



General  Council

CET System Administrator



Purpose of this guide

This guide is for the person(s) who is responsible for the administration of the CET process and achieving the deadlines that are enshrined in the [*Code of Conduct for CET Providers*](#).

The aim of this guide is to give you an overview of the CET Scheme and process, and your role.

You will use the MyCET online portal to complete the majority of the tasks involved. The portal is straightforward to use but you will need to invest some time in learning how to do things. This portal is your main tool for administering your CET. There is a separate guide on how to use the MYCET online portal.

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Introduction to the CET Scheme

What is CET?

CET is a statutory process which registrants use to support the maintenance and development of the knowledge and skills currently required to be a registered optometrist and dispensing optician.

The GOC sets legal requirements in relation to the amount and type of CET required within a three year cycle. CET activities are mostly delivered by Providers external to the GOC and approved by the GOC in advance.

In principle:

- CET must have a clear focus on current practice and be related to the performance criteria and indicators for the units of competency for each profession.
- CET must support improved standards of patient care.
- A proportion of the statutory CET Requirements must support the clinical decision making process and reduce the risk of professional isolation.
- CET must encourage registrants to reflect on their own and other's current practice.

An overview of how the scheme works

Registrants have specific CET requirements based on registrant type which they have to meet to remain on the register.

To meet the requirement they need to complete CET activities approved by the GOC. CET can only be delivered by a CET Provider who is approved by the GOC in advance.

To get their CET activities approved by the GOC a CET Provider submits a CET application to the GOC using the MyCET online portal. The CET Approver reviews the application against a set of criteria and makes a decision to approve, not approve or request further information.

The CET Provider is informed whether the application has been approved. If approved the CET is allocated a reference number for promotional purposes.

The CET Provider delivers education and training in accordance with the approved application, identifying those registrants who successfully completed the CET activity, on the basis of having participated for the duration required and demonstrated achievement of the learning objectives.

The CET Provider collects the GOC registration number from those registrants who complete the CET that you have delivered.

The CET Provider informs the GOC of:

- the GOC registration numbers of those who have attended
- the CET reference number

This creates a statement for each registrant which lists the CET they have completed and the CET points and competency units they have achieved. The GOC uses this statement to decide whether the registrant has met the CET requirement or not.

How the scheme is administered

The MyCET online portal

MyCET is an online portal used by providers, approvers, registrants and GOC to administer the scheme in a paper-less and efficient manner.

It is sometimes referred to as the “CET System” and registrants will know it as “MyCET” as it is integrated with the “MyGOC” website.

The diagram below summarises how different stakeholders use the portal.

As a Provider you pay an annual registration fee and the have unlimited access to the portal.

The CET System

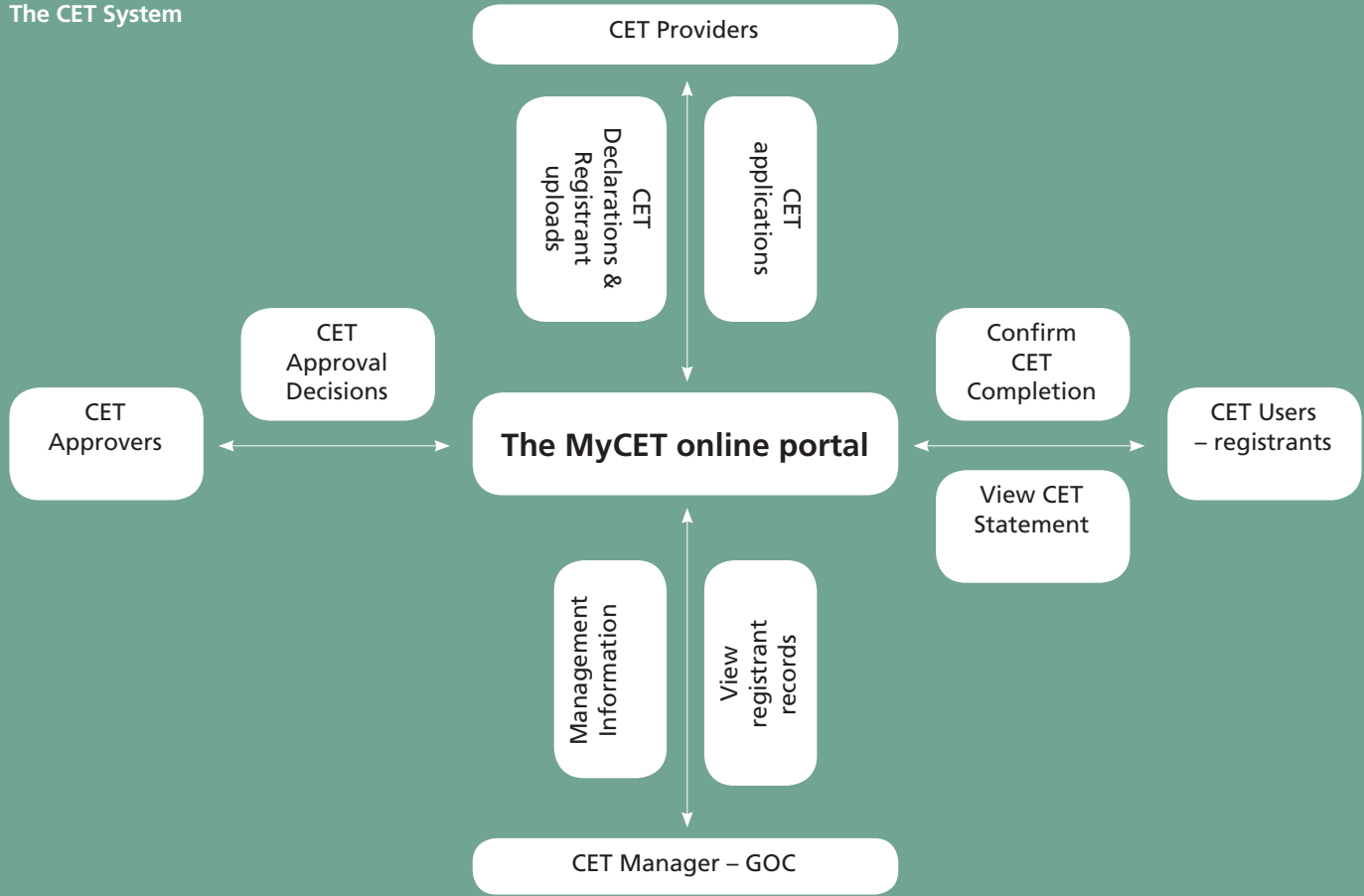
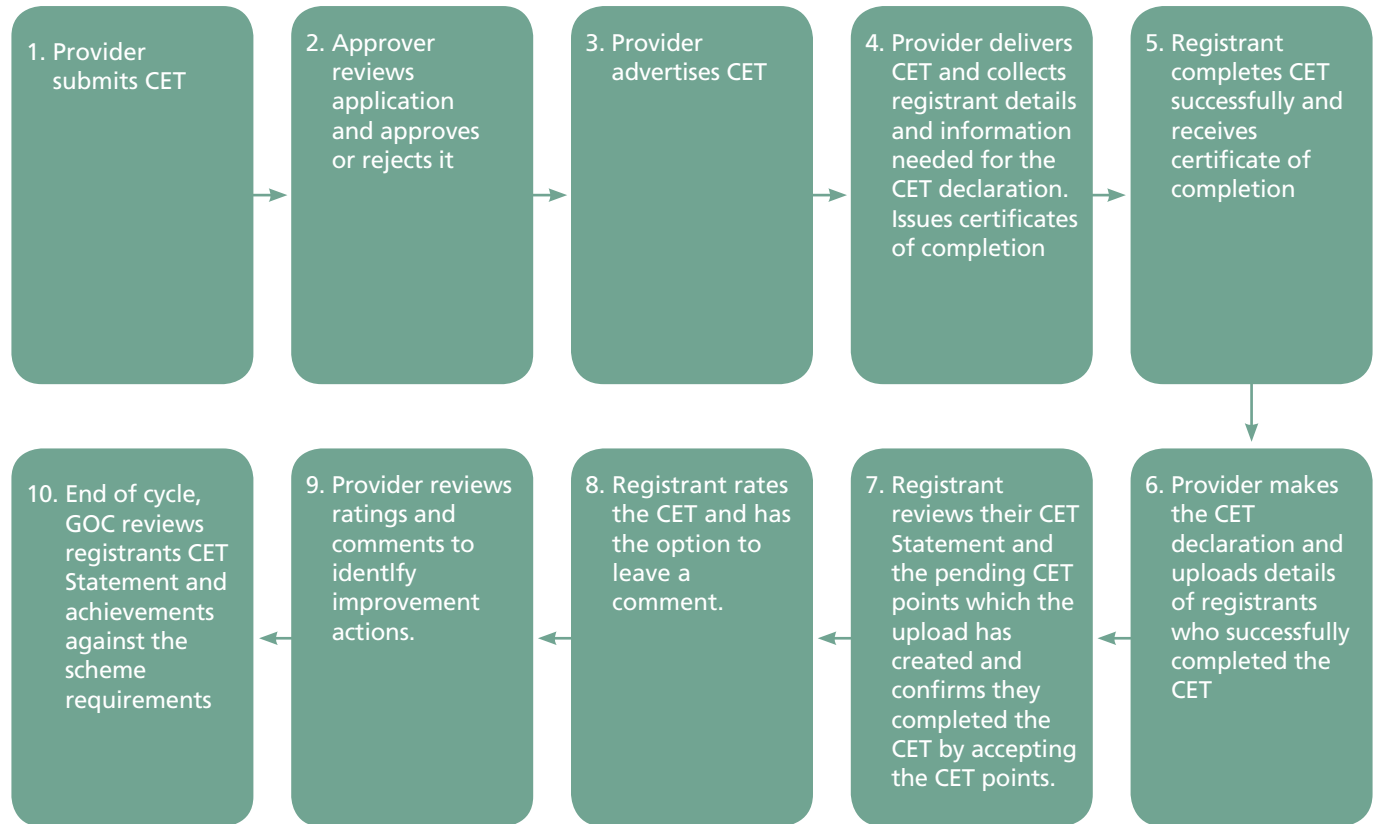


Diagram for Summary of the whole CET Process



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Your role as CET Administrator/ System Administrator

The CET administrator is the person responsible for using the MyCET online portal to:

- submit CET for approval
- add CET to “session” which is the date and location of the CET
- make the declarations on time
- upload registrant details on time
- answer any queries from registrants about their CET points
- answer any queries from the GOC about CET
- manage the data and users in the online portal

As the CET administrator you will need information from those designing and authoring CET and those delivering CET events. You can also set up colleagues as users of the MyCET online portal. This may be helpful for creating CET applications.

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Overview of roles

As a CET System Administrator you need to be aware of the roles required to effectively administer and deliver CET to meet the Scheme requirements. The GOC anticipates that a CET Provider will need a number of roles related to the design, delivery and administration of CET. These are summarised below. In a smaller organisation one person may play all these roles, in a larger organisation a team of people may be involved. You will need to think about who does what in your organisation.

Provider roles:

Principal Contact

This person is accountable to the GOC for the ensuring your CET processes achieve the standards described in the [Code of Conduct for CET Providers](#) and the CET Scheme Principals and Requirements.

CET System Administrator

MyCET online portal handles all the transactions between the

Provider, the GOC and the registrant from submitting CET for approval, to enabling you to allocate points to registrants, to generating the CET Statement for each registrant for the GOC. This role does the majority of the work that is needed. This person needs to know how to use the MyCET online portal and be fully aware of the required performance standards and deadlines.

CET Author or Designer

This person will be writing and designing your CET learning events and materials. They need to understand what is required if your CET is to be approved quickly and easily.

CET Event Delivery

As the Provider you need to confirm that a registrant completed the CET; for an event this means confirming that a registrant attended from the start to the end of the event and achieved the learning objectives. For some types of CET you need to collect evidence of the discussions that took place. This person may be signing people in and out of an event and issuing them with a CET Completion Certificate, although you can issue certificates after the event if you choose.

GOC roles:

The CET process is administered by the GOC Standards and CET department. Your principle contact will be with the GOC CET Manager.

CET Approvers are registrants appointed by the GOC to approve or reject CET applications.

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The Core Process

The core process for a CET Provider is:

- Submit your CET for approval
- Respond to any queries or requests from approvers
- Add your CET to a Session – the date and location of the CET
- Deliver the CET to registrants
- Declare – Make a declaration that the CET was delivered according to the details in your application that was approved
- Upload – Inform the GOC of those registrants who successfully completed the CET activity by uploading their registration numbers into the MyCET online portal

What is an “Approver”?

An Approver is an optometrist or dispensing optician appointed by the GOC to review CET applications against a set of criteria agreed by the GOC.

Timescales

Approval process

Approvers are required to complete the approval process within 10 working days, generally. Please build this into your timescales.

You can apply for Fast Track which will be done in three days at a cost of £295. You will be able to select this option when you make an application.

Note: An Approver can either approve, reject or request further information.

Respond to requests for information

When further information is requested you have a maximum of 10 working days to respond using the MyCET online portal (do not respond by normal email). If, after 10 days, you have not responded it is assumed that you no longer wish to continue with your application and it will be automatically rejected by the portal.

Once you respond with the requested information the approver has three working days to complete the approval process.

Declaration and Upload

You have 10 working days from the date your CET was delivered in which to complete the CET Declaration and inform the GOC of registrants who have successfully completed the learning objectives for your CET, you do this by uploading their registration numbers into the MyCET online portal. For distance learning you can make the declaration once the session has started and you must inform the GOC at least once per calendar month of registrants who have successfully completed the

learning objectives for your CET. This is because distance learning is often available over a longer time period than event based CET. Please tell registrants when they should expect to see the points on their CET Statement.

Record keeping

You must maintain a record outside the MyCET online portal of all registrants who attended your CET and those who successfully completed your CET for a period of six years.

Expiry of approval

CET is approved until the end of the current CET cycle. CET which has expired cannot be offered to registrants but it can be re-approved.

Appeal

If your CET does not receive approval and is rejected you can make an appeal. This process will be completed within 10 working days. Do not offer CET which is under appeal to registrants.

What is Interactive CET?

Interactive CET must provide the following assurances:

- The registrant's learning is supported and errors in understanding are identified and corrected
- The registrant has the opportunity to reflect on their own understanding compared to that of others

So Interactive CET provides opportunities for interaction with peers.

The three options are described below (note options B and C primarily apply to distance learning CET).

Option A: requires physical attendance (e.g. lectures, workshops, peer review, etc.

Option B: is part of a supervised course of education and training that involves:

- (i) Provision of feedback for each individual from a tutor or an expert provided by the CET Provider to support learning. The interaction must be with a tutor or expert regarding the CET content. This may be a peer, but the individual needs to be involved in the management of the learning process.
- (ii) Provision of reflection stimulus by the CET Provider to enable the registrant to engage peers in one of the following ways:
 - a) in person verbal communication
 - b) non-instantaneous electronic communication (e.g. online discussion forum, internet thread, message board, etc.)
 - c) instantaneous electronic communication (online chat forums, webinar, video conference, Skype etc.)

The interaction must be with at least one or more peer as defined in Section 2.9.1 of the Principles and Requirements.

The registrant must always record the interaction and reflection associated with interactive distance learning within their personal CET record.

Option C: is to be conducted fully by way of instantaneous electronic communication (online chat forums, webinar, video conference, etc.) with one or more persons qualified as an optometrist or dispensing optician. The interaction must be appropriate to the modality of the CET and varies according to modality.

Please note: Text based Interactive Distance Learning will only be approved under Option B.

What is a Reflection Stimulus? – relevant to option B above

A reflection stimulus can be described as:

- A stimulus that provides a challenge to the registrant's understanding and creates a conversation about the learning objectives of the CET during which the registrants reflect on their own practice.

The reflection stimulus has a range of acceptable formats. Some examples of these are set out below as an indication, but this is not an exhaustive list:

- Physical 'worksheet / workbook'
- Learning objective review tool
- Reflection tool: START – STOP – CONTINUE technique
- Short questions embedded within the Distance Learning material

- Multi-Choice Questions: before and after the session to highlight how distance learning material has affected your understanding

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Glossary

These are some of the terms which people already involved in the Scheme may assume you understand.

Application

This is the name given to the set of information you submit to the GOC about your CET "... our CET application".

Approval

This is the process by which the GOC reviews your application and approves it for use with registrants. The approval confirms that it meets the needs of the CET Scheme, the number of CET points it awards and the competencies it covers.

"C-ref", "C number", "C -code"

CET is often identified by its "C-ref".

This refers to the reference number automatically assigned to a CET application. As soon as you create a CET application it is automatically given a "C" number e.g. C-12345. ..." what's the C-ref?"

Declaration

After the CET has been delivered you complete a declaration on the MyCET online portal to confirm how it went and provide some evidence that you delivered the CET according to the information in your application.

Event – "EV" number

Each CET within a "session" is also given a unique event number (EV). This is the date and time of CET. This is helpful because CET may be delivered more than once e.g. a lecture may be delivered on more than one occasion. The EV number means the GOC can pin point what was delivered, where and when.

Evidence of completion

Each registrant who completes your CET must be given a confirmation that they have completed it successfully. This can be on paper or electronic. The [Code of Conduct for CET Providers](#) defines the information you must provide. The registrant will be asked for this if there is a dispute with the GOC about the CET they have completed.

Interactive CET

CET can award interactive or non-interactive CET points. Registrants have to collect both types of points. This is defined in more detail later.

Modality

The GOC uses the term modality to describe the ways of learning your CET is using. For example, a lecture is a modality as is a workshop and so on.

Overdue CET

If you have not declared and uploaded within 10 days of the event date your CET is described as overdue. This is shown on your dashboard. You will get a notification and be listed as a Provider with overdue CET. Using the EV number is a good way to find overdue CET events.

Session – “S” number

When you want to deliver your CET you add it to a session which is the location of the CET and the period of time over which it is delivered. So a session may be one day, a weekend, a conference. A session can have one CET in it or more than one CET in it. A session has a unique S number.

Submission

This is the name given to the set of information you submit to the GOC about your CET “.... our CET submission”. This is sometimes referred to as an “application”.

Upload

This refers to uploading into the MyCET online portal the registration numbers and surnames of those who have completed your CET successfully. “... your upload is overdue”

Useful reminder – Two key principles of CET

- To be approved as CET, the education and training must require the participation and involvement of the registrant for a minimum period of one hour.
- The number of CET points allocated to CET is determined by the mode of learning. Those modalities involving a greater level of interaction and opportunity for reflection can carry a greater amount of CET points.

