Dear Colleague

GENERAL OPHTHALMIC SERVICES

1. INCREASE TO FEES FOR SUPPLEMENTARY EYE EXAMS
2. OPTICAL VOUCHER VALUES
3. INCREASES TO CONTINUED EDUCATION AND TRAINING ALLOWANCES AND PRE-REGISTRATION SUPERVISOR GRANTS
4. ADVICE TO OPTOMETRISTS IN RESPECT OF COMPLETION OF GOS(S) 1 FORMS

Summary

1. This letter advises NHS Boards and Practitioner Services of an increase to the fees paid for supplementary eye exams to take effect from 1 April 2017.

2. It also advises that there will be no increase to optical voucher values and allowances for repairs and replacements for 2017-18.

3. The letter confirms:
   - An increase in the allowance payable to optometrists and ophthalmic medical practitioners (OMPs) for loss of earnings in respect of continued education and training (CET) for 2016;
   - An increase in the allowance, due to additional requirements from the General Optical Council, specifically for optometrists who are registered as independent prescribers for loss of earnings in respect of CET training for 2016;

1 August 2017

Addresses

For action
Chief Executives, NHS Boards
Director, Practitioner Services

For information
Chief Executive, NHS National Services Scotland

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• An increase in the pre-registration supervisor grants from 1 April 2017; and
• An amendment to the Statement, as set out in Annex A to this letter and Memorandum.

4. Finally, this letter reminds optometrists of requirements when completing the clinical conditions section of the GOS(S) 1 form.

Action

5. NHS Boards and Practitioner Services are asked to note the:

• Increase to fees for supplementary eye exams from 1 April 2017.

• Information on optical voucher values and allowances for repairs and replacements for 2017-18.

• Increases to CET allowances, including additional money to be paid to independent prescribing optometrists.

• Increase to pre-registration supervisor grants.

• Amendment to the Statement.

• Requirements for optometrists when completing the GOS(S) 1 form.

6. NHS Boards are asked to urgently copy and issue the Memorandum and annexes to this letter to all optometrists and ophthalmic medical practitioners on their ophthalmic lists.

Yours sincerely

Richard Foggo
Deputy Director
Head of Primary Care Division
NATIONAL HEALTH SERVICE
GENERAL OPHTHALMIC SERVICES

1. INCREASE TO FEES FOR SUPPLEMENTARY EYE EXAMS
2. OPTICAL VOUCHER VALUES
3. INCREASES TO CONTINUED EDUCATION AND TRAINING
   ALLOWANCES AND PRE-REGISTRATION SUPERVISOR GRANTS
4. ADVICE TO OPTOMETRISTS IN RESPECT OF COMPLETION OF GOS(S)1 FORMS

1. This Memorandum advises of:

   - An increase to the fee paid for carrying out supplementary eye examinations from 1 April 2017;
   - No increase to optical voucher values and allowances for repairs and replacements for 2017-18;
   - An increase in the allowance payable to optometrists and ophthalmic medical practitioners (OMPs) for loss of earnings in respect of continued education and training (CET) for 2016;
   - An increase in the allowance, due to additional requirements from the General Optical Council, specifically for optometrists who are registered as independent prescribers for loss of earnings in respect of CET training for 2016;
   - An increase in the pre-registration supervisor grants from 1 April 2017;
   - An amendment to the Statement as set out in Annex A to this Memorandum; and
   - Requirements for optometrists when completing the clinical conditions section of the GOS(S) 1 form.

Supplementary eye exam fees

2. The fee paid to optometrists for carrying out supplementary eye exams has been increased from £21.50 to £24.50 with effect from 1 April 2017.

3. Up to and including 31 August 2017 practices should continue to submit claims for the old fee rate of £21.50. This includes fees generated by a practice management system (PMS). Any claims submitted with incorrect fees will fail Practitioner Services systems and may be rejected or delayed in being processed for payment.

4. Practitioner Services will apply the change to the fee in their payment system and webform from 1 September 2017. PMS suppliers and ophthalmic practices must ensure that any claims which are dated on or after 1 April 2017, and generated from a PMS or claimed on paper forms on or after 1 September 2017, contain only the new fee.

5. The PMS should not generate claims where the claim date is on or after 1 April 2017 with the new fee prior to 1 September 2017. If the PMS does, and the
claim is submitted directly from a PMS, the practice will receive an error message indicating that the supplementary fee is incorrect.

6. All claims for supplementary eye examinations on or after 1 April 2017 submitted on or after 1 September 2017 must be made on the basis of the new fee. Any such claims submitted using the old fee will fail Practitioner Services validation and may be rejected or delayed in being processed for payment.

7. All claims made by practices on or after 1 April 2017, and up to and including 31 August 2017, which are paid at the old fee will receive a backdated increase from Practitioner Services in their September (paid October) 2017 schedules.

Optical voucher values and allowances for repairs and replacements

8. There is no increase to optical voucher values and allowances for repairs and replacements for 2017-18.

Increase in the Continued Education and Training Allowance

9. The Scottish Government has agreed that payments for 2016 should be made in respect of CET undertaken by optometrists, and OMPs without further medical appointments.

10. The payment which will be payable in respect of appropriate CET undertaken in 2016 (i.e. in the period 1 January 2016 to 31 December 2016) is £545. The payment is due to:

   - optometrists, other than a body corporate carrying on the business of optometrists, who were on the first part of the Ophthalmic List of an NHS Board for at least six months during 2016, and who have maintained their professional registration;

   - OMPs who conduct only eye examinations and have no other remunerated medical employment such as hospital work or general practice, who were on the first part of the Ophthalmic List of an NHS Board for at least six months during 2016, and who have maintained their professional registration; and

   - contractors in respect of each assistant who assists that contractor, if that assistant is either an optometrist (other than a body corporate) or an OMP who only conducts eye examinations and has no other remunerated medical employment such as hospital work or general practice, the assistant is on the second part of the Ophthalmic List of an NHS Board for at least six months during 2016, and the assistant has maintained their professional registration.

11. The payment which will be payable in respect of appropriate CET undertaken in 2016 (i.e. in the period 1 January 2016 to 31 December 2016) for optometrists who are qualified as independent prescribers is £817. The payment is due to:

   - optometrists (other than a body corporate carrying on the business of optometrists) who were registered as an independent prescriber during 2016, who were on the first part of the Ophthalmic List of an NHS Board and
registered with a host Board as an independent prescriber for at least six months during 2016, and who have maintained their professional registration; and

- contractors in respect of each assistant who assists that contractor, if that assistant is an optometrist (other than a body corporate), the assistant is on the second part of the Ophthalmic List of an NHS Board and registered with a host Board as an independent prescriber for at least six months during 2016, and the assistant has maintained their professional registration.

12. Claims from eligible optometrists and OMPs for a CET payment should be made to Practitioner Services of NHS National Services Scotland by a contractor, whether the contractor is claiming for himself/herself or for an assistant. **Claims for CET for the period 1 January to 31 December 2016 must be received by Practitioner Services by 30 November 2017.** A claim form for this purpose is attached at [Annex B](#) to this Memorandum. Contractors are required to provide details of the bank account that they wish the CET payment to be paid to. If this information is not provided the claim will not be paid.

13. Where a contractor is making a claim in respect of an assistant, the claim should normally be paid to the contractor whom the assistant assists. Where an assistant assists two or more contractors the CET allowance should be claimed by, and paid to, the contractor whom the assistant nominates for the purpose of payment of the CET allowance.

14. A separate claim must be made for each eligible optometrist/OMP. Only one claim is payable per eligible optometrist/OMP.

15. For OMPs the payment may only be made to practitioners who have no other medical appointments, i.e. who do no other remunerative work than eye examinations.

16. Payment must be made to contractors. Arrangements for payments to assistants are a matter for agreement between contractors and assistants and not a matter for the NHS. In cases where the contractor has provided or made available to the assistant sufficient CET to enable the assistant to meet the statutory requirements for compulsory CET (in the case of an optometrist subject to the requirements of the GOC) then the payment may be retained by the contractor. However, if they do not, the payment is due to the assistant.

17. Optometrists/OMPs are not required to produce direct evidence of undertaking CET as a compulsory part of the claim or pre-condition of payment. However, a claim may only be paid in respect of an optometrist/OMP who has maintained their professional registration and Practitioner Services may conduct a sample or selective check to confirm registration.

18. Claims submitted for CET allowances by independent prescribing optometrists should include their independent prescriber code, which will be checked by Practitioner Services to confirm eligibility.
Pre-registration Supervisors Grant

19. From 1 April 2017 the allowance to be paid to supervisors of pre-registration trainees has increased to £3,513. Claims from trainers taking on pre-registration trainees on or after 1 April 2017 should be paid at this new rate.

Completion of GOS(S) 1 Forms by Optometrists

20. It is requested that, when completing the clinical conditions section (Part 3B) of the GOS(S) 1 form, optometrists ensure that they capture the patient’s clinical condition(s) in the appropriate box(es). If the patient presents with more than one condition then all relevant boxes should be completed. The ‘None of the above’ box should not be completed if the patient requires spectacles or contact lenses. Part 3B of the GOS(S) 1 form should only be completed by someone who can do so from a clinical perspective.

21. By ensuring that this section of the form is completed appropriately, optometrists are helping the Scottish Government to gather essential data about the patients they are examining. This supports future planning for eyecare services.

The Statement

22. An amendment to the Statement in accordance with regulation 17 of The National Health Service (General Ophthalmic Services) (Scotland) Regulations 2006, which bring the changes at paragraphs 2 and 9 to 18 into effect, is attached at Annex A to this Memorandum.

Enquiries

23. Any enquiries arising from this Memorandum should be taken up with your NHS Board.

Scottish Government Population Health Improvement Directorate
1 August 2017
NATIONAL HEALTH SERVICE
GENERAL OPHTHALMIC SERVICES

THE STATEMENT

Scottish Ministers, in exercise of powers conferred on them by Regulation 17 of The National Health Service (General Ophthalmic Services) (Scotland) Regulations 2006 (“the 2006 Regulations”), having regard to Section 7(4) of the Health and Social Security Act 1984, after consultation with such organisations as appear to them to be representative of contractors providing General Ophthalmic Services, have determined as follows:

- The fees payable to optometrists and ophthalmic medical practitioners for undertaking eye examinations are set out in Appendix A.

- The allowance payable to optometrists and ophthalmic medical practitioners for continuing education and training is set out in Appendix G.

Scottish Government Health Directorates
1 August 2017
APPENDIX A

FEES PAYABLE TO OPHTHALMIC MEDICAL PRACTITIONERS AND OPTOMETRISTS FOR EYE EXAMINATIONS

1. Fees payable for each primary eye examination carried out in accordance with Appendix B or C by an ophthalmic medical practitioner or optometrist for those aged under 60 years:

   on or after 1 April 2010  £37.00

2. Fees payable for each primary eye examination carried out in accordance with Appendix B or C by an ophthalmic medical practitioner or optometrist for those aged 60 years and over:

   on or after 1 April 2008 (no digital photograph taken)  £40.00
   on or after 1 April 2010 (digital photograph taken)    £45.00

3. Fees payable for each supplementary eye examination carried out in accordance with Appendix D or E by an ophthalmic medical practitioner or optometrist:

   on or after 1 April 2017  £24.50

4. A payment made under paragraph 1, 2 or 3 above to an ophthalmic medical practitioner who is participating in the National Health Service Superannuation Scheme, is subject to adjustment in respect of superannuation by deduction of the appropriate contribution.
CONTINUING EDUCATION AND TRAINING ALLOWANCE

1. In this appendix:

“assistant” means a person who has undertaken to assist in the provision of general ophthalmic services and whose name is included in the second part of the Ophthalmic List;

“CET” means continuing education and training;

“IPCET” means independent prescriber continuing education and training;

“CET allowance” means the sum of £545;

“IPCET allowance” means the sum of £817;

“contractor” means a person, other than a body corporate carrying on the business of optometrists, who has undertaken to provide general ophthalmic services and whose name is included in the first part of the Ophthalmic List;

“professional registration” means for optometrists registration with the General Optical Council and for ophthalmic medical practitioners registration with the General Medical Council; and

“relevant year” means the year commencing 1 January 2016.

2. Subject to sub-paragraph 7, a CET allowance shall be payable to an optometrist other than a body corporate if –

   a. that optometrist’s name was included in the first part of the Ophthalmic List of a Health Board for a period of at least six months during the relevant year;

   b. the optometrist has maintained their professional registration;

   c. the optometrist has undertaken appropriate continuing education and training during the relevant year; and

   d. the optometrist complies with sub-paragraphs 9 and 10.

3. Subject to sub-paragraph 7, a CET allowance shall be payable to an ophthalmic medical practitioner if –

   a. during the relevant year that practitioner’s only remunerated medical or optical activity was the conduct of General Ophthalmic Services;

   b. the practitioner’s name was included in the first part of the Ophthalmic List of a Health Board for a period of at least six months during the relevant year;

   c. the practitioner has maintained their professional registration;
d. the practitioner has undertaken appropriate continuing education and training during the relevant year; and

e. the practitioner complies with sub-paragraphs 9 and 10.

4. Subject to sub-paragraph 7 and 8, a CET allowance shall be payable to a contractor in respect of each assistant who assists that contractor if that assistant –

a. is either –

   (i) an optometrist (other than a body corporate), or

   (ii) an ophthalmic medical practitioner whose only remunerated medical or optical activity during the relevant year was the conduct of General Ophthalmic Services;

b. is included in the second part of the Ophthalmic List of the Health Board in respect of which the contractor makes a claim for a CET allowance;

c. has assisted in the provision of general ophthalmic services for a period of at least six months during the relevant year;

d. has maintained their professional registration; and

e. has undertaken appropriate continuing education and training during the relevant year,

and the contractor complies with sub-paragraphs 9 and 10.

5. Subject to sub-paragraph 7, an IPCET allowance shall be payable to an optometrist other than a body corporate if –

a. that optometrist’s name was included in the first part of the Ophthalmic List of a Health Board for a period of at least six months during the relevant year;

b. the optometrist has maintained their professional registration and has been registered as an independent prescriber during the relevant year;

c. has been registered with a host Health Board as an Optometric Prescriber for a period of at least six months during the relevant year;

d. the optometrist has undertaken appropriate continuing education and training during the relevant year; and

e. the optometrist complies with sub-paragraphs 9 and 10.
6. Subject to sub-paragraph 7 and 8, an IPCET allowance shall be payable to a contractor in respect of each assistant who assists that contractor if that assistant –

a. is an optometrist (other than a body corporate)

b. is included in the second part of the Ophthalmic List of the Health Board in respect of which the contractor makes a claim for a IPCET allowance;

c. has assisted in the provision of general ophthalmic services for a period of at least six months during the relevant year;

d. has been registered with a host Health Board as an Optometric Prescriber for a period of at least six months during the relevant year;

e. has maintained their professional registration and have been registered as an independent prescriber during the relevant year; and

f. has undertaken appropriate continuing education and training during the relevant year,

and the contractor complies with sub-paragraphs 9 and 10.

7. Only one CET/IPCET allowance may be paid in respect of any one person.

8. Where an assistant assists two or more contractors, the CET/IPCET allowance shall be paid to the contractor who the assistant nominates for the purposes of payment of the CET/IPCET allowance under this determination.

9. A claim for a CET/IPCET allowance shall be made in writing on the form provided for this purpose by the Health Board.

10. A separate claim form shall be completed for each CET/IPCET allowance claimed.

11. A claim for a CET/IPCET allowance must be received by Practitioner Services by 30 November 2017.
ANNEX B
NATIONAL HEALTH SERVICE
GENERAL OPHTHALMIC SERVICES

CLAIM IN RESPECT OF ...........................................NHS BOARD FOR A CONTINUING EDUCATION AND TRAINING ALLOWANCE

An allowance for continuing education and training (CET) is payable to optometrists, other than bodies corporate carrying on the business of optometrists, and ophthalmic medical practitioners (OMPs) on the first part of NHS Board Ophthalmic Lists. Where your name is included in the Ophthalmic List of more than one Board you should make the claim in respect of the NHS Board for whom you provide the greatest proportion of general ophthalmic services at the time you make the claim. An allowance can also be claimed by an optometrist or OMP on the first part of the Ophthalmic List for CET undertaken by an assistant on the second part of the Ophthalmic List.

An allowance for independent prescriber continuing education and training (IPCET) is payable to optometrists and assistants who were registered for at least six months with a host Health Board as independent prescribers during the relevant calendar year. The independent prescribing code should be noted on the form below and will be checked by practitioner services prior to payment.

A claim can be made by an optometrist or OMP in respect of CET/IPCET undertaken personally or undertaken by an assistant on the second part of the ophthalmic list in the period 1 January 2016 to 31 December 2016. Full details of this allowance is contained in Appendix G of the Statement.

PART 1 PARTICULARS OF OPTOMETRIST/OMP (Complete this section in BLOCK CAPITALS)

| 1. Surname ........................................................................................................ | 5. List Number [ ] [ ] [ ] [ ] |
| 2. Other Names (in full) .................................................................................. |
| 3. Practice Address .......................................................................................... |
| ....................................................................................................................... Postcode [ ] [ ] [ ] [ ] [ ] [ ] |
| 4. Payment is by BACS. Please provide Bank Account name, Sort Code, and Account Number where payment is to be made. |
| Account name .................................................................................................. |
| Sort Code [ ] [ ] [ ] [ ] Account number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] |
PART 2 PARTICULARS OF ASSISTANT (Please complete this section in BLOCK CAPITALS)

<table>
<thead>
<tr>
<th>1. Surname .................................................................</th>
<th>3. Assistant List Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Other Names (in full)...............................................</td>
<td>4. Assistant IP Code</td>
</tr>
</tbody>
</table>

Where the claim is in respect of an assistant the claim must be made by, and the payment made to, an optometrist or OMP on the first part of the Ophthalmic List of the relevant NHS Board in respect of that assistant (who should be nominated by the assistant if they assist more than one optometrist/OMP). Payment will be made to the optometrist/OMP as identified in Part 1 above. Only one payment may be made in respect of each individual assistant, irrespective of the number of optometrists/OMPs they assist or the number of NHS Board Ophthalmic Lists (second part) they are on. The assistant should confirm by signing the declaration on the next page that, to his or her knowledge, only one claim is being made in their name.

PART 3 DECLARATION BY OPTOMETRIST/OMP AT PART 1 ABOVE

I claim payment of the CET allowance of £545 or IPCET allowance of £817 and I declare that:

- I have maintained my professional registration and, where relevant, am a registered independent prescriber;
- appropriate CET was undertaken during 2016;
- I am properly entitled to claim the allowance; and
- the information I have given on this form is correct and complete. I understand that, if it is not, appropriate action may be taken against me.

For the purposes of verification of this claim for CET/IPCET allowance and the prevention and detection of fraud, I consent to the disclosure of relevant information from this form to and by the Common Services Agency.

Where this claim is in respect of my personal CET/IPCET I also confirm that I am an optometrist/OMP on the first part of the Ophthalmic List of the NHS Board in respect of which I am claiming this allowance and that it is the only claim for the CET/IPCET allowance that I have submitted or will submit in respect of 2016.

For claims made in respect of a named assistant, I confirm that the information provided is correct to the best of my knowledge and that appropriate action may be taken if there is proved to have been more than one claim in respect of a named assistant. I further confirm that, if I have not made CET/IPCET available in paid time or under an alternative arrangement agreed between us, I will pass on the payment to the named assistant. In the case of an optometrist subject to the requirements of the GOC, if I have made available fewer than 12 GOC accredited points of CET/IPCET I will pass on to the named assistant a proportion of the payment calculated either on a basis agreed between us or, failing that, pro rata, based on 12 points made available entitling me to retain 100% of the annual fund.

Optometrist/OMP Signature ............................................. Date ........................................
PART 4 DECLARATION BY ASSISTANT

If the claim is in respect of an assistant, the assistant should sign the following declaration:

I understand that the above named optometrist/OMP is claiming payment of the £545 CET grant or £817 IPCET grant in respect of myself and I declare that:

- I undertook appropriate CET/IPCET during 2016; and
- the information I have given on this form is correct and complete. I understand that, if it is not, appropriate action may be taken against me.

For the purposes of verification of this claim for a CET/IPCET allowance and the prevention and detection of fraud, I consent to the disclosure of relevant information from this form to and by the Common Services Agency.

I also confirm that I am included in the second part of the ophthalmic list of the NHS Board in respect of which this claim is being made and that this is the only claim for the CET/IPCET allowance that has been submitted or will be submitted with my agreement in respect of CET/IPCET in 2016.

Assistant's Signature ……………………………… Date ……………………………...

PLEASE MARK THE ENVELOPE “CET ALLOWANCE CLAIM” AND RETURN COMPLETED FORMS TO BE RECEIVED BY 30 NOVEMBER 2017 TO: NHS NATIONAL SERVICES SCOTLAND, PRACTITIONER SERVICES, GYLE SQUARE, 1 SOUTH GYLE CRESCENT, EDINBURGH, EH12 9EB.