of the 4 categories above.

Calendar of ACOD events - 2018

Date	Location	Topic	Points	Presenter
Wednesday 7th February 6:30 – 8:30pm	Sydney Fraser Suites, City	<i>The Importance of Continuing Education</i> – Why keeping up to date will give you your professional advantage	5	James Gibbins
Tuesday 13th February 6:30 – 8:30pm	Perth Fraser Suites, Adelaide Terrace, East Perth	<i>The Importance of Continuing Education</i> – Why keeping up to date will give you your professional advantage	5	James Gibbins
Wednesday 7th March 2018 6:30 – 8:30pm	Sydney Fraser Suites, City	<i>Low Vision Aids</i> – How to dispense low vision aids and the benefits to your practice and patients	5	Beth Birth
Wednesday 14th March 6:30 – 8:30pm	Perth Fraser Suites, Adelaide Terrace, East Perth	<i>Practical tips for being a more efficient dispenser</i> – Learn tips and tricks to be a better dispenser	5	Chedy Kalach
Wednesday 11th April 6:30 – 8:30pm	Sydney Fraser Suites,	<i>How dispensing relates to Orthoptics</i> – Learn How your role as an optical dispenser can dramatically assist in orthoptics training.	5	Vincent Nguyen
Wednesday 18th April 6:30 – 8:30pm	Perth Fraser Suites, East Perth	<i>Optical mechanics, pocket history</i> – Learn tips and tricks from a career optical mechanic and how better communication with the lab will improve your dispensing	5	Bruce Wain
Wednesday 16th May 6:30 – 8:30pm	Melbourne Saxons, Collins Street	<i>Customer service and dispensing</i> – Is optical dispensing just professional sales?	5	Chedy Kalach
Wednesday 9th May 6:30 – 8:30pm	Sydney TBC	<i>Edging and fitting for beginners</i> – Go through the basics of edging and fitting	5	George Webster
Wednesday 16th May 6:30 – 8:30pm	Perth ARC Optical,	<i>Edging and fitting for beginners</i> – Go through the basics of edging and fitting and experience a boutique optical lab	5	Alan Wilks
Wednesday 20th June 6:30 – 8:30pm	Sydney Fraser Suites	<i>Retail dispensing and management</i> – See how to managing an optical practice is not to dis-similar to managing the practice.	5	April Petrusma
Wednesday 27th June 6:30 – 8:30pm	Perth Fraser Suites,	<i>Customer service and dispensing</i> – Is optical dispensing just professional sales?	5	Chedy Kalach

* All events are subject to change, please contact ACOD to confirm the event in attendance.