

## **BCUHB WGOS 5 IPOS URGENT – GUIDANCE FOR PARTICIPATING PRACTICES**

Please refer to the national WGOS 5 IPOS Urgent manual for general pathway details, PPV guidance and standard operating procedures.

[nhs.wales/sa/eye-care-wales/eye-care-docs/wgos-5-ipos-urgent-manual-pdf/](https://nhs.uk/eye-care-wales/eye-care-docs/wgos-5-ipos-urgent-manual-pdf/)

The national pathway document references a number of local arrangements. Please see the information below for clarification

### **BCUHB-specific arrangements and guidance**

#### ***Formulary (1.4)***

IP Optometrists will refer to the BCUHB prescribing formulary for guidance as to which drugs should be prescribed on NHS prescriptions, including advice on first/second line treatments, off-formulary prescribing and relevant All Wales Therapeutics and Toxicology Centre advice.

<https://bcuformulary.wales.nhs.uk>

<https://awttc.nhs.wales/>

#### ***Prescription pad security (1.6)***

Participating Optometrists should reference the NWSSP guidance on non-medical prescribing. This offers guidance on, but not limited to:

- Legal and professional liability
- Record keeping
- Adverse drug reaction reporting
- Managing prescription stationary, including security
- Prescribing for friends and family

[nwssp.nhs.wales/ourservices/primary-care-services/primary-care-services-documents/non-medical-prescribers-documents/non-medical-prescribers-registration-amp-implementation1/](http://nwssp.nhs.wales/ourservices/primary-care-services/primary-care-services-documents/non-medical-prescribers-documents/non-medical-prescribers-registration-amp-implementation1/)

### ***BCUHB participation requirements (2.6)***

Participation in the service is with the agreement of the Health Board. At inception, there will be no compulsory rota requirements. The participating practice must agree with the Health Board a minimum availability per week (appointments available and on which day). There will be no minimum appointment availability as a threshold for inclusion. However, any practice wishing to participate must publish their participation in the service on a minimum of one day per week. If the participating Optometrist does not have sufficient availability to organise an appropriate follow up, when needed, it is their responsibility to arrange and refer this either to another IPOS practice, or to secondary care.

Minimum availability requirements will be agreed with the Health Board and are subject to review and change. Any participation requirement changes will be communicated to the participating practice with 3 months notice.

### ***Referrals between practices (5.0)***

All referrals should be discussed and accepted by the IPOS practice before they are sent. The 'referral to HES' template should be used. If there are any changes to local referral systems (e.g. an electronic referral system) this will be agreed with the Regional Optical Committee and communicated to all Optometry practices.

The WGOS 5 IPOS Urgent service (e.g. hours of availability, locations, contact details) will be communicated to local Optometrists via practice email and published on the Eye Care Wales website (this may change to another digital platform if developed).

### ***Point of clarification – IPOS triage process (6.2)***

#### **Manual extract:**

- 6.2 The WGOS 5 IP Optometrist will keep a record of the triage process and the advice given to referrers / potential referrers, along with the triage date plus, if the referral is accepted, the date recommended for IPOS Urgent Assessment and date that patient attended. This includes recording potential IPOS Urgent referrals that cannot be accepted due to availability being filled. Triage records must be made available to the health board on request.

**Interpretation:**

When the WGOS 5 IP Optometrist is present during core hours, the WGOS 5 IP Optometrist must keep a record of the triage process whether or not the referral is accepted in-line with the eligibility criteria for the service. This includes triage records of referrals that cannot be accepted due to lack of appointment availability to examine the patient within a clinically appropriate timescale for the case. This record should include patient information, clinical details and the clinical / appointment availability decision of the WGOS 5 IP Optometrist regarding accepting / rejecting the patient for an IPOS Urgent Assessment.

When the WGOS 5 IP Optometrist is not present during core hours, there is no obligation to record requests for triage since there is no expectation of triaging the referral because the WGOS 5 IP Optometrist is not present or not on the rota. NB This does not prevent a WGO5 IP Optometrist triaging and/or examining a patient at times when they are off-rota, if they wish.

***Incident reporting***

Participating Optometrists have a duty of candour and have a responsibility to report incidents within their organisations. Guidance regarding this and links to the appropriate Datix Cymru system is found on the NWSSP page at:

<https://nwssp.nhs.wales/a-wp/pcir/>

**Applying to join the service**

For any practices wishing to join the service, please complete the application form below and return to both: [richard.price@wales.nhs.uk](mailto:richard.price@wales.nhs.uk) (Optometric advisor) and [marisa.oulton2@wales.nhs.uk](mailto:marisa.oulton2@wales.nhs.uk) (Optometry contract manager)



Appendix 1 IPOS  
Application Form.docx