



Optometry Wales  
Optometreg Cymru



**QUALITY FOR OPTOMETRY SELF-ASSESSMENT TOOLKIT ACTION PLAN TEMPLATE**

*One of the requirements for Quality for Optometry for 2025/26 is that practices must submit an action plan for all non-compliant elements of the self-assessment toolkit to their LHB by **31 March 2026***

*Practices can use the below template or create their own*

Name of practice \_\_\_\_\_

Practice Address \_\_\_\_\_

Action plan completed by \_\_\_\_\_ (name) \_\_\_\_\_ (Job Role)

<b>Area of Action Plan</b>	<b>Element outstanding (list)</b>	<b>Required action</b>	<b>Date to be completed by</b>	<b>Update</b>
<b>Safe (excluding Information Governance)</b>				
<b>Timely</b>				



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Area of Action Plan	Element outstanding	Required action -	Date to be completed by	Update
<b>Effective</b>				
<b>Equitable</b>				
<b>Person Centred</b>				



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<b>Area of Action Plan</b>	<b>Element outstanding</b>	<b>Required action -</b>	<b>Date to be completed by</b>	<b>Update</b>
<b>Information Governance</b>	<i>For this section a screenshot of the actionplan created within the IG toolkit should be added</i>			