

The Helpful Information Guide

if you're a Student / Trainee Dispensing Optician...

WHEN YOU'RE STARTING:

What to do during your studies...

When you enrol in the optical dispensing course through ACOD you have approximately eighteen months to two years of study ahead of you. During this time you will be required to complete all of the units you receive (14 in total), and attend workshops blocks at Essilor, Auckland. You will be required to attend each of the workshops as you complete more of the course. Course fees and further information regarding the workshops will be outlined for you by ACOD or you can go to the ADONZ website and look at the student section.

Your enrolment covers all course fees and workshops for the two year duration of the course, with the registration links available online from the ADONZ website or ACOD directly. Registrations are always open, but best to register at the start of the year, to take full advantage of most workshop dates available.

Most questions during this time should be directed to or James Gibbins or Chedy Kalach at ACOD (*contact details on page five*), or Steve Stenersen or Sue Kain at OptiBlocks

The text books...

Practical Optical Dispensing

- by David Wilson and Steve Daras (ed3)

Practical Optical Workshop

- by David Wilson, Steve Stenersen and Steve Daras (ed2)

New Zealand students enrolled with ACOD, have the text book **Practical Optical Dispensing** kindly donated by **The Kennemore Education Fund**. There will be a cost for **Practical Optical Workshop**.

Text books are available through Eyeline Optical (*contact details on page five*). Have your student number handy!

*Please note that **Practical Optical Dispensing** is only free to you while you are enrolled with ACOD/OptiBlocks. Once you finish the course, or if you are completing the course through another provider, you are required to buy this text book.*

How to progress through the course...

After you register online, you will receive access to the online student portal and program within days. You can then book yourself into the workshop dates that best suit you and start preparing and learning the materials. The online portal relates to the program, therefore following the order of the program online is highly recommended.

There are 4 workshops of 4 days each (Thursday to Sunday) throughout the course that need to be completed in that sequential order. All practical tasks and written tests are completed during these workshops.

The Record of Training...

In the final year of your study you should start completing your **Record of Training**, after successfully completing **workshop 3**. This is available to download from the ADONZ website in the student section. The ROT is a requirement of the Optometrists & Dispensing Opticians Board (ODOB) and should be sent in with your registration application.

WHAT TO DO ONCE YOU'VE GRADUATED...

Once you have received your official transcript from ACOD, and completed your Record of Training you should apply to be registered with the ODOB. If you are not registered you are not allowed to call yourself a dispensing optician.

You are able to apply for your Annual Practising Certificate (APC) at the same time as your registration – please read the notes on the Board website. You need an APC to be able to practise in NZ as it is illegal to practise without one.

You can also contact the Deputy Registrar of the ODOB if you need to have the forms posted to you, or if you have any questions (*contact details on page five*).

The registration process...

Your registration is a legal requirement and you must apply to the ODOB. Visit the Board website: <http://www.odob.health.nz>

Click on **Want to Register?** And then **Apply to register as a Dispensing Optician**. Click on **Apply Using this Form** in the fifth paragraph to download the application form. **Follow the instructions carefully** and send all of the required information together.

Check list:

- A certified copy of your birth certificate, identification page of your passport, or driver's license
- An endorsed colour passport sized photograph attached to your application
- Evidence (original or certified copy) of any name change (e.g. Deed Poll, Marriage Certificate) if applicable
- Originals or certified copies of all relevant qualifications.
- A record (originals or certified copies) of criminal convictions (New Zealand) and/or a Police Clearance Certificate or its

equivalent from any overseas jurisdiction, with an explanatory letter if applicable.

- Letter or Certificate(s) of Good Standing (originals or certified copies) dated not more than six (6) months old from all bodies with whom you have registered in the past 10 years.
- One character reference from a registered optometrist or registered dispensing optician who has known the applicant for at least a year, and who is not a relative.
- One character reference from a person who is of good standing in the community, who has no involvement in the optometric or optical dispensing profession, who has known the applicant for at least a year, and who is not a relative.
- Full curriculum vitae.
- Signed and witnessed statutory declaration
- Application fee (the current fee is listed on the Board website – please check as this may change). NB The application fee is not refundable whatever the outcome of the application.

NEW DISPENSING OPTICIAN GRADUATES MUST ALSO INCLUDE a record of training book showing evidence of the completion of a minimum of 800 hours of optical dispensing practice over a period of no more than two years.

IMPORTANT TO NOTE:

The ODOB will not process any application unless it is fully completed. You should send all of the required documents together (and make sure that it is no more than six months old). Read the application carefully – it is important to follow the instructions or your application will be delayed.

The Board will take approximately 10 to 20 working days to process your application. In the event that there are any anomalies in the documentation you have provided, processing time is likely to increase.

When the Board has approved you for registration, your details will be listed in the Register of Dispensing Opticians.

The APC process...

You can apply for your Annual Practising Certificate (APC) at the same time as your registration - the APC application will be considered as soon as your registration is complete. Download the APC application form from the Board website. If you have any questions about this form, contact the ODOB.

An APC application form will be sent to you on completion of your registration if you do not apply for both at the same time. It is recommended that you apply for your registration and APC together if you intend to practice straight away. Remember that you are required to gain CPD credits once you hold an APC.

It is important to remember that it is illegal to practice without a current APC.

GENERAL INFO

You're entitled to use titles and post-nominal letters...

Once registered you should use the protected title "Dispensing Optician" rather than optical dispenser.

Regulated practitioners work within a competence assurance framework that does not apply to unregulated people. You should use your protected title to differentiate yourself from those who are not regulated. If you use your protected title the Board and the profession can begin to educate the public on the benefits of seeking optical care and advice from dispensing opticians and optometrists. You are entitled to use the following post-nominal letters after your name: **RDONZ**

The following format is an example of how you can use your letters and title on business cards and letterhead etc.

Joe Bloggs RDONZ
Dispensing Optician

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Optical dispensing is a registered profession in New Zealand, and you must complete CPD to prove that you are competent to practice as a dispensing optician.

You are required to complete 20 CPD points during the 24 month cycle which always finishes on 30 November of an odd numbered year. The ADONZ will record your CPD points, and then report those to the Board. If you are in deficit at the end of the cycle, you will be required to complete an audit to prove your competency to practice.

You will receive a CPD recording form from the Board along with other documents once your APC is granted. You **MUST** fill this in, and submit it to ADONZ along with a copy of your graduation certificate, and you will then receive 10 CPD graduation credits. Failure to return the form could mean that you are not entered into the system and you do not receive important CPD updates.

You will be entered into the CPD recording system on a pro rata basis when you gain your APC. Your graduation credits are only valid for the year after graduation, so if you do not register and gain your APC in that time, they will expire. You cannot gain ordinary CPD credits at an event until you are registered and hold your APC.

The ADONZ will send you a CPD information pack once the form is received at the ADONZ office. This includes information about your obligations as a registered health care practitioner. If you do not receive a CPD information pack, please contact the ADONZ office and request one.

THE ADONZ

The Association of Dispensing Opticians of New Zealand is your



professional association formed to help and promote dispensing opticians and students. The ADONZ is non-profit and membership is not compulsory (you can decline the membership at any time), but there are many benefits:

- **ADONZ MEMBERSHIP** is provided **FREE** to all students enrolled in a recognized optical dispensing courses. **Graduate** membership is \$150 for the first year of practicing.
- **A MONTHLY E-NEWS** is produced for all members and a dedicated **student section is included**.
- **CPD** is provided through different methods at a reduced cost to members (i.e. ADONZ National Conference and DVDs). A dedicated CPD newsletter is also produced at the start of each month.
- **JOB VACANCIES** are listed on the ADONZ website, and the E-News for members.
- **NETWORKING**, HR resources, and business advice is available.
- **ANNUAL DO & STUDENTS WAGE AND WORK SURVEY** results are available on the ADONZ website in the RESOURCES section: www.adonz.co.nz/resources
- **MEMBER MEETINGS** are sometimes held in local centres. These meetings usually provide CPD accredited lectures.

The ADONZ is a member of the **International Opticians Association (IOA)** and participates fully in promoting dispensing optics throughout the world.

ADONZ is completely separate from the ODOB. The registration fee that you pay to the Board once you are qualified does not cover membership to the ADONZ. Please contact the ADONZ office for full information on subscription fees (student membership is free).

The ADONZ is contracted by the ODOB to record and report CPD for all dispensing opticians. The ADONZ maintains up to date records of credits gained which can be monitored by you through the ADONZ website. ADONZ also provides administrative support for the ODOB DO CPD Accreditation Committee which considers all CPD applications.

THE OPTOMETRISTS & DISPENSING OPTICIANS BOARD

The Board is made up of four optometrists, two dispensing opticians and two lay members. It is established to carry out functions determined by the Health Practitioners Competence Assurance Act 2003. The HPCA Act sets out the functions of authorities under Part 6 Section 118 (a-m).



The ODOB is the Government-appointed regulator of optometrists and dispensing opticians in New Zealand. The Board's task is to ensure the on-going protection of the New Zealand public by employing methods for ensuring that optometrists and dispensing opticians are fit and competent to practise their professions.

The Board fulfils this role by prescribing the qualifications required for registration as an optometrist and dispensing optician, by setting and maintaining standards of clinical and cultural competence and ethical conduct for the two professions, and by promoting on-going education and training in the two professions.

As well as being registered in New Zealand, health practitioners must hold a current practising certificate (licence to practise) and it is the Board that issues this certificate. This certificate is renewed annually on application to the Board and is the process through which optometrists and dispensing opticians affirm that they remain fit (healthy) and competent (through on-going education) to continue practising their professions. The Board will invoice you for this in March each year.

Please keep your contact details up to date with the ADONZ at all times so you continue to receive important information.

THE DISPENSING OPTICIAN TITLE

The title "**Dispensing Optician**" is protected by law and only registered practitioners are allowed to use this. If you are not registered as a Dispensing Optician, or if you are still studying, you are not allowed to use this title.

The Ministry of Health deals with unregistered people using the title. The ADONZ is also proactive in pursuing those who are using the title illegally.

You may not be aware that the term "optical dispenser" should also not be used by persons that are unregistered.

Section 7 of the HPCA Act 2003 states: "**A person may only use names, words, titles, initials, abbreviations or descriptions stating or implying that the person is a health practitioner of a particular kind if the person is registered, and is qualified to be registered, as a health practitioner of that kind**".

The Ministry of Health's view is that the title "optical dispenser" is so similar to the title "Dispensing Optician" that there is a real risk of consumers being misled.

The Ministry's approach in enforcing the Act is to first seek compliance. In cases where the persons are unwilling to comply with the Act, the Ministry will seek to prosecute. Prosecutions under Section 7 carry with them a fine of up to \$10,000.

The ADONZ recommends that students who are training to become Dispensing Opticians use the word "student" or "trainee" before the title Dispensing Optician so that there can be no confusion as to status.

The student (or supervisor) should ensure that the client or patient understands that you are a student, i.e. there should be at least a verbal exchange of confirmation (if not a written one). Any other titles should not be used as they have the potential to create confusion for the public.

Please make sure that you and the people you work with comply with the Act.

CONTACT DETAILS

ACOD

James Gibbins <i>Director and senior trainer</i>	James.gibbins@acod.edu.au Phone 0061 425 278 227
Chedy Kalach <i>Director and senior trainer</i>	Chedy.kalach@acod.edu.au Phone 0061 416 095 263
General Enquiries	admin@acod.edu.au

OptiBlocks

Director	Steve Stenersen
Administrator	Sue Kain
Email	optiblocks@adonz.co.nz
Phone	06 867 5465
Post	211 Gladstone Road Gisborne 4010

ADONZ

Hayley Bendall <i>Administrator</i>	hayley@adonz.co.nz
Donald Crichton <i>President</i>	adonzdonald@gmail.com
Phone	07 824 1044
Office Email	info@adonz.co.nz
Website	www.adonz.co.nz
Website student section	www.adonz.co.nz/resources/students
Post	PO Box 137 Morrinsville 3340

ODOB

(Contact the Registration Officer directly for all registration or APC enquiries)

Lindsey Pine <i>Registrar</i>	Lindsey.pine@odob.health.nz
Annette McCoy <i>Registration and Recertification Officer</i>	annette.mccoy@odob.health.nz
Website	www.odob.health.nz
Phone	04 474 0704
Post	PO Box 9644 Wellington 6141

Eyeline Optical

(Text book supplies)

Contact	Brian Black
Email	brian@eyeline.co.nz
Free Phone	0508 11 44 77
Free fax	0800 11 44 77
Website	www.eyeline.co.nz

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The Kennemore Education Fund

Denis & Enid Kennemore
and
Essilor NZ

The Kennemore Education Fund is made up of very generous donations from Denis & Enid Kennemore and Essilor NZ. This fund directly helps New Zealand optical dispensing students who are enrolled with ACOD/OptiBlocks

This information has been supplied by the ADONZ and ACOD. We do our best to keep up to date with changes, and this document is periodically updated with alterations in procedures and staff etc. The current version of this is always available on the ADONZ website:
www.adonz.co.nz/resources/students