

Step by Step Guide for an Optometrist applying to join a LHB Ophthalmic List / Supplementary list in Wales

What?	How?	Useful Links
Commence the process of applying to join the NHS Wales Ophthalmic List. (NB: The process can take up to 12 weeks to complete)	<p>Complete an OPL 1 application form and return to NWSSP-PCS (nwssp-primarycareservices@wales.nhs.uk). To do this you will need to be able to provide the following:</p> <ul style="list-style-type: none"> names and contact details for two referees that can provide a clinical reference relating to their two most recent (within last 2 years) clinical post, which lasted at least three months without a significant break. If this is not possible, a full explanation must be included in the application. a DBS Enhanced Disclosure certificate (with both adults and children's lists checked) dated within the last 3 years or confirmation that you are registered with the DBS Update Service and a copy of your most recent DBS certificate that is registered to the Update Service <p>On submission of the application to NWSSP-PCS, the Optometrist will receive an ActionPoint number. This number should be used by the Optometrist when communicating with NWSSP-PCS regarding their application. If an ActionPoint number is not received by the Optometrist, the Optometrist is advised to contact the NWSSP-PCS Contracts Management team. Contact details can be found here.</p>	OPL1 application form OPL1 application form - guidance notes How to get a DBS Enhanced Disclosure certificate via NWSSP-PCS
Wales General Ophthalmic Services (WGOS) Accreditation	Individuals who are not yet WGOS compliant, should contact HEIW at heiw.optometry@wales.nhs.uk for information on mandatory training. Below details the current standard mandatory WGOS mandatory training but individuals should contact HEIW before commencing the training	How to become registered to offer WGOS - NHS Wales
Complete 4 WGOS Compliance courses on Y Ty Dysgu	<ul style="list-style-type: none"> Create an account on Y Ty Dysgu Complete the required courses: <ol style="list-style-type: none"> WGOS Overview Quality Improvement foundation Training Making every Contact Count (MECC) Infection Prevention Control & Sharps Safety <p>Save the certificate(s) as evidence of completion.</p>	Y Ty Dysgu - Sign up process Y Ty Dysgu - User guide



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Complete two Case Scenario Presentations: <ul style="list-style-type: none"> • Cataract • Glaucoma 	These are completed on Y Ty Dysgu	Cataract Case Scenarios Glaucoma Case Scenarios
Arrange to attend a Peer Review and Foreign Body Workshop	<p>To agree a suitable date to complete the necessary workshops, the Optometrist must contact HEIW (heiw.optometry@wales.nhs.uk). It is advisable to do this as early in the application process as possible.</p> <p><i>Please note that the two Case Scenario Presentations – cataract and glaucoma must be completed prior to attending the peer review and foreign body workshop.</i></p>	
Complete and submit a WGOS Practitioner Accreditation Declaration form	<p>HEIW will issue the form to the applicant on completion of the peer review and foreign body workshops.</p> <p>Applicant must complete and return the form to HEIW (heiw.optometry@wales.nhs.uk)</p>	
Share a copy of the 'Ophthalmic Practitioner Accreditation Certificate' with NWSSP-PCS	HEIW will award the applicant with an 'Ophthalmic Practitioner Accreditation Certificate'. The applicant must download this certificate from y Ty Dysgu and send a copy to NWSSP-PCS (nwssp-primarycareservices@wales.nhs.uk)	
Issuing of NHS Number & NHS Wales Email Setup	<p>Once your NHS number is issued, you may perform WGOS 1 and 2 in Wales. NWSSP-PCS will guide you on setting up your NHS Wales email.</p> <p>Please ensure that you provide all evidence of completion to your contractor.</p>	

Queries concerning the application process, should be directed to the Contracts Management Department, PCS via:

nwssp-primarycareservices@wales.nhs.uk

General queries relating to this document can be directed to Optometry Wales via:

Administrator@optometrywales.com

Step by Step Guide for a Dispensing Optician or Contact Lens Optician applying to join the Administrative List in Wales

What?	How?	Useful Links
Commence the process of applying to join the NHS Wales Administrative List.	<p>Complete the Microsoft Forms application form, which is accessible on the NWSSP NHS Wales website. Inclusion on this list does not in itself convey permission to perform or provide episodes of care in Wales General Ophthalmic Services (WGOS). Please see https://www.nhs.wales/sa/eye-care-wales/wgos/eye-health-professional regarding requirements to deliver WGOS.</p> <p>When asked, the Contractor must provide the HB with the following information:</p> <ul style="list-style-type: none"> • Full name of CLO / DO • Registration number • Date of registration • How their skills will be utilised within Practice to deliver WGOS 	Add, amend or remove a Dispensing Optician on the Wales Eyecare Services Administrative List
Wales General Ophthalmic Services (WGOS) Accreditation	Individuals who are not yet WGOS compliant, should contact HEIW at heiw.optometry@wales.nhs.uk for information on mandatory training. Below details the current standard mandatory WGOS mandatory training but individuals should contact HEIW before commencing the training	How to become registered to offer WGOS - NHS Wales
Complete 4 WGOS Compliance courses on Y Ty Dysgu	<ul style="list-style-type: none"> • Create an account on Y Ty Dysgu • Complete the required courses: <ol style="list-style-type: none"> 1. WGOS Overview 2. Quality Improvement foundation Training 3. Making every Contact Count (MECC) 4. Infection Prevention Control & Sharps Safety <p>Save the certificate(s) as evidence of completion. Please ensure that you provide all evidence of completion to your contractor.</p>	Y Ty Dysgu - Sign up process Y Ty Dysgu - User guide

Step by Step Guide for a Contact Lens Optician applying to deliver WGOS 2 in Wales

What?	How?	Useful Links
Commence the process of applying to join the NHS Wales Administrative List as a WGOS accredited CLO. Nb. this application should be completed when you have followed the steps below and can demonstrate the requirements listed here.	<p>The CLO must contact NWSSP-PCS for an application form via nwssp-primarycareservices@wales.nhs.uk. The CLO must be able to demonstrate that they:</p> <ul style="list-style-type: none"> • are MECS accredited • completed the WGOS Mandatory training • completed additional WGOS 2 specific training • have suitable professional indemnity in place to provide for the extended responsibilities involved in the delivery of WGOS 2 • hold a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate (with both Children's and Adults Barred Lists checked) • included in a LHB's administrative list (see above) <p>To do this you will need to be able to provide the following:</p> <ul style="list-style-type: none"> • names and contact details for two referees that can provide a clinical reference relating to their two most recent (within last 2 years) clinical post, which lasted at least three months without a significant break. If this is not possible, a full explanation must be included in the application. • a DBS Enhanced Disclosure certificate (with both adults and children's lists checked) dated within the last 3 years or confirmation that you are registered with the DBS Update Service and a copy of your most recent DBS certificate that is registered to the Update Service 	How to get a DBS Enhanced Disclosure certificate via NWSSP-PCS
Become MECS accredited	<p>To be a MECS accredited CLO, the CLO must:</p> <ul style="list-style-type: none"> • complete 11 WOPEC online modules • attend an ABDO extended service training day, including Foreign Body removal & Goldmann Applanation Tonometry skills workshops • pass the WOPEC Objective Structured Clinical Examination (OSCE) • complete adult and children safeguarding courses 	Extended services for Contact Lens Opticians course- ABDO

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Complete 4 WGOS Compliance courses on Y Ty Dysgu	<p>Create an account on Y Ty Dysgu</p> <p>Complete the required courses:</p> <ol style="list-style-type: none"> 1. WGOS Overview 2. Quality Improvement foundation Training 3. Making every Contact Count (MECC) 4. Infection Prevention Control & Sharps Safety <p>Save the certificate(s) as evidence of completion.</p>	Y Ty Dysgu - Sign up process Y Ty Dysgu - User guide
Arrange to attend a Peer Review	To agree a suitable date to complete the necessary workshops, the CLO must contact HEIW (heiw.optometry@wales.nhs.uk). It is advisable to do this as early in the application process as possible.	
Complete and submit a WGOS Practitioner Accreditation Declaration form	<p>HEIW will issue the form to the applicant on completion of the Peer Review and Foreign Body workshops.</p> <p>Applicant must complete and return the form to HEIW (heiw.optometry@wales.nhs.uk)</p>	
Share a copy of the 'Ophthalmic Practitioner Accreditation Certificate' with NWSSP-PCS	HEIW will award the applicant with an 'Ophthalmic Practitioner Accreditation Certificate'. The applicant must download this certificate from y Ty Dysgu and send a copy to NWSSP-PCS (nwssp-primarycareservices@wales.nhs.uk)	
Issuing of Administrative Number & NHS Wales Email Setup	<p>Once you have applied (see step 1) and been notified that your application is successful, your Administrative List number will be issued and you may perform WGOS 2 for any Contractor in Wales. NWSSP-PCS will guide you on setting up your NHS Wales email.</p> <p>Please ensure that you provide all evidence of completion to your contractor.</p>	Search the Administrative List