



General  Council

CET Delivery Team



Purpose of this guide

This guide is for the individual(s) responsible for running a CET event on the day. The following sections will tell you a bit more about the CET Scheme and your role.

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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

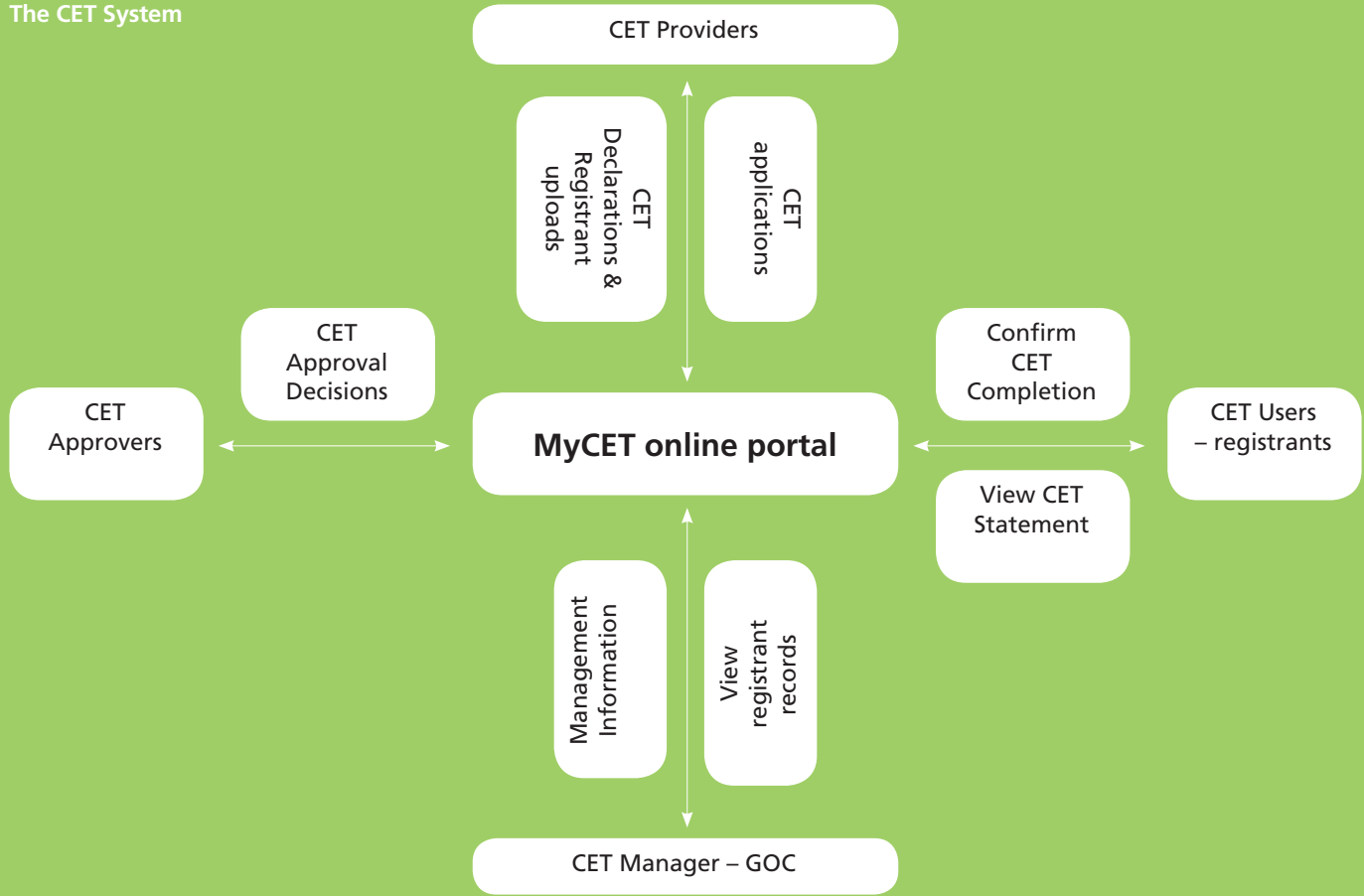
MyCET is an online portal used by providers, approvers, registrants and GOC to administer the scheme in a paper-less and efficient manner.

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



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Your role as the CET delivery team

The people running a CET event on the day have the following responsibilities:

Attendance

At the start:

- Check and record the identity of the registrants attending the event
- Record their surname and GOC registration number

During the event:

- Note the names of anyone who leaves before the CET has finished – these registrants have not completed the CET successfully and should not be awarded points.

At the end of the event:

- Confirm that the other registrants were present for the whole time.
- Inform your CET Administrator of those who completed the CET successfully.

Quality Assurance

At the end of the event, you need to confirm to your CET Administrator that the event ran according to plan or not.

If anything did not go to according to plan you will need to say what happened and explain why.

This does not affect the award of CET points but can help the GOC and yourselves to understand registrant comments.

Interaction

If the CET is approved as Interactive then you will need to collect some basic information about the interactions that occurred e.g. the questions asked at lecture. The information needed varies for each type of CET so you should consult your CET Administrator before the CET event takes place.

Evidence of Completion

After completing CET successfully, each registrant receives a certificate of completion. If it is a small scale event you may be required to issue these to registrants as they leave. Alternatively, they may be issued electronically by your CET Administrator.

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Overview of roles

As someone who delivers CET on behalf of a Provider 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

The 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 submissions.

