

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

### PREPARING TO SUBMIT AN APPLICATION

The RCOphth processes a significant number of CCT applications each year and, to avoid delays, applicants must provide information that conforms in full to the Ophthalmic Specialist Training (OST) curriculum requirements. 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. not using the ‘All Entries (Suitable for CCT)’ report button.
- Cataract audits not conforming to the standard laid down in the curriculum.
- 50 consecutive cases audit unsupported by raw data, or where surgery is not performed within 3 calendar years of the CCT date.
- 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 Oral examination and may only submit requests after they are awarded an Outcome 6 at their final ARCP.

The RCOphth 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 labelled clearly and uploaded to the Additional Evidence tab of the Learning Logs in the FourteenFish ePortfolio.

1. CCT application form [must be signed by the Head of School, or Training Programme Director (TPD) where appropriate] – see [Resources](#) section
2. Cumulative Data Sheet (must be signed by the TPD) – OST Curriculum 2010 ONLY – see [Resources](#) section

*If 1 and 2 show in your Learning Logs with the message ‘This entry is still private to you’, please attach documents to your email to the RCOphth (see further below).*

3. Surgical logbook<sup>1</sup> – please use the ‘All Entries (Suitable for CCT)’ function to generate the logbook in PDF format
4. 50 consecutive cases cataract audit<sup>2</sup> presented as an audit paper with comparison to national standards – see [guidance](#) and [example model](#) .
5. The above must be supported by the relevant raw data presented in table format – it is recommended to use the Curriculum Cataract Audit feature of the Eye Logbook.

6. Continuous cataract complications audit – see [letter](#) . It is recommended to use the Curriculum Cataract Audit feature of the Eye Logbook to capture complications data.

## **Supervisor reports**

### Curriculum 2010

At least **2** Educational Supervisor Reports (ESRs) for the year leading up to the final ARCP are required, as well as a minimum of **2** Clinical Supervisor Reports (CSRs) for each 6 months.

### Curriculum 2024

At least **2** Educational Supervisor Reports (ESRs) for the year leading up to the final ARCP are required. See Entrustable Professional Activity (EPA) [requirements](#).

<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) .*

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

## **Submission**

### **a) RCOphth**

Please email the Training and Education Manager ( [vanna.fadda@rcophth.ac.uk](mailto:vanna.fadda@rcophth.ac.uk) ) when all documentation is ready for review and 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 forms are missing, or if curriculum requirements have not been met.

### **b) GMC**

Applicants receive an advance notification from the RCOphth 2-3 months 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 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 Portfolio Pathway (formerly known as CESR) route.

*(Revised February 2025)*