

# Optometry Wales Guidance Document for Practice Development Plan Completion

## What is a Practice Development Plan (PDP)

Practice development plans (PDP) are a contractual requirement introduced following the tripartite contract negotiations in 2025/26 and will be required by all practices annually from April 2026.

A PDP is intended for practices to focus on improvements to patient care, service provision and planning, infrastructure and workforce and training planning.

The PDP is designed to capture practice's intentions for offering WGOS services – including current WGOS provision and future provision of additional WGOS services, such as WGOS3, 4 and 5 as well as mobile (domiciliary) services.

The PDP will cover planning over a 3-year period but is to be completed by practices on an annual basis. Each annual review is designed for contractors to review and amend future intentions.

Health boards will use the PDPs to map the provision of services, support local workforce planning and training requirements and when updating their Eye Health Needs Assessments.

The PDP will be reviewed in any contract monitoring visits but practices retain ownership of the PDP.

ONE PDP SUBMISSION IS REQUIRED FOR EACH PRACTICE (i.e. one per contractor account number).

Mobile practices working across Local Health Board areas are required to submit a separate PDP in each LHB area they work in.

Completion of a PDP is a **contractual mandatory requirement** of providing WGOS services in Wales, non-completion may lead to a breach notice being issued.

## Completion Guidance

Practices will receive a copy of the blank practice development plan from their Local Health Board for completion; these are expected to be emailed to practices on 15 April 2026.

Use the blue text to guide your responses to each section.

There are no right or wrong ways to complete each section.

The final table for completion is a 3-Year Summary document to highlight priorities and assign timescales.

Practices should use this as a live document and keep under review; Local Health Boards may wish to use the document during contract monitoring visits.

Please take time to reflect on your practice current services and future intentions. The document is intended as a useful tool for both practices and health boards to remain compliant with evolving local healthcare needs.

Please contact your Local Health Board, ROC or Optometry Wales with any specific queries.

### **Submission dates**

30<sup>th</sup> June 2026 then the requirement will be annually from 2027, with the document being required to be submitted during the first quarter each year (April – June)

In future years (April 2027 onwards) - practices will be able to utilise the original plan created and review and update as required. LHBs will expect commentary on any areas that have not been completed / any change in proposed timescales.

The PDP should be submitted to your Local Health Board by **30 June 2026**.