Guide to becoming a CPD Provider for LOCs

Please note that if you were a CET provider during the 2019-21 cycle, you do not need to re-register as a CPD provider. However, any CET providers who did not deliver learning during the 2019-21 cycle will need to register. Read information for existing CPD providers for more information.

Continuing Professional Development (CPD) is a statutory requirement for all qualified optometrists and dispensing opticians.

What Has Changed for CPD Providers?

CPD Providers now fall into 2 categories:

Full provider status	Provisional provider status
Had > 10 successful applications for CET during the previous 2019-21 cycle.	Had < 10 successful applications for CET during the previous 2019-21 cycle Or Are a new provider entering the register. Some LOCs who were registered as CET Providers previously, may now fall into this category.
GOC has confidence on the quality of the learning.	GOC requires assurance on the quality of learning.
Can organise and deliver CPD without advance approval by the GOC.	Must apply to have CPD approved, before delivering (like the previous cycle).
	May be upgraded to full provider status in the future, if 10 CPD events are approved.

More detailed information and example templates for CPD and PDP can be found on the GOC website: https://optical.org/en/education-and-cpd/continuing-professional-development/

Document

- CPD: A guide for registrants

Summary

This guide explains the requirements for each registrant group and aims to help our registrants understand the requirements of the CPD scheme. The responsibility for uploading points now sits with each practitioner. Regardless of who provides or hosts a CPD event, each practitioner must record and upload evidence of undertaking CPD themselves.

The other key difference in CPD and the previous CET is Personal Development Planning and reflection.

Published by the GOC November 2021

Document

- [Provider Guide for CPD](#)

Summary

This guidance is for any individual or organisation with a role in developing and delivering Continuing Professional Development (CPD) to optometrists and dispensing opticians registered with the GOC.

The guide acts as a framework to give providers or potential providers a clear understanding of what is expected as part of their role but does not attempt to go into detail about how this might be done in every circumstance. This is to allow providers the flexibility to meet requirements in ways that work for them and their beneficiaries – optical professionals

Published by the GOC October 2021

Specific areas of learning that registrants need to cover

The Standards of Practice are the baseline of professional conduct and behaviour to which all fully qualified registrants must adhere.

There are four core domains as follows that CPD must cover:

- Professionalism
- Communication
- Clinical practice
- Leadership and accountability

A minimum of one point in each core domain is required.

Optometrists with an additional supply, supplementary prescribing or independent prescribing specialty registration and dispensing opticians with a contact lens specialty registration, must also ensure that at least 18 points of their minimum points requirement is within a fifth domain – 'specialty CPD.'

Source: Page 4 https://optical.org/media/trfncww4/provider-guide-for-cpd.pdf

Interactive points

Interactive points are those that are obtained by working with, or interacting with, other professionals. Valuable learning comes from working and reflecting with peers. A CPD session can be interactive no matter what domain it falls within.

For a point to be able to count towards a registrant's interactive total, the session of CPD must be one of the following:

- In-person session, requiring physical attendance by participants
- Online session, requiring instantaneous/real-time participation
- Meaningful interaction with peers, instantaneously (which could include a chat room) or non- instantaneously (message board or email chain), in response to an educational stimulus given by the CPD provider

As a CPD provider, you should identify in advance whether or not your session is eligible to be counted towards a registrant's interactive points total and make this clear in your advertising.

Source: Page 4 https://optical.org/media/trfncww4/provider-guide-for-cpd.pdf

The LOC as a CPD provider

As a provider of CPD to GOC registrants, you will need to ensure that the sessions you develop and deliver are structured, accessible, relevant and engaging in order to ensure quality and attract learners. You will need to provide the GOC evidence of this.

The first step on this journey is registration as a CPD provider.

https://optical.org/media/trfncww4/provider-guide-for-cpd.pdf

First-time registrants / provisional provider status

To register as a CPD provider, please visit our MyCPD Portal, click on 'For new CPD providers only - register with the GOC here' and fill out the application form.

Once listed, providers can deliver sessions to registrants straight away but will need to have at least the first ten of these approved by the GOC in advance of delivery. This level of advanced approval allows the GOC to quality assure the providers output and ensure that they are providing suitable and good quality learning to its registrants. Providers subject to this additional requirement will hold 'provisional' provider status until such time as the GOC is satisfied with their provision, at which point they will be upgraded to 'full' provider status. The application process for advance approval of individual events whilst a provider holds provisional status can be found on page 6 of the GOC guidance document.

https://optical.org/media/trfncww4/provider-guide-for-cpd.pdf

Step 1

Log in

Please enter your log-in details.

Email Address

email@example.com

Password

Forgotten password?

Submit >

Click here to create a restoration account

For new CPD providers only - register with the GOC here

Step 2

Log in

Please enter your log-in details.

Email Address

email@example.com

Password

Forgotten password?

Submit >

Click here to create a restoration account

For new CPD providers only - register with the GOC here

- Complete the above form, along with the annual provider fee of £45 to the GOC CPD team
- They will acknowledge receipt within three working days
- Your application will then be passed to the GOC panel of CPD approvers for consideration. They will respond to you within ten working days following receipt of both the fee and the form, to advise either that your application has been processed and provisional provider status granted, or to ask you for further information to support your application

Provider account has been activated

After your payment has been received, and the application reviewed and approved, you can log-in to the site and begin creating CPD. Please visit http://cpd.optical.org to access your account.

- Once you have been granted provisional provider status, you may begin to submit applications for advance approval of individual CPD sessions/events. (Through the GOC MyCPD platform)
- Your sessions/events will only be eligible for CPD points after they have been approved, and you should not advertise or offer CPD to registrants without having approval in place
- You cannot obtain retrospective approval for events already held

Full Provider Status

Eventually you will gain full provider status which allows a CPD provider to plan, develop and deliver their CPD content without having to seek approval from the GOC in advance, because they have satisfied their quality assurance requirements.

Those holding full provider status will retain it indefinitely unless they are removed from the list of providers, concerns are identified following an audit, or they fail to pay the annual provider fee when it is due.

Organisations who were registered CET providers for the 2019-2021 cycle and delivered at least ten CET sessions as part of that cycle, will automatically receive full provider status for the CPD cycle beginning 1 January 2022. Those organisations who have been historically registered as CET providers but did not hold an active registration for the 2019-2021 cycle, will need to apply for provisional registration (leading to full registration).

Developing CPD Content

All CPD content must fall within at least one of the four domains (or the fifth specialty domain if it is specific to such an audience) and this should be taken into consideration when planning and devising learning. The domains are broadly structured around the Standards of Practice, which are the GOC's standards of conduct, behaviour and professional performance, and the LOC CPD officer may find it helpful to consult these as part of the development process. It is expected that providers will be fully aware of the Standards of Practice as well as the requirements incumbent upon GOC registrants with regard to CPD. The standards of practice are available on page 14 of the guidance from the GOC.

Full details can be read on pages 9-10 of the GOC guidance document:

https://optical.org/media/trfncww4/provider-guide-for-cpd.pdf

Summary of keeping a record of sessions:

1. A CPD session can cover up to a maximum of two of the four core domains. You can only choose one domain.
2. Session title
3. Synopsis of content
4. Domains applicable and reasons why
5. Target audience
6. Learning outcomes

7. Intended and actual delivery date(s)
8. Tutor/facilitator
9. Delivery format
10. Attendee list
11. Points available
12. Interactivity
13. Feedback
14. Confirmation of attendance - Issue a printable or printed certificate of completion containing the title of the CPD, the reference code, date completed, domains approved for, the type of CPD point (general or specialist) and the name of the provider to all those who successfully complete the CPD (it is the registrants' responsibility to upload their certificate)
15. Inform registrants of their successful CPD completion
16. Maintain a set of CPD records for a minimum period of six years after the end of the CPD cycle they relate to

Using Other Providers CPD content

You can request to use other providers' CPD content too. The LOC (if it has a provider account / or provisional) can send a request via the GOC Provider section for them to approve that the LOC can use. You would require the **C-xxxxxx** in order to do this, and the LOC would need to organise facilitators and booking system).

The LOC can request to host a CPD and add a date and time to the session.

The provider will need to approve the request from the GOC CPD team, so the LOC should inform them to look out for the email. Within the email there will be a link that the original provider clicks and can then accept the request.

Advertising CPD Sessions

You may advertise your CPD sessions via any media you choose, but a good choice is via the GOC's MyCPD platform, which registrants use to record their CPD.

A walkthrough guide on how to upload your CPD session to MyCPD is available on the GOC website.

Audits

The GOC will carry out an audit process on CPD providers. If your provider is selected for either the GOC annual audit or a targeted audit in response to concerns raised, they will audit your provision against these standards. More information on what the audit process looks like can be found in their 'Guide to CPD Audit,' available on the GOC website.

Example Formats of CPD

- Skills workshop (practising clinical or other skills for at least an hour e.g 3 interactive points)
- Discussion workshop (small group 4-10 people each participating for at least an hour e.g 3 interactive points)
- Multi-station workshop (4-5 stations) 3 interactive points
- Visual recognition test (1 non-interactive point)
- Visual recognition test and discussion 2 (interactive points)
- Lecture (1 interactive point)
- Lecture with discussion workshop (2 interactive points)
- Recorded Lecture (1 non-interactive point)
- Demonstration and discussion workshop (2 interactive points)
- Optical laboratory tour (1 interactive)
- Distance learning (1 non-interactive)
- Provider-led peer review (3 interactive points)

Familiarise yourself with the site https://cpd.optical.org/provider/cpd

Provider Dashboard

View My CPD

In this section you can:

- View your CPD
- Request CPD from another provider
- View CET from previous periods

Submit My CPD

As a provisional provider, you are required to submit CPD applications for approval by the GOC approval panel in advance of delivery.

To create new CPD complete this section and this information will enable the registrant to decide if the CPD is relevant for them and will be visible to registrants if the CPD is added to the CPD search.

> To create new CPD first choose a title and select your format of delivery. You can also add your internal reference.
>
> Next, please provide details of the CPD for registrants. This includes a brief description and how long the CPD will take to complete.
>
> This information will enable the registrant to decide if the CPD is relevant for them and will be visible to registrants if the CPD is added to the CPD search.
>
> An asterisk (*) denotes a required field.

? Enter the title of the CPD *

? Internal reference

| |

? Format *

| Please select... ⌄ |

? Is this CPD interactive? *

○ Yes

○ No

In the format section – there is a drop-down list as follows to select the appropriate format: (This is also detailed on page 5-6 with relevant points you can achieve per format).

- Demonstration and discussion workshop
- Discussion workshop
- Distance learning
- Distance learning and discussion
- Distance learning and supervised feedback
- Lecture
- Lecture with discussion workshop
- Multi- station workshop
- Optical laboratory tour
- Other
- Provider-led peer review
- Recorded lecture
- Skills workshop
- Visual recognition test
- Visual recognition test and discussion

(?) Enter a brief description of the CPD to help registrants understand if it is suitable for them *

(?) Is this CPD targeted at any specific professional groups? *

☐   Optometrist

☐   Specialty optometrist (AS/SP/IP)

☐   Dispensing optician

☐   Contact lens optician

(?) How long will it take the registrant to complete the CPD? *

-- Choose Duration --

(?) Please state the number of points for this CPD *

-- Choose Points --

Notes to assist submitting CPD content

Brief description

This is the box that registrants will see so it needs to be obvious at who it is aimed at, why they should do the course and a brief statement of what skills/knowledge they will gain.

- What is being provided, how it is being delivered and by whom?
- Clearly describe the content and format
- Who is it aimed at and why should they do this CPD
- Brief statement of what skills/knowledge they will gain (key learning aims)

Domains and Learning Outcomes (LO)

The four main domains are detailed earlier in this document but can be found on page 5 of the GOC guide Source: Page 4 https://optical.org/media/trfncww4/provider-guide-for-cpd.pdf

A CPD session can cover up to a maximum of two of the four core domains, but you should only designate domains if they are relevant to the actual content of the session, and they can be given meaningful time and attention during the session. Note: You can select just one domain.

Learning outcomes need to be specific and measurable. They don't need to be highly detailed. When you detail your learning outcome and relate it to a standard of practice (SoP) – just put the number of the SoP in brackets after the LO. One or two outcomes per domain is enough. You might find the following links useful to write good learning outcomes:

https://blog.teachmint.com/what-are-learning-outcomes/

https://www.valamis.com/hub/learning-outcomes

An example of a good learning outcome is:

Domain: Leadership and Accountability

After listening to the lecture, the attendee will understand how to prescribe safely and be able to describe side effects of common medications (s12)

You can select one domain for your CPD, or two domains can be selected.

Update learning outcome

Select a domain
Select a domain from the dropdown below:

    1 - Professionalism   ⌄

Define learning outcomes
Define the learning outcomes for this domain in the text box below:

    |

                                                              Add domain   >

Don't forget to 'save your progress' then add the domain and add a further domain/s if you have them.

In step 3 below where you describe the content of the CPD – here are some useful pointers:
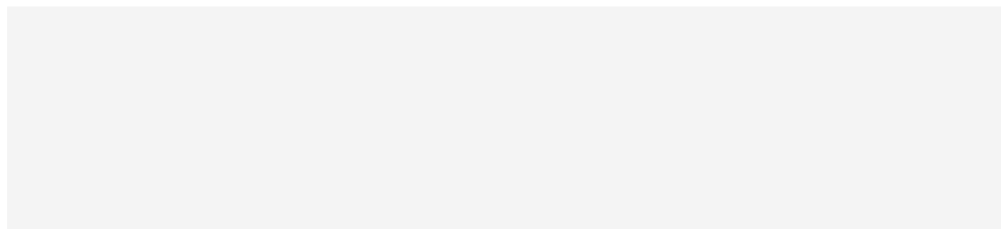
- The description of the content needs more detail on the actual content of the CPD than the 'brief description' section. Expand on what you described and how the content will be delivered, who the presenters are with a short biography.
- If it is a course or a webinar – how will you verify the delegates engagement, attendance and the key learning points.
- Upload any relevant documents to support the application.
- Detail how you will verify that the participants have completed the learning and have been engaged in the learning process if appropriate
- Make sure you create content that applies to the specific domain.

Submit new CPD - Step 3 of 5

This information is primarily collected for GOC audit purposes. You do not have to provide this information now, but it will make any audit process easier if you do.

Information provided should explain the relevance of this CPD to patient safety, standards of practice and how it is up to date.

ⓘ **Describe the content of the CPD**

You may wish to upload your own documentation instead of completing this field

ⓘ **Please upload any relevant documents**

The maximum file size is 5Mb
No files uploaded yet.

| Add files... › | Start upload › |

You will need to keep a record of registrants who have completed this CPD.

| ‹ Previous step | Save progress › | Next step › |

Step 4 and Step 5

Review all CPD information provided and submit for approval.

Confirmation of attendance

There is guidance of your responsibilities for record keeping and CPD confirmation for registrants in the provider guide (p9-10).

 Your confirmation should include as a minimum:

- Registrant name and GOC number
- Date of completion, location if relevant
- Provider name
- C number and title
- Number of points

You may wish to include domains / interactivity / format / learning outcomes if these are not readily apparent from the booking or other communications/session resources.

Feedback: We would expect you to keep records of any feedback received about the CPD session (either from the registrant directly or through MyCPD) and be able to demonstrate

that you have considered the feedback and how you have or will take this into account when running the session again.

The confirmation can be in whatever format you think appropriate, e.g. certificate or individualised email. It needs to be provided within 10 working days of completion to the registrant.

From the registrant point of view

The other key difference in CPD and the previous CET is Personal Development Planning and reflection.

For full guidance: https://optical.org/en/publications/continuing-professional-development-cpd-a-guide-for-registrants/

1. Personal Development Plan (PDP)

At the start of the cycle, practitioners complete a PDP and upload this to the GOC's "MyCPD" area.

This is an opportunity to reflect on your scope of practice and plan what kind of learning you want to focus on during the 3-year cycle.

2. Reflective Exercise

At the end of the 3-year cycle, practitioners will complete a reflective exercise. This involves discussing their PDP and CPD with a peer, (e.g. registered healthcare professional, optometrist or dispensing optician), documenting and uploading this to the MyCPD area of the GOC website. You complete it only once.

3. Self-directed Learning

CPD points can also be from "Self-directed" learning, i.e. learning from another source other than the GOC's CPD Providers. Examples include attending a Consultant-led clinic at a hospital or a training course run by an employer, but you can't claim for your grade 8 piano! The learning must be relevant to the individual's scope of practice. You are only entitled to 1 point regardless of duration or complexity per self-directed learning. The exception is registrant-led peer review (3 points) - for example – you could lead a practice training session as a registrant with discussions and recommendations around a key topic [e.g myopia management] and that is classed as work-based learning under self-directed CPD).

They will receive the CPD confirmation via email. A certificate is optional and will be attached if there is one. They will visit their My GOC < MyCPD and add it to their records together with the information required e.g reflective statement.

They will be required to log the following details:

- What they did
- How long did it take

- Evidence e.g photo, certificate (if you were on your own, the reflective statement is okay)
- Complete a short, written reflective statement on the relevance to your scope of practice

Example of points

- Between 30 minutes – 59 minutes = 0.5 point
- 60 minutes or more = 1 point
- Registrant-led peer review = 3 points

Demystifying reflective practice – 3 elements (What, so what and now what!)

1. What was the action, event or learning?
2. Explain why the action, event or learning was significant?
3. How will it inform your future practice?
4. Has it highlighted areas for further development?