

Welcome to the College of Opticians of Ontario

QUALITY ASSURANCE REQUIREMENTS FOR NEWLY REGISTERED
OPTICIANS (RO)



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College of
Opticians
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Purpose of Quality Assurance Program

- To assist Registered Opticians (RO's) in meeting their legislative obligations under the *Regulated Health Professions Act, 1991*
- To ensure that ROs maintain a high standard of practice and professionalism and that they deliver safe and competent patient care.
- To ensure ROs continually upgrade their knowledge and skills to meet the changing practice environments and patient needs
- The QA Program is intended to be a supportive learning experience for registrants

Quality Assurance Program

There are 3 parts to the Quality Assurance Program

1. The Annual Professional Portfolio
2. Competency Review and Evaluation (CRE) Process
3. Peer and Practice Assessment

Professional Portfolio

- Must be completed each calendar year (January-December)
- Opportunity for self-assessment and professional development
- Deadline for completion is December 31st of the calendar year

Professional Portfolio Requirements

1. Competency Self-Assessment
2. Professional Development which includes a combined total of 16 Continuing Education (CE) hours broken down as follows:
 - 4 accredited Eyeglass (EG) hours
 - 4 accredited Contact lens (CL) hours
 - 4 accredited Professional Growth (PG) hours
 - 4 non-accredited, self-directed hours
3. Jurisprudence – This tool is designed to help RO's maintain professional boundaries in their practice. All registrants are required to successfully complete Chapter One: Professional Boundaries and Sexual Abuse Prevention within 12 months of registration and then once every 3 years. This is a PG activity and, may be used toward your PG hours in the year it was completed.

First Year of Registration – CE Requirements

- All new ROs must complete a professional portfolio
- The number of continuing education hours required depends on the date of registration with the College. CE hours are prorated.
- The chart below shows the prorated CE requirements:

Date Registered	Accredited CE Required	Unaccredited CE required
January 1 – March 31	12 (100%) (4 EG + 4 CL + 4 PG)	4 (100%)
April 1 – June 30	9 (75%) (3 EG + 3 CL + 3 PG)	3 (75%)
July 1 – September 30	6 (50%) (2 EG + 2 CL + 2 PG)	2 (50%)
October 1 – December 31	3 (25%) (1 EG + 1 CL + 1 PG)	1 (25%)

Important Reminder

- The prorated requirements applies only to the first calendar year of registration and only to members who have not previously held an RO certificate of registration in Ontario.
- ROs will be required to complete all 16 CE activity hours in the second calendar year of registration.

Competency Review and Evaluation (CRE) Process

- A mechanism for the Quality Assurance Committee to monitor registrant participation in the QA Program.
- Annually 20% of all ROs are randomly selected to participate in the CRE process.
- ROs will receive notification by email that they have been selected to participate.
- Those selected will receive an email in February of each year.

CRE Process – Two Streams

Stream 1 – 10% of the ROs selected are required to submit the previous year's professional portfolio for review. The RO will ensure that all components of their professional portfolio have been completed. The portfolio is reviewed through the registrant portal.

or

Stream 2 – 10% of the ROs selected are required to submit the previous year's professional portfolio for review as well as engage in the Multi-Source Feedback (MSF) process.

** Please note that completing your annual Professional Portfolio does **not** exclude registrants from participating in the CRE process.

Peer and Practice Assessment

- Registrants may be identified during the CRE process as requiring an in-depth assessment of their practice and will be required to participate in the Peer and Practice Assessment

Registrant Portal

- The Professional Portfolio is completed online through the Quality Assurance section of your [Registrant Portal](#).
- Certificates must be uploaded with your accredited hours to verify completion.
- An important resource is the [Professional Portfolio Guide](#). It will assist on how to complete each of the Professional Portfolio components.
- Additional instructions, including video tutorials, please visit the Registrants Section information page located [here](#) on our website.
- A list of the continuing education activities accredited by the College are located [here](#) on our website.

Questions?

Contact Information

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