



Wales Intelligence and Reporting Optometry Services

Dear Contractor,

We would like to inform you of the arrangements to support you in the capture of your workforce data as set out in The National Health Service (Ophthalmic Services) (Wales) Regulations 2023 Schedule 4 Terms of Service Regulations 12, 14 and 42 Workforce Reporting 12.

NHS Wales Shared Services Partnership (NWSSP) is developing a secure web-based Workforce Intelligence System to capture workforce data for all Primary and Community Care Services, including Optometry Practices (fixed premises and mobile). As an interim arrangement, and to enable payment to Optometry Practices in March 2025, NWSSP will support your workforce data capture through a monthly data collection service. Please read the WGOS Workforce Guidance and FAQ document.

The collection templates are bespoke to Optometry Practices. Contractors are required to nominate a representative who will complete their Staff Data Template. The representative will be responsible for inputting the data and submitting to NWSSP throughout the collection service.

What do I need to do now?

- Nominate details of your representative as key point of contact **by 07.02.25**
- Provide NWSSP with a unique email address for your representative (generic shared email address is not suitable)
- Complete the Staff Data Collection Template **by 21.02.25**
- Notify NWSSP of any changes to your workforce by the 5th working day of every month for employed staff (GOC/GMC registered staff only) and on a quarterly basis for Locums (GOC/GMC registered staff only).

What happens next?

- Familiarise yourself with the Submission Timeline
- Join one of our optional engagement sessions throughout February 2025 (links on final page)
- NWSSP will record your submission to inform March 2025 payment

In collaboration with Optometry Wales and NHS Wales, the Team at NWSSP have developed comprehensive guidance for the data collection and NWSSP will be available to assist you during this transition journey. The Team at NWSSP look forward to working with you.

For any queries, please contact
OphthalmicWorkforce.PCCS@wales.nhs.uk

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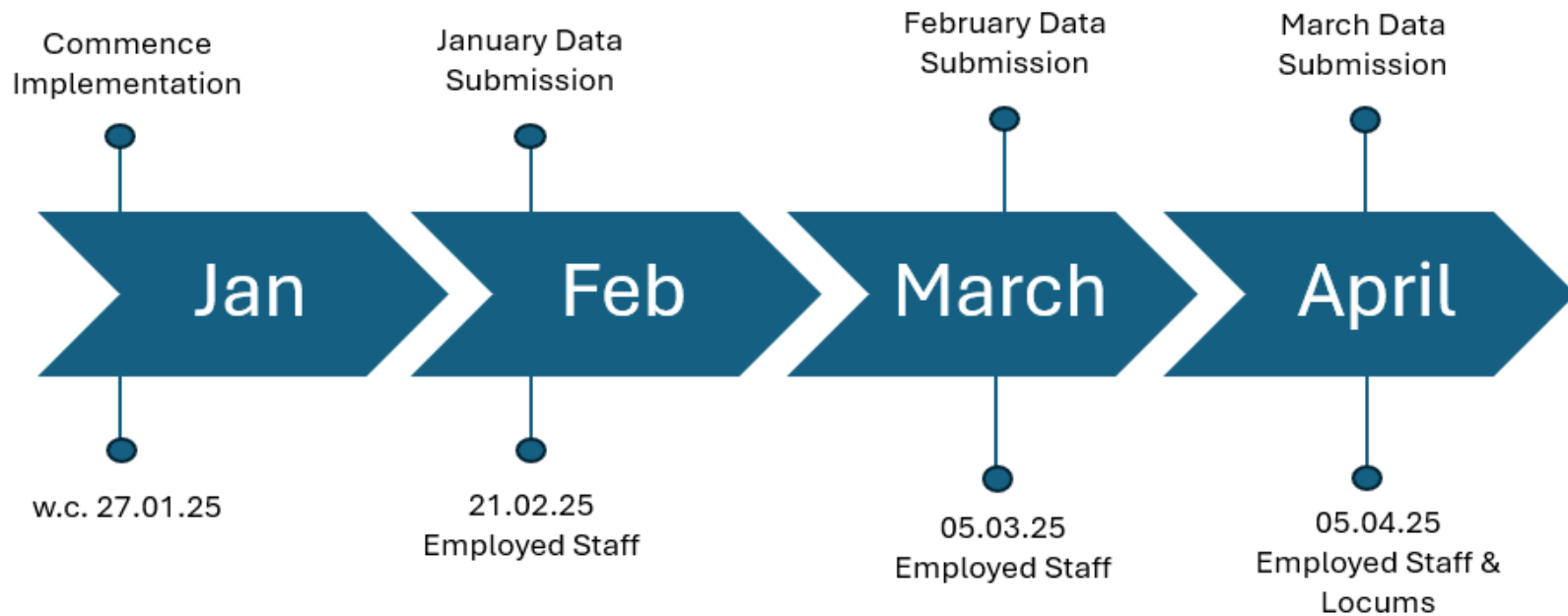


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Shared Services
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Launch Submission Timeline: Data Capture Jan/Feb/March



WALES INTELLIGENCE AND REPORTING SYSTEM OPTOMETRY SERVICES

Step by step guide

<p>Step 1: (Jan25)</p>	<p>Optometry contractor receives 'Welcome' communication to provide their workforce data. This will be accompanied by the Staff Data Collection template and guidance</p>
<p>Step 2: (by 07.02.25)</p>	<p>Notify NWSSP of the name and email address of your nominated representative. This representative will be responsible for inputting and sharing your workforce data with NWSSP. Your representative details should be sent to: OphthalmicWorkforce.PCCS@wales.nhs.uk</p> <p>Please ensure the email address for your nominated representative is not a generic shared email as this will result in all users to this inbox being able to see your data. Using your contractor's individual '@wales.nhs.uk' email address will provide secure data transfer.</p>
<p>Step 3: (by 20.02.25)</p>	<p>Contractor uses their workforce details from payroll or HR system and copies entries into the Staff Data Collection (Tab 3) plus additional workforce information.</p> <p>Or</p> <p>Contractor opts to input their workforce data into the Template directly.</p>
<p>Step 4: (by 21.02.25)</p>	<p>Staff Data Collection template to be returned to NWSSP: OphthalmicWorkforce.PCCS@wales.nhs.uk. This will include all staff employed/engaged (GOC/GMC registered staff only) by the Practice</p>



	as at the 31.01.25 (this excludes Locum data at this stage)
Step 5: (by 26.02.25)	NWSSP will transfer your Staff Data Collection from Tab 3 and share with you a new Practice Staff Changes Template. You will receive this second Template within 5 working days of your submission to NWSSP.
Step 6: (by 05.03.25)	Contractor to return the Staff Changes Template to NWSSP: OphthalmicWorkforce.PCCS@wales.nhs.uk . This will be pre-populated with your staff details @ 31.01.25. You are now required to note any changes (for example increase of contracted hours) that may have taken place and provide the actual position as at the 28.02.25 (this excludes Locum data at this stage)
Step 7: (by 26.03.25)	NWSSP will provide you with your Practice Staff Changes Template for submission of your March data. You will receive this second Template within 5 working days of your submission to NWSSP.
Step 8: (by 05.04.25)	Contractor to return the Staff Changes Template to NWSSP: OphthalmicWorkforce.PCCS@wales.nhs.uk . This will be pre-populated with your staff details @ 28.02.25. You are now required to note any changes (for example increase of contracted hours) that may have taken place and provide

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the actual position as at the 31.03.25. Please note your Locum data will be required as part of your March submission.

Please note that NWSSP will issue further communications to confirm arrangements for submission of your April 2025 data.

Please note the arrangements for the optional engagement sessions. This will provide you with the opportunity of meeting the Team and asking any questions you may have regarding your submissions:

Date of Session	Teams Link to Join Session
Wednesday 05.02.25 18:00	WGOS Workforce Capture Drop In Session
Wednesday 12.02.25 18:00	WGOS Workforce Capture Drop In Session
Tuesday 18.02.25 13:00	WGOS Workforce Capture Drop In Session

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