

# Award of the Certificate of Completion of Training (CCT)

## PREPARING TO SUBMIT AN APPLICATION

Please read the [ARCP COVID-19 guidance](#) beforehand, if applicable.

The College processes a significant number of CCT applications each year and, in order to avoid delays, applicants must provide information that conforms in full to the Ophthalmic Specialist Training (OST) curriculum requirements and is readily accessible. Common errors to avoid are as follows:

- Insufficient number of supervisor reports;
- Incomplete or “bunched” Workplace Based Assessments (WpBAs), with many occurring on the same date or just prior to an Annual Review of Competency Progression (ARCP);
- Surgical logbook not conforming to the expected pdf format, i.e. ‘All Entries (Suitable for CCT)’;
- Cataract audits not conforming to the standard laid down in the curriculum;
- 50 consecutive cases audit unsupported by raw data;
- Documents or tables containing patient names, initials, dates of birth or NHS numbers (hospital IDs are acceptable).

All CCT applications are considered remotely as and when they are submitted. Applicants must have passed the FRCOphth Part 2 examination and may only submit requests after they are awarded an Outcome 6 at their final ARCP.

The College endeavours to consider applications and **issue decisions within four working weeks**. However, it might not be possible to do this with every application during busy periods, such as the summer months.

## APPLYING FOR A CCT

### Documentation

All items listed below must be **uploaded** to the RCOphth e-Portfolio’s *Additional Evidence tab* and labelled clearly.

1. CCT application form (must be signed by the Postgraduate Dean) – see [Resources](#) section
2. Logbook<sup>1</sup>
3. Cumulative Data Sheet (must be signed by the Training Programme Director) – see [Resources](#) section
4. 50 consecutive cases cataract audit<sup>2</sup> presented as an audit paper, with comparison to national standards, and supported by raw data presented in table format – see [guidance](#) and [example model](#)
5. Continuous cataract complications audit (as per learning outcome [SS4](#))<sup>3</sup> – see [letter](#) and [template](#)

The e-Portfolio must contain at least **2** electronic Educational Supervisor Reports (ESRs) for the year leading up to the final ARCP and a minimum of **2** Clinical Supervisor Reports (CSRs) for each 6 months.

<sup>1</sup>Use of the Eye Logbook is mandatory for all trainees as per [letter](#) from the Chair of the Training Committee (15 March 2012) . It is acceptable to present in Excel format all cumulative data for surgical experience undertaken prior to 6 August 2012.

<sup>2</sup>The [letter](#) from the Chair of the Training Committee (11 May 2016) highlights cataract audit requirements and expected supervision of juniors.

<sup>3</sup>The continuous cataract complication must contain the number of cases of complications, the % capsule rupture rate per 6 months and the takeover rate. Downloading the Eye Logbook output with no details of outcomes will not suffice.

## **Submission**

### **a) RCOphth**

Please email the Deputy Head of Education and Training ( [vanna.fadda@rcophth.ac.uk](mailto:vanna.fadda@rcophth.ac.uk) ) once the e-Portfolio is ready for review to ask for the application to be considered. Receipt will be acknowledged within 5 working days.

All CCT applications undergo enhanced administrative checks. The RCOphth reserves the right to refer to the Training Committee any application causing concern, especially where records show ARCP Outcome 2 or 3 towards the end of training.

It is the responsibility of applicants to ensure that the paperwork is in order prior to submission. Recommendations will be delayed if the e-Portfolio is incomplete, forms are missing or the information is difficult to find.

### **b) GMC**

Applicants receive an advance notification from the RCOphth prior to their expected CCT date and are contacted by the GMC thereafter with an invitation to apply [online](#) . The GMC will only issue the certificate after receiving the RCOphth's recommendation. The date on the certificate will reflect the date of issue rather than the date when training was completed.

All applications for a CCT must be made to the GMC within 12 months of the expected completion of training date. If this deadline is missed, entry on to the Specialist Register will only be possible through the Certificate of Eligibility for Specialist Registration (CESR) route.