

# A STUDENT OPTOMETRIST'S GUIDE TO WGOS



NHS Wales Shared Services Partnership - Primary Care Services

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# Introduction

To assist in the delivery of Wales General Ophthalmic Services (WGOS), a Student Optometrist undertaking their [Scheme for Registration \(SfR\)](#) placement with the College of Optometrists, **must be** listed on a Local Health Board (LHB) Supplementary Ophthalmic List ([NHS \(Ophthalmic Services\) \(Wales\) Regulations 2023](#)) and work under the supervision of an Ophthalmic Medical Practitioner (OMP) or Optometrist whose name is included in a LHB Ophthalmic List.

The NHS Wales Shared Services Partnership-Primary Care Services (NWSSP-PCS) provides the Health Boards with contractor services for primary care, including contracts and lists management, payment processing and post-payment verification. The Wales Ophthalmic List and Administrative List are held and maintained by NWSSP-PCS. It acts on behalf of all the Local Health Boards in Wales.

## Definitions

In this guidance:

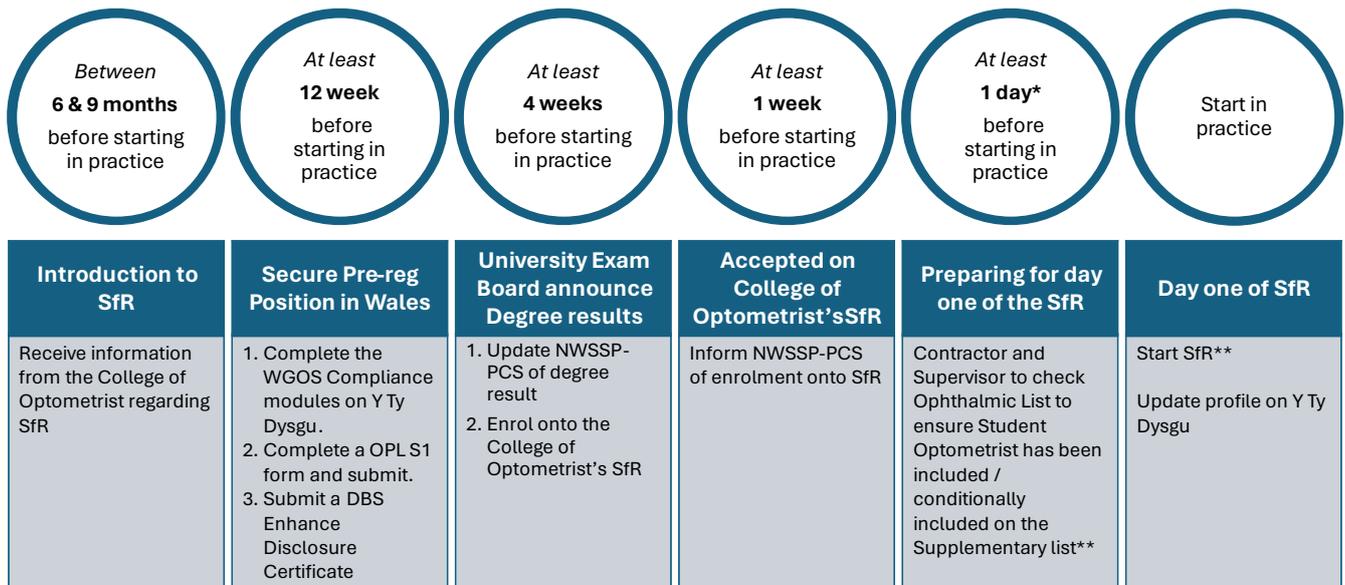
- A Student Optometrist that is listed on a LHB Supplementary Ophthalmic List will be referred to as a 'SOL-listed Student Optometrist'.
- A Student Optometrist enrolled on the SfR but not listed on a LHB Supplementary Ophthalmic List (i.e. completing their SfR in a practice outside of Wales) will be referred to as a 'Pre-registration Optometrist'.
- A Student Optometrist that is registered with the GOC but not listed on the Supplementary Ophthalmic list will be referred to as a 'Student Optometrist'.

## Applying to be listed on a LHB Supplementary Ophthalmic List as a Student Optometrist

To be listed as a Student Optometrist on a LHB Supplementary Ophthalmic List and be issued with a Supplementary List number, the Student Optometrist **must**:

1. Complete all WGOS mandatory training modules of Y Ty Dysgu
2. Submit an OPL S1 form to NWSSP-PCS and be issued with a SOL number
3. Present a DBS enhanced disclosure certificate dated within 3 years to NWSSP-PCS
4. Be enrolled on the College of Optometrist's [Scheme for Registration \(SfR\)](#)

## Timeline before starting the Scheme for Registration (SfR) in a Welsh Practice



\*Student Optometrists will be notified by NWSSP -PCS of their inclusion / conditionally inclusion via email  
 \*\* If there are any queries, the Student Optometrist should contact NWSSP -PCS (Please note that NWSSP -PCS office hours – Monday to Friday)  
 \*\*\* a Student Optometrist may only begin their SfR at a Welsh practice if they have been included or conditionally included on the Supplementary Ophthalmic List

## WGOS mandatory training

Health Education and Improvement Wales (HEIW) is a strategic body that has a leading role in the education, training, development and shaping of the healthcare workforce in Wales. [Y Ty Dysgu](#) (the learning house) is HEIW's e-learning platform which hosts training modules for healthcare professional. Y Ty Dysgu is accessible to Student Optometrists.

To complete the WGOS mandatory modules, a Student Optometrists **must** have an account for themselves on Y Ty Dysgu.

A Student Optometrist who has used Y Ty Dysgu as part of their undergraduate studies, may use their existing account taking note of the recommendation below and amending their profiles as required.

To set up an account, the Student Optometrist should refer to the following guidance - [Y Ty Dysgu - Sign up process](#). Please note that approval is not an automated process and can take HEIW up to two working days for the account to be approved.

It is recommended that when creating an account on Y Ty Dysgu, a Student Optometrist should:

- Register under the same name as that used for GOC registration.
- Provide an email address that will be accessible to them during their SfR (please note that university accounts are usually disabled shortly after completion of undergraduate studies).

There are currently four mandatory WGOS modules to complete:

1. WGOS Overview
2. Quality Improvement Foundation Training
3. Making Every Contact Count (MECC)
4. Infection Prevention Control & Sharps Safety

These can be located by inputting 'WGOS Compliance Programme' into the search function.

For further assistance, please refer to [Y Ty Dysgu - User guide](#).

On completion of the four modules, the Student Optometrist should download the relevant module certificate as these will be required to be presented to NWSSP-PCS with their application to be included on the NHS Wales Supplementary Ophthalmic List.

## OPL S1 form submission

A Student Optometrist who intends to complete their [Scheme for Registration \(SfR\)](#) in a practice in Wales must complete an [OPL S1 form](#) and return to NWSSP-PCS.

The Student Optometrist is encouraged to complete the OPL S1 form *at least 12 weeks* in advance of starting their [Scheme for Registration \(SfR\)](#). The Student Optometrist can submit an OPL S1 form prior to receiving confirmation of their degree result by the University Exam Board. In such instances, the Student Optometrist is required to update NWSSP-PCS as soon as they are notified of their degree classification.

The Student Optometrist **must** provide clear copies of the following documents as an attachment to their OPL S1 application form:

- Current Ophthalmic Indemnity Insurance.
- Qualification certificates (if the name on the certificate differs from the Student Optometrist's current name in which they are making the application, a copy of the marriage certificate, civil partnership certificate or deed poll is required).
- English language competency certificate (only applicable to those whose first language is not English and were trained in countries other than the UK or Republic of Ireland).
- **For new UK residents** a translated Police Report/other suitable body report for your previous overseas place of residence. This report should be less than six months old.
- A Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate, (with both Children's and Adults Barred Lists checked) dated within the last 3 years. If the Student Optometrist:
  - **is registered with the DBS Update Service**, they should provide a copy of their most recent DBS certificate that is registered to the Update Service.
  - **does not hold a DBS Enhanced Disclosure Certificate** dated within the last 3 years, the Student Optometrist should be directed to the 'DBS application' document included in the '[DBS certificate](#)' section of this document.

The Student Optometrist **must** submit their OPL S1 form and supporting documents to:

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

On submission of the application to NWSSP-PCS, the Student Optometrist will receive an ActionPoint number. This number should be used by the Student Optometrist when communicating with NWSSP-PCS regarding their application. If an ActionPoint number is not received by the Student Optometrist, the Student Optometrist is advised to contact the NWSSP-PCS Contracts Management team. Contact details can be found [here](#).

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

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

## DBS certificate

To be listed on the Ophthalmic List, a Student Optometrist **must** hold a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate, (with both Children's and Adults Barred Lists checked) dated within the last 3 years.

If the Student Optometrist is registered with the DBS Update Service, they should provide a copy of their most recent DBS certificate that is registered to the Update Service.

If the Student Optometrist does not hold a DBS Enhanced Disclosure Certificate dated within the last 3 years, NWSSP-PCS can support the applicant with obtaining one from both a process and funding perspective. Further details can be found [here](#).

## SfR Enrolment

A Student Optometrist cannot be included on to a LHB Supplementary Ophthalmic until NWSSP-PCS have received confirmation that they are enrolled onto the College of Optometrists' SfR.

Enrolment is completed online via '[My College](#)' area on the [College of Optometrists](#) website.

To be able to complete the enrolment process, the Student Optometrist will need to have the following information available:

- Confirmation of their degree result
- Personal email that can be accessed to during their SfR
- Email address and GOC number of their principal supervisor(s)
- Confirmation of who will be paying the SfR fee

Please note that to register the supervisor details, the supervisor **must be** a member of the College of Optometrists and have completed their supervisor training course.

It is essential that the supervisor logs in to their '[My College](#)' area to accept the Student Optometrist. If this is not completed, then enrolment cannot be completed.

The College of Optometrists will confirm enrolment on the SfR within 10 working days after receipt of all necessary information. This confirmation will come via email to the Student Optometrist.

Please note that **it is the responsibility of the Student Optometrist to notify NWSSP-PCS of their enrolment onto the SfR**, as the College of Optometrists do not notify NWSSP-PCS directly.

## Issuing of Supplementary Ophthalmic List Number

The Student Optometrist will be notified by email of their inclusion / conditional inclusion onto the Supplementary Ophthalmic List.

The Student Optometrist will be issued a Supplementary Ophthalmic List number unique to themselves, which will follow the following format:

	SOL	GOC number <i>(including the 'SO-' or D- prefix)</i>	Health Board Code
e.g.	SOL	SO-10000	7A3
	SOL	D-989898	7A2

Please note that a Student Optometrist must not assist in the delivery of WGOS, until they have been issued with their Supplementary Ophthalmic List number.

Once the Student Optometrist has been issued their Supplementary Ophthalmic List number, they should update their profile on Y Ty Dysgu to that of a 'Pre-Registration Optometrist'. This is to ensure that they receive access to relevant training modules/courses and opportunities link to the role of a Student Optometrist undertaking their SfR.

## Maintenance of the Ophthalmic List

A SOL-listed Student Optometrist **must** inform the Health Board via NWSSP-PCS if their details change, e.g., if they move house. This will ensure that their contact details are kept up to date, and that they are able to receive communications.

A SOL-listed Student Optometrist is also required to notify the Health Board via NWSSP-PCS of any relevant changes in their circumstances, in particular any changes in the information supplied in the original application or information published about them. This might include, for example, change of Principal Supervisor, change of practice, a finding against them following an investigation by a regulator such as the GOC.

To notify the Health Board of any changes, the SOL-listed Student Optometrist should email NWWSP-PCS using the following address:

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

# Assisting with WGOS as a SOL-listed Student Optometrist

A SOL-listed Student Optometrist may assist in the provision of WGOS only when working under the supervision of an Ophthalmic Medical Practitioner (OMP) or Optometrist whose name is included in a LHB Ophthalmic List. The supervisor **must be** on the premises and in a position to intervene i.e. readily available if they are required.

A SOL-listed Student Optometrist, training to become a registered healthcare professional, has a responsibility to:

1. ensure the care and safety of their patients and the public.
2. uphold [professional standards](#).

The supervisor retains clinical responsibility for the patient. However, **the SOL-listed Student Optometrist is professionally accountable and personally responsible for their own actions**. The SOL-listed Student Optometrist should be reminded that in line with the [GOC's Standards for optical students](#):

*“Failure to ... follow these standards as a student, may affect your ability to register and practise as an optical professional when you qualify. In serious cases you may also be removed from your training course”*

A SOL-listed Student Optometrist, therefore, **must** always be able to justify their decisions and the action that they take. This is not confined solely to the clinical aspect of their work; it also extends their conduct in and outside of the workplace as well as conduct in the online environment, does not damage public confidence in the profession.

To conform with WGOS regulations, a SOL-listed Student Optometrist is advised to read the [WGOS 1 and 2 Service Manual](#). A Student Optometrist is encouraged to firstly discuss any queries they have with their supervisor and employer. If the supervisor and employer are unable to assist with the query, the SOL-listed Student Optometrist should contact NWSSP-PCS by email:

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

## Completion of WGOS related paperwork

### Clinical Records

In accordance with the [GOC's Standards for optical students](#), a SOL-listed Student Optometrist **must** ensure that the clinical record include details of all those involved in the optical consultation. This includes the name and GOC registration number of the supervising Optometrist / OMP.

It is considered good practice for there to be an audit trail to demonstrate that the supervisor has reviewed and discussed the episode with the SOL-listed Student Optometrist.

### Patient Management Plan

In accordance with the [WGOS 1 and 2 Service Manual](#), on conclusion of a WGOS 1 Eye Examination, the outcome of the examination is required to be communicated to the patient. This is referred to as the 'Patient Management Plan' (PMP) which comprises:

1. The outputs required as part of a Sight Test (as defined in the [Opticians Act, 1989](#)) i.e. immediately following the test give a written statement to indicate:

- that a sight test has been completed
- whether the patient is to be referred to a medical practitioner and where applicable the reason for referral
- the patient's spectacle prescription and whether correction is required.

Plus:

- whether the patient is to be referred to another Healthcare Professional and where applicable the reason for referral and to whom they are being referred
- Self-management resource e.g. leaflets, links to online resources etc.
- Any targeted health or behaviour messages (found through MECC or directed screening)
- Any Social Prescribing referral e.g. to non-clinical services and activities, typically provided by the voluntary and community sectors
- A recommendation for their minimum interval to next routine WGOS 1 Eye Examination. In future there will be a maximum recommended interval added to service guidelines.

Spectacle prescription **must be** signed by either by a fully qualified Optometrist registered with the GOC or an OMP registered with the General Medical Council (GMC).

A SOL-listed Student Optometrist **must not** issue any form of optical prescription (which includes the PMP) as defined by [The Sight Testing \(Examination and Prescription\) \(No. 2\) Regulations 1989](#) without the inclusion of their supervisor's name and signature on the document.

If a patient requests a copy of the prescription at a later date, a SOL-listed Student Optometrist **must not** sign the prescription. It is only permitted for an Optometrist, OMP or Dispensing Optician to sign a copy of the prescription.

## WGOS Episode Claim forms

On completion of a WGOS 1 or 2 episode, a SOL-listed Student Optometrist is responsible for completing the following sections on the respective claim forms:

**GOS 1W** ★

**GOS1W** ★

Part 3 PRACTITIONER'S DECLARATION

I tested the sight of the person named on this form on  Date: / /

The patient was referred to their GP or Ophthalmic hospital  
 A statement was issued showing no prescription was required  
 An unchanged prescription was issued  
 A new or changed prescription was issued  
 A voucher was issued:

First voucher type  Supplements  Complex  Prism  Tint  
 Second voucher type  Supplements  Complex  Prism  Tint

**To be completed by the Practitioner who has conducted the sight test\***

Practitioner's signature:   
 Practitioner's name: (in block capitals)   
 Date: / /   
 Ophthalmic / Supplementary list number:

\*If the sight test has been conducted by the contractor only one signature is required at the bottom of this form

I claim the current NHS sight test fee

In the case of a re-test at less than the standard interval, please specify the appropriate code.

Practice address where sight test took place: (in capitals&stamp)  Address (if different) where payment should be sent: (in capitals&stamp)

**GOS 6W** ★

**GOS6W** ★

Part 3 PRACTITIONER'S DECLARATION

I tested the sight of the person named on this form on  Date: / /

I have made a domiciliary visit to conduct this sight test to one patient at the address in Part 1  
 I have made a domiciliary visit to several patients at the address in Part 1  
 This patient was the:  
 1st patient at the address  
 2nd patient at the address  
 3rd or subsequent patient at the address

The patient was referred to their GP or Ophthalmic hospital  
 A statement was issued and no prescription was required  
 An unchanged prescription was issued  
 A new or changed prescription was issued  
 A voucher was issued:

First voucher type  Supplements  Complex  Prism  Tint  
 Second voucher type  Supplements  Complex  Prism  Tint

**To be completed by the Practitioner who has conducted the sight test\***

Practitioner's Signature:   
 Practitioner's name: (in block capitals)  Date: / /   
 Ophthalmic / Supplementary list number:

\*If the sight test has been conducted by the contractor only one signature is required at the bottom of this form

**CLAIM**

I claim:  
 the current NHS sight test fee  
 the domiciliary fee for:  
 1st patient at the address  
 2nd patient at the address  
 3rd or subsequent patient at the address  
 Total claim for sight test

In the case of a re-test at less than the standard interval, please specify the appropriate code

Address where sight test took place: (in capitals&stamp)	Address of contractor who provided sight test: (in capitals&stamp)	Address (if different) where payment should be sent: (in capitals&stamp)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**GOSSW** 

**Part 3 PRACTITIONER'S DECLARATION**

I tested the sight of the person named on this form on  Date: / /

The patient was referred to their GP or Ophthalmic hospital  
 A statement was issued showing no prescription was required  
 An unchanged prescription was issued  
 A new or changed prescription was issued  
 A voucher was issued:

First voucher type  Supplements  Complex  Prism  Tint  
 Second voucher type  Supplements  Complex  Prism  Tint

This patient was the:  
 1st patient at the address  
 2nd patient at the address  
 3rd or subsequent patient at that address

**To be completed by the Practitioner who has conducted the sight test**

Practitioner's signature: \_\_\_\_\_  
 Practitioner's name: \_\_\_\_\_ (in block capitals)  
 Date: / /  
 Ophthalmic / Supplementary list number: \_\_\_\_\_

If the sight test has been conducted by the contractor only one signature is required at the bottom of this form.

**CLAIM**

I claim for a sight test:

Lower of private charge or NHS sight test fee	£	(1)
Lower of private charge or NHS domiciliary visit fee (where appropriate)	£	(2)
Maximum claimable in respect of sight test (sum of 1+2)	£	(3)
Patient's contribution as shown by box A of HC3W	£	(4)
<b>Total claim in respect of sight test (3 minus 4)</b>	£	

Address where sight test took place: (in capitals&stamp) \_\_\_\_\_  
 Address of contractor who provided sight test: (in capitals&stamp) \_\_\_\_\_  
 Address (if different) where payment should be sent: (in capitals&stamp) \_\_\_\_\_

**WECS 1**

**Part 2. – Optometrist / OMP Declaration: I certify that I carried out a:**

**BAND 1: EYE HEALTH EXAMINATION WALES (EHEW) The patient:**  
 Has an acute eye problem and I have offered them an appointment within 24hrs of request   
 Is Uniocular  Is hearing impaired  Has RP  Other   
 Was referred by other healthcare professional, please indicate: Optom  GP  Pharmacist   
 Ophthalmologist  Other   
 Is at risk of eye disease due to ethnic background (see above)   
 Needs investigations to comply with WG agreed protocols / guidelines  
 DRSSW  OHT / glaucoma suspect monitoring  Dry AMD  Other

**BAND 2: FURTHER INVESTIGATION / EXAMINATIONS**  
 Cataract pre-op refinement  Cataract Post-op conversion  OHT / glaucoma refinement   
 Cycloplegia on a child  Other

**BAND 3: EHEW FOLLOW-UP EXAMINATION**  
 Follow-up from previous band 1  Post-op cataract  Other

**I will take the following action: Please tick all that apply.**

Advice / Regular routine review	Referred HES-Routine	Report to GP (required in all cases within 7 days)
Follow-up with Band 3	Referred HES-Urgent (if applicable)	Report to HES
Other Follow up	Referred HES-Emergency	Report to DRSSW
Foreign body or eyelash removal	Referred GP to prescribe medication	Report to other
Rx issued	Referred GP for other	
Voucher issued	Referred to LVSW	Referred to other professional

**Drugs advised / supplied –**

Dry eye treatment	Chloramphenicol	Anti-allergy drops
Other drug		

**Please tick all symptoms that apply and all findings / conditions that are relevant to the reason for, or outcome of, the EHEW.**

Symptoms	Findings / conditions
None	No clinical abnormality
Acute vision problem	Dry eye / MGD
Chronic vision problem	Foreign body / other trauma
Red eye	Conjunctiva
Flashes	Cornea / sclera
Floater	Cataract / lens / IOL / PCO
Eye pain / discomfort	Iris / ciliary body
Headaches	Diplopia
Diplopia	Other (detailed below)

**Findings / conditions**

Wet AMD
Dry AMD
Other macula
Retinal break / detachment
PVD or other vitreous
Other retinal
Suspect Glaucoma / OHT
Optic nerve / visual pathway / migraine
Ocular muscle / binocular / accommodation / refraction conditions – adults
Ocular muscle / binocular / accommodation / refraction conditions – children
Post op complications / disorders not classified elsewhere

**To be completed by the optometrist who has conducted this examination. I understand that if I give information that is incorrect or incomplete, action may be taken against me. I consent to the disclosure of relevant information for the purpose of verification of this claim and for the prevention and detection of fraud.**

Signature: \_\_\_\_\_  
 Date: / /  
 Ophthalmic / Supplementary List number: \_\_\_\_\_  
 Optometrist's name and practice address (Capitals or Stamp): \_\_\_\_\_

Please note the following points:

1. In signing the WGOS claim forms, the SOL-listed Optometrist is taking responsibility for the claiming of the patient episode, but the supervisor retains responsibility for the patient episode.
2. Where the supervising Optometrist / OMP chooses to countersign / initial the claim form, this must be outside the main body of the form e.g. in the top right-hand corner of the form as indicated by the yellow star in the images above.
3. A SOL-listed Student Optometrist **cannot** be named as an **authorised signatory** for the Contractor and therefore are unable to complete the Contractor declaration on the WGOS claim forms.

## NHS Optical Vouchers (GOS 3W)

A GOS 3W is a claim form that a patient may use to get help towards the cost of an optical appliance. It is not a spectacle prescription as it does not conform to [The Sight Testing \(Examination and Prescription\) \(No. 2\) Regulations 1989](#) in that it does not include a statement to capture whether the prescription has changed or not.

On completion of a WGOS 1 Eye Examination, WGOS 2: Band 1 episode (which included refraction and all other tests to understand the effect of the prescribed result) or a private sight test which has been partially funded by a HC3 certificate, a GOS 3W may be issued if:

1. The patient falls into one of the categories listed in part A of the table below ***and***
2. The outcome of the patient episode, meets one of the criteria listed in part B of the table below”

PART A	PART B
<ul style="list-style-type: none"><li>• Children under 16</li><li>• Students in full time education, aged 16-18</li><li>• Under 18 who are care leavers or are in the care of a Local Authority</li><li>• Adults receiving:<ul style="list-style-type: none"><li>○ Income Support (and their partners)</li><li>○ Income-based Jobseeker’s Allowance (JSA)</li><li>○ Income-related Employment and Support Allowance (ESA)</li><li>○ Pension Credit Guarantee Credit (PCGC)</li><li>○ Tax Credit</li><li>○ Universal Credit</li></ul></li><li>• Patients holding a HC2 (full help) or a HC3 (partial help) certificate</li><li>• Prisoners on Leave (PoL)</li><li>• Patients requiring complex lenses</li></ul>	<ul style="list-style-type: none"><li>• The Optom / OMP considered there had been a significant clinical change in spectacle prescription</li><li>• The Optom / OMP found no significant change in the spectacles prescription but judged the spectacles / contact lenses no longer fitted or had become unserviceable through fair wear and tear</li></ul>

A GOS 3 W issued following an episode conducted by a SOL-listed Student Optometrist, ***must be*** signed by the SOL-listed Student Optometrist and include their Supplementary Ophthalmic List Number.

Where the supervising Optometrist / OMP chooses to countersign / initial the claim form, this must be outside the main body of the form e.g. top right-hand corner as indicated in the image below.

On issuing a GOS 3W, the SOL-listed Student Optometrist should ensure that Part 1 of the form (see diagram below) is fully completed. The SOL-listed Student Optometrist should take care to ensure that the spectacle prescription is accurately and clearly recorded (including where necessary a BVD) in a form that gives the highest spherical power.

GOS3W NHS optical voucher and patient's statement 																																				
To get your glasses/contact lenses, fill in, sign and date Part 2 when you order them from the optician of your choice. Sign and date Part 4 overleaf to confirm that you have received them. Please complete this form using black ink and in block capitals.																																				
<b>Part 1</b>	<b>PATIENT'S DETAILS</b>																																			
* delete as appropriate	*Mr/Mrs/Miss/Ms Surname: _____ Date of birth: / / Previous surname (if changed within the past 12 months): _____ First names: _____ Address: _____ Postcode: _____																																			
<sup>1</sup> if known	Date of this prescription: / / NHS no: _____ National Insurance (NI) no: _____																																			
To be completed by the practitioner at your sight test	First voucher type <input type="checkbox"/> Supplements <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Prism <input checked="" type="checkbox"/> Tint <input checked="" type="checkbox"/> Second voucher type <input type="checkbox"/> Supplements <input checked="" type="checkbox"/> Complex <input checked="" type="checkbox"/> Prism <input checked="" type="checkbox"/> Tint <input checked="" type="checkbox"/>																																			
<sup>1</sup> if applicable	<table border="1"> <thead> <tr> <th rowspan="3">R I G H T</th> <th>Sph</th> <th>Cyl</th> <th>Axis</th> <th>Prism</th> <th>Base</th> <th rowspan="3">Distance</th> <th>Sph</th> <th>Cyl</th> <th>Axis</th> <th>Prism</th> <th>Base</th> <th rowspan="3">L E F T</th> </tr> <tr> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <th>Near</th> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </thead> </table>	R I G H T	Sph	Cyl	Axis	Prism	Base	Distance	Sph	Cyl	Axis	Prism	Base	L E F T																	Near					
R I G H T	Sph		Cyl	Axis	Prism	Base	Distance		Sph	Cyl	Axis	Prism	Base		L E F T																					
						Near																														
	Local Health Board receiving relevant GOS1W or GOS6W: _____ Practitioner's name: (print) _____ Ophthalmic/Supplementary list number: _____ Signature: _____ Date: / /																																			

## Spare pair applications

A Performer or Supplier may request permission from NWSSP to supply a second pair of spectacles.

A SOL-listed Student Optometrist included on a LHB Supplementary Ophthalmic list may apply using the online [GOS \(Wales\) SP form](#).

## Referral letters

A patient episode may result in the need for the patient to be referred for further investigation or management.

The SOL-listed Student Optometrist should ensure that their supervisor is given the opportunity to:

1. review and discuss the episode prior to the offer of referral being communicated with the patient; and
2. review the content of the referral prior to it being sent to the appropriate colleague / healthcare professional.

Referral is a clinical activity for which the supervisor retains responsibility. The referral **must** therefore include the name and signature of the Supervising Optometrists / OMP.

**Details required be included on the WGOS paperwork for a patient episode conducted by a SOL-listed Student Optometrist for the document to be valid**

WGOS Claim form type ↓	Detail →	SOL-listed Student Optometrist			Supervisor		
		Signature	Name	OL / SOL number	Signature	Name	OL / SOL number
GOS 1W (Part 3)		✓	✓	✓			✗
GOS 3W (Part 1)		✓	✓	✓			✗
GOS 5W (Part 3)		✓	✓	✓			✗
GOS 6W (Part 3)		✓	✓	✓			✗
WECS 1 (Part 2)		✓	✓	✓			✗
Other document type ↓							
GOS 2W (Part 2)		✗		✗	✓	✓	✓
PMP*		✗		✗	✓	✓	✓
Spectacle Prescription		✗		✗	✓	✓	✓
Referral letters					✓	✓	

Guide

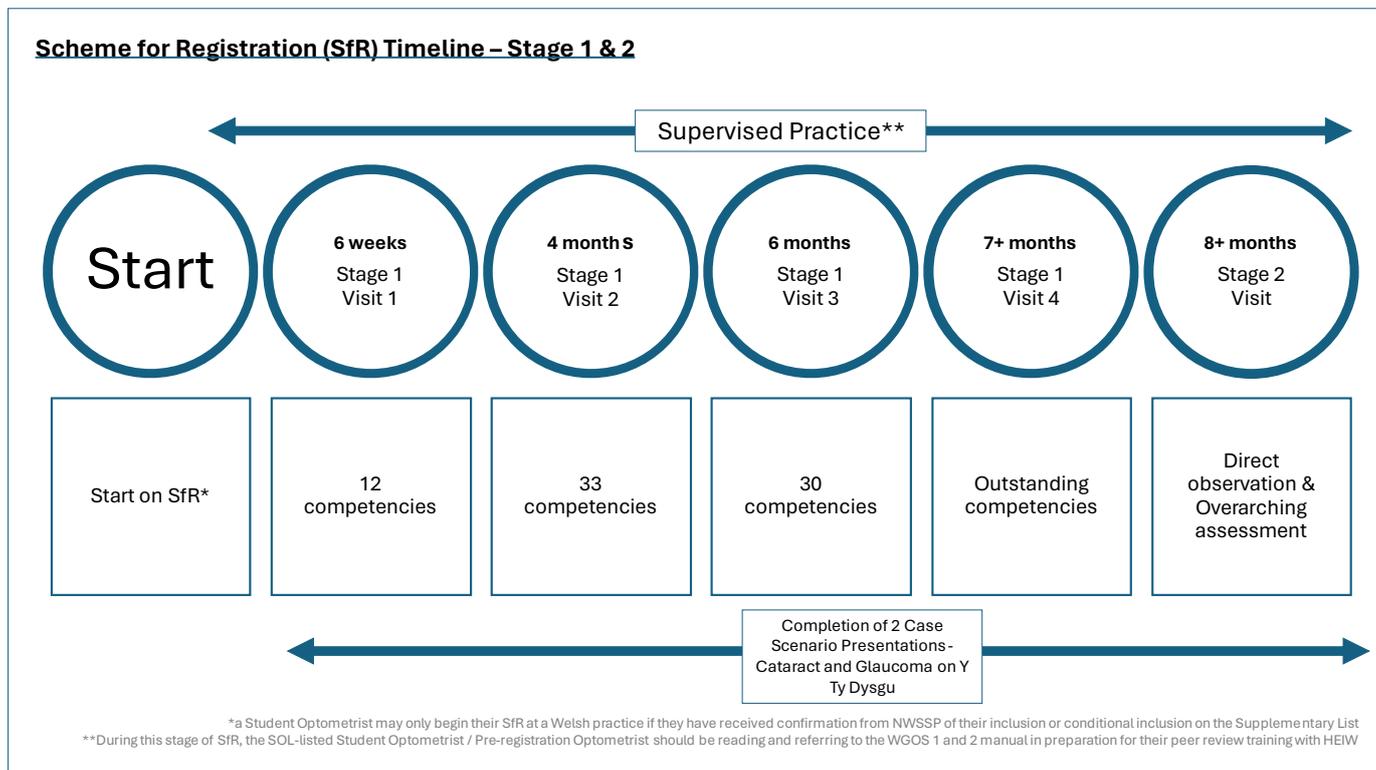
- 
- ✓ Must be included on the WGOS paperwork for the document to be valid.
- ✗ Must not be present. Inclusion will result in the document being returned to practice or classified as invalid.
- Can be included. The document is valid without this detail.

\*When this form is made available, it will supersede the GOS 2W forms.

## Preparing to deliver WGOS on completion of SfR

The SfR helps a SOL-listed Student Optometrist / Pre-registration Optometrist to develop their skills and knowledge in the workplace. It is the route to becoming a fully qualified Optometrist and is approved by the [General Optical Council \(GOC\)](#).

There are three parts to the Scheme: Stage One, Stage Two and the OSCE. The SOL-listed Student Optometrist / Pre-registration Optometrist has 2 years and 3 months to complete the Scheme, although complete it in 15 months.



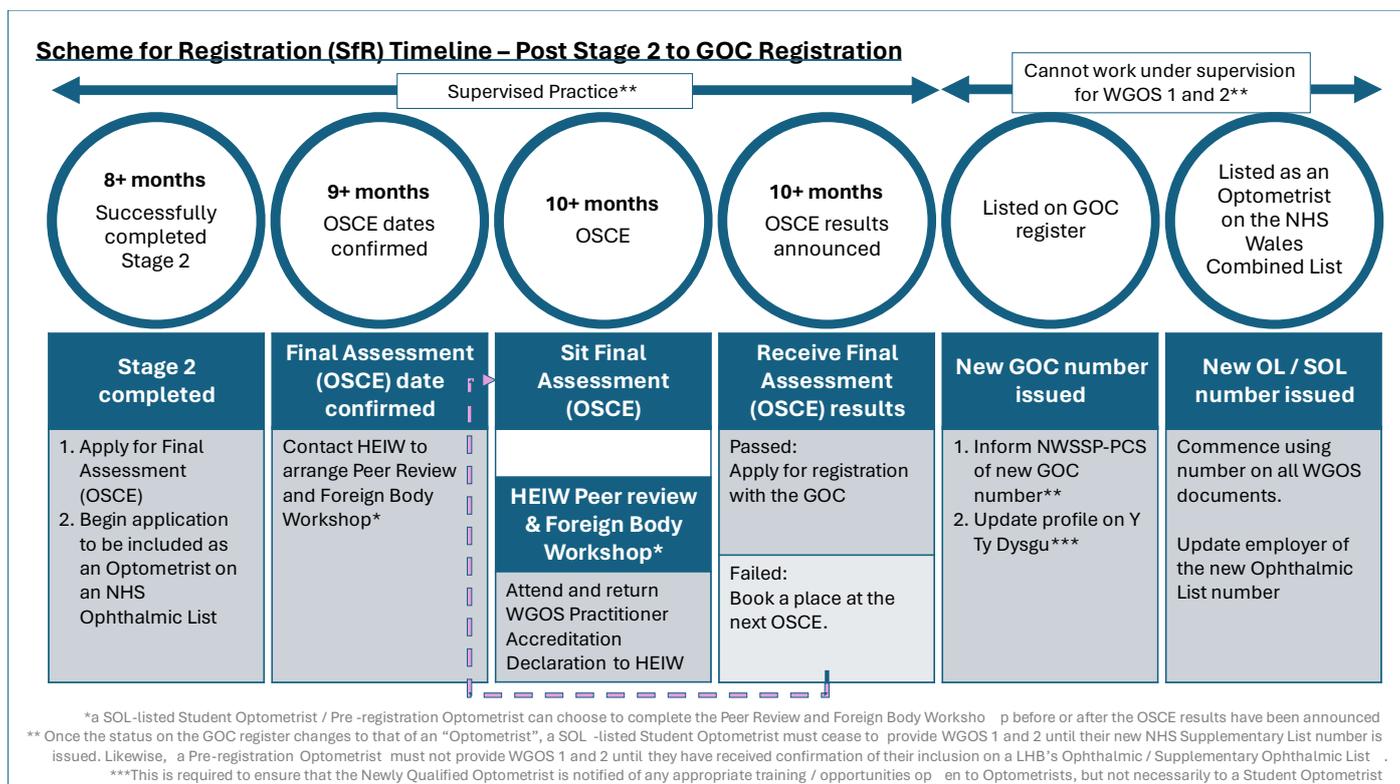
With the support of their supervisor, the stages of the SfR are designed to provide a Student Optometrist / Pre-registration Optometrist with all the experiences, skills, and patient encounter numbers needed to successfully complete the OSCE and qualify as an Optometrist.

Whilst completion of the SfR enables a SOL-listed Student Optometrist / Pre-registration Optometrist to be registered with the GOC as a fully qualified Optometrist, allowing them to be able to practise privately in the UK; to be able to deliver WGOS as a fully qualified Optometrist, a SOL-listed Student Optometrist / Pre-registration Optometrist **must** apply to be listed as an Optometrist on a LHB Ophthalmic / Supplementary List as outlined in the following section.

## Applying to be registered as an Optometrist on a Local Health Board's Ophthalmic List / Supplementary Ophthalmic List

The process of applying to be included as an Optometrist on a LHB Ophthalmic / Supplementary Ophthalmic List is different depending on whether the applicant is a SOL-listed Student Optometrist or a Pre-registration Optometrist. A SOL-listed Student Optometrist will require to apply to change their status on a LHB's Supplementary Ophthalmic List, a pre-registration Optometrist would need to apply for inclusion on a LHB's Ophthalmic / Supplementary Ophthalmic List

SOL-listed Student Optometrists and Pre-registration Optometrists applying to be included on a LHB Ophthalmic / Supplementary Ophthalmic List as an Optometrist are required to complete additional training to deliver WGOS 1 and 2. SOL-listed Student Optometrists and Pre-registration Optometrists are encouraged to complete this training whilst undertaking their SfR. Please refer to [Additional training requirements to deliver WGOS 1 and 2](#) for further details.



## Application process for a SOL-listed Student Optometrist

A SOL-listed Student Optometrist **will not** automatically be issued an Optometrist's Ophthalmic / Supplementary List number on qualifying as an Optometrist.

They are required to complete a 'Change of Status' form requesting that their status to be changed from a Student Optometrist to an Optometrist. It is recommended that this is submitted at least 12 weeks prior to the expected date of qualification (which usually corresponds to when the SOL-listed Student Optometrist successfully completes Stage 2 of their SfR). This is to ensure that the relevant documentations can be obtained and verified to be able to issue the new Ophthalmic / Supplementary Ophthalmic List number as close as possible to the date of qualifying as an Optometrist.

As part of the 'Change of Status form', the Student Optometrist **must** provide names and contact details for two referees that can provide a clinical reference relating to their SfR clinical post, which lasted at least three months without a significant break e.g. the SOL-listed Student Optometrist's Principal Supervisor and any other Optometrist / OMP listed in their [SfR logbook](#). The referees should not be related to the SOL-listed Student Optometrist. If the SOL-listed Student Optometrist is unable to meet this request, they **must** provide a full explanation to the LHB.

The 'Change of Status form' will also require the SOL-listed Student Optometrist to confirm that their latest Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate is still 'in-date' i.e. is

dated within the last 3 years. If the certificate is not 'in-date', the SOL-listed Student Optometrist should be directed to the 'DBS application' document included in the '[DBS certificate](#)' section of this document.

A SOL-listed Student Optometrist is able to submit a '[Student Optometrist Change of Status](#)' form prior to:

1. completing the [additional training elements](#); and
2. receiving confirmation that they have passed their SfR.

The SOL-listed Student Optometrist should keep NWSSP-PCS informed of their progress in relation to SfR and completion of the [additional training](#) through sharing relevant certificates and emails that they receive.

***Please note that once the new GOC number has been issued, the 'newly qualified Optometrist' is unable to perform WGOS 1 and 2 (not even under supervision) until they have been issued with a new Ophthalmic / Supplementary Ophthalmic List number.***

It is the **responsibility of the SOL-listed Student Optometrist to notify NWSSP-PCS of their new GOC number**. Failure to do this will result in a delay in issuing of a new Ophthalmic / Supplementary List number and a delay in being able to provide WGOS 1 and 2. It is therefore important that the SOL-listed Student Optometrist keeps in regular contact with NWSSP-PCS. The SOL-listed Student Optometrist is advised to regularly check their Spam / Junk folders in their email accounts to ensure that no communications are missed.

## Application process for a Pre-registration Optometrist

To be listed as an Optometrist on a LHB Ophthalmic / Supplementary Ophthalmic List **must**:

1. Be registered with the GOC as an Optometrist
2. Be appropriately trained / qualified to deliver WGOS 1 and 2 (see [Additional training requirements to deliver WGOS 1 and 2](#))
3. Complete all WGOS mandatory training modules on Y Ty Dysgu (see [WGOS mandatory training](#))
4. Present an up-to-date DBS certificate to NWSSP-PCS (see [DBS certificate](#))
5. Have appropriate medical malpractice insurance cover in place
6. Be able to work in the UK (for further details, see [government website](#))

To apply for inclusion as an Optometrist on a LHB Ophthalmic / Supplementary Ophthalmic List, the Pre-registration Optometrist is required to submit an [OPL 1 form](#) at least 12 weeks prior to expected date of qualification (which usually corresponds to when the Pre-registration Optometrist successfully completes Stage 2 of their SfR). This is to ensure that the relevant documentations can be obtained and verified to be able to issue the new Ophthalmic / Supplementary Ophthalmic List number as close as possible to the date of qualifying as an Optometrist.

The Pre-registration Optometrist can submit an [OPL 1 form](#) prior to:

1. completing the [WGOS Mandatory modules](#)
2. completing [additional training elements](#); and
3. receiving confirmation that they have passed their SfR.

When submitted the OPL 1 form, the Pre-registration Optometrist **must** also provide:

1. names and contact details for two referees that can provide a clinical reference relating to their SfR clinical post, which lasted at least three months without a significant break e.g. the Pre-registration Optometrist's Principal Supervisor and any other Optometrist / OMP listed in their [SfR logbook](#). The referees should not be related to the Pre-registration Optometrist. If the Pre-registration Optometrist is unable to meet this request, they **must** provide a full explanation to the LHB.
2. clear copies of the following documents as an attachment to their OPL 1 application form.
  - Current Ophthalmic medical malpractice insurance.
  - Qualification certificates (if the name on the certificate differs from the Pre-registration Optometrist's current name in which they are making the application, a copy of the marriage certificate, civil partnership certificate or deed poll is required).
  - English language competency certificate (only applicable to those whose first language is not English and were trained in countries other than the UK or Republic of Ireland).
  - **For new UK residents** a translated Police Report/other suitable body report for your previous overseas place of residence. This report should be less than six months old.
  - A Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate, (with both Children's and Adults Barred Lists checked) dated within the last 3 years. If the Pre-registration Optometrist:
    - **is registered with the DBS Update Service**, they should provide a copy of their most recent DBS certificate that is registered to the Update Service.
    - **does not hold a DBS Enhanced Disclosure Certificate** dated within the last 3 years, the Pre-registration Optometrist should be directed to the 'DBS application' document included in the '[DBS certificate](#)' section of this document.

The Pre-registration Optometrist should submit their OPL 1 form and supporting documents to:

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

On submission of the application to NWSSP-PCS, the Pre-registration Optometrist will receive an ActionPoint number. This number should be used by the Pre-registration Optometrist when communicating with NWSSP-PCS regarding their application. If an ActionPoint number is not received by the Pre-registration Optometrist, the Pre-registration Optometrist are advised to contact the NWSSP-PCS Contracts Management team. Contact details can be found [here](#).

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

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

## Additional training requirements to deliver WGOS 1 and 2

The following training **must be** completed prior to inclusion as an Optometrist on a LHB Ophthalmic / Supplementary Ophthalmic List.

1. Two case scenario presentations on y Ty Dysgu
2. Peer Review

### 3. Foreign Body workshop

A SOL-listed Student Optometrist / Pre-registration Optometrist is only required to complete each training once i.e. if they should fail their final assessment (OSCE) at the first attempt, they will not be asked to recomplete the training.

#### *Y Ty Dysgu case scenario presentations*

To be listed as an Optometrist on the Ophthalmic / Supplementary Ophthalmic List, a SOL-listed Student Optometrist / Pre-registration Optometrist is required to complete two case scenario presentations on Y Ty Dysgu - one for glaucoma and one for cataract.

The presentations are accessible to the SOL-listed Student Optometrist / Pre-registration Optometrist whilst undertaking their SfR.

The presentations include a step-by-step walkthrough of four cases as seen, assessed, and managed in primary care optometry practices in Wales.

#### *Peer Review*

A virtual or face-to-face session to discuss four real life case studies relevant to WGOS delivery with a small group of peers. The session enables the attendee to learn from each other's experiences, improving communication and decision-making skills.

The sessions occur every 5-6 weeks throughout the year.

To book onto the session, a SOL-listed Student Optometrists / Pre-registration Optometrist should contact [HEIW via email](#) as soon as they have received the date for their OSCE. HEIW will offer the SOL-listed Student Optometrist / Pre-registration Optometrist two possible event dates – one before and one after the OSCE result date.

Attendance on this session as well as completion of a [WGOS Practitioner Accreditation Declaration](#) form is a requirement of inclusion on to a LHB Ophthalmic List as a qualified Optometrist.

#### *Foreign Body Workshop*

This is an interactive skills workshop to develop the practitioner's assessment and management of patients presenting with an ocular foreign body. During the workshop, the attendee has an opportunity to practice foreign body removal techniques on simulation eyes using PVA spears, needles, and a burr (Alger brush).

The workshops occur every 5-6 weeks throughout the year either in Cardiff or North Wales.

To book onto the workshop, SOL-listed Student Optometrists / Pre-registration Optometrist should contact [HEIW via email](#) as soon as they have received the date for their OSCE. HEIW will offer the SOL-listed Student Optometrist / Pre-registration Optometrist two possible event dates – one before and one after the OSCE result date.

Attendance on this workshop as well as completion of a [WGOS Practitioner Accreditation Declaration form](#), is a requirement of inclusion on to a LHB Ophthalmic List as a qualified Optometrist.

## WGOS Practitioner Accreditation Declaration form

Prior to attending the peer review and foreign body workshop, the SOL-listed Student Optometrist / Pre-registration Optometrist will receive a 'WGOS Practitioner Accreditation Declaration form'. This form **must be** signed and returned to HEIW after attending both events for the training to be recognised as having been completed.

## Ophthalmic Practitioner Accreditation Certificate'

Once the WGOS Practitioner Accreditation Declaration form has been returned and processed by HEIW, the SOL-listed Student Optometrist / Pre-registration Optometrist will be awarded their 'Ophthalmic Practitioner Accreditation Certificate'. A copy of the certificate should be downloaded from Y Ty Dysgu and sent via email to [NWSSP-PCS](#).

## Issuing of Ophthalmic / Supplementary Ophthalmic List Number

The Newly Qualified Optometrist will be notified by email of their inclusion / conditional inclusion onto the Ophthalmic / Supplementary Ophthalmic List.

The Newly Qualified Optometrist will be issued with a number that is unique to themselves, which will follow the following format:

	List type <i>(OL – Ophthalmic List; SOL – Supplementary Ophthalmic List)</i>	GOC number <i>(including the '01- prefix)</i>	Health Board Code
e.g.	SOL	01-90000	7A3
	OL	01-90000	7A2

Once the Newly Qualified Optometrist has been issued their new Ophthalmic / Supplementary List number, they should update their profile on Y Ty Dysgu to that of a 'Optometrist'. This is to ensure that they receive access to relevant training modules/courses and opportunities link to their new status on the GOC register.

## Maintenance of the Ophthalmic / Supplementary Ophthalmic List

An Optometrist **must** inform the Health Board NWSSP-PCS if their details change, e.g., if they move house. This will ensure that their contact details are kept up to date, and that they are able to receive communications.

An Optometrist is also required to notify the Health Board via NWSSP-PCS of any relevant changes in their circumstances, in particular any changes in the information supplied in the original application or information published about them. This might include, for example, a finding against them following an investigation by a regulator such as the GOC.

To notify the Health Board of any changes, the SOL-listed Student Optometrist should email NWSSP-PCS using the following address:

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)

## SOL-listed Student Optometrist Training Grants

Local Health Boards offer an allowance to the practice for supervising a SOL-listed Student Optometrists included on their Supplementary Ophthalmic List.

The allowance is set out by the Department of Health on an annual basis and is paid with the contractor WGOS payments either:

- in full after the SOL-listed Student Optometrist has completed 12 months of the SfR
- in two instalments: one after the SOL-listed Student Optometrist has completed six months of the SfR and one after they completed 12 months of the SfR.

The allowance is payable once per student.

The form to apply for the allowance is available [here](#).

To complete the form, the SOL-listed Student Optometrists will need to share the following details:

- Training institute attended
- Date of graduation

The forms should be completed and signed by the:

- SOL-listed Student Optometrist
- Principal Supervisor
- Contractor

and returned electronically to [nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk) for processing.

The following Guidance is for Undergraduate Student Optometrists planning on complete their SfR in a practice in Wales

## Step by Step Guide for a Student Optometrist applying to join a LHB Supplementary Ophthalmic List

To be able to assist in the delivery of WGOS 1 and 2 services, a Student Optometrist ***must be***:

- a) [enrolled as a trainee with the College of Optometrists](#); and
- b) included on the NHS Wales Supplementary list.

When?	What?	How?	Useful Links
At least <b>12 weeks before</b> starting in practice	Complete 4 WGOS Compliance courses on Y Ty Dysgu	<ul style="list-style-type: none"> <li>• Create an account on Y Ty Dysgu</li> <li>• Complete the required courses:               <ol style="list-style-type: none"> <li>1. WGOS Overview</li> <li>2. Quality Improvement foundation Training</li> <li>3. Making every Contact Count (MECC)</li> <li>4. Infection Prevention Control &amp; Sharps Safety</li> </ol> </li> <li>• Save the certificate(s) as evidence of completion</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Y Ty Dysgu - Sign up process</a></li> <li>• <a href="#">Y Ty Dysgu - User guide</a></li> </ul>
	Begin application for inclusion on NHS Wales Ophthalmic List	<ul style="list-style-type: none"> <li>• Complete an OPL S1 form and return to NWSSP-PCS (<a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a>). To do this you will need the following information and documents:               <ol style="list-style-type: none"> <li>1. Details of the practice where you are undertaking your SfR</li> <li>2. Name of your Principal Supervisor</li> <li>3. Date you expect to commence and end your SfR</li> <li>4. Your GOC details</li> <li>5. Indemnity Insurance Certificate which you will be working under during your SfR (please check with your employer)</li> <li>6. 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</li> <li>7. WGOS Compliance Programme Certificate</li> </ol> </li> </ul>	<p><a href="#">OPL S1 Form</a></p> <p><a href="#">GOC Register - find your details</a></p> <p><a href="#">How to get a DBS Enhanced Disclosure certificate via NWSSP-PCS</a></p>

When?	What?	How?	Useful Links
At least <b>4 weeks before</b> starting in practice	Update NWSSP-PCS of degree result  Enrol onto the College of Optometrist's SfR	<ul style="list-style-type: none"> <li>As soon as the University Exam Board announce Degree results, the Student Optometrist should send an email to <a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a></li> </ul> Enrolment is completed online via “My College” area on the College of Optometrists website. The following information is required to be able to complete the enrolment process: <ul style="list-style-type: none"> <li>Personal email that you will have access to during your SfR</li> <li>Email address and GOC number of the principal supervisor(s)</li> <li>Know who will be paying the SfR fee</li> </ul>	<a href="#">College of Optometrists SfR - how to enrol</a>
At least <b>1 week before</b> starting in practice	Update NWSSP-PCS on SfR enrolment status	As soon as the Student Optometrist receives confirmation from the College of Optometrist that they have been enrolled on the SfR , the email should be forwarded to <a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a>	
At least <b>1 day before</b> starting practice	Student Optometrist included on the NHS Wales Ophthalmic List	Student Optometrist will receive confirmation from NWSSP-PCS of inclusion. The Student Optometrist can also check online.	<a href="#">Ophthalmic and Supplementary Ophthalmic List Search - NHS Wales Shared Services Partnership</a>
	Update profile on Y Ty Dysgu	Log into “Y Ty Dysgu” Click on ‘name’ on top Right corner of homepage Select ‘Profile’ Click on “setting” (red circle in picture below)  Click on Professional information on the top of the screen Ensure that all details align to that of a “pre-registration optometrist”	

The following Guidance is for Student Optometrists who are completing their SfR in Wales and are planning on practicing in Wales on qualifying and being listed on the GOC register as an Optometrist.

## Step by Step Guide for a SOL-listed Student Optometrist applying to join a LHB Ophthalmic List / Supplementary list as an Optometrist

Once you have received your GOC number, you cannot perform WGOS 1 and 2 under supervision until your status on the Ophthalmic list has been changed to that of an Optometrist. To reduce the risk of being unable to perform WGOS 1 and 2 immediately on qualifying as an Optometrist and being included on the GOC register, it is important that you complete all the actions in the timescales outlined below.

When?	What?	How?	Useful Links
During completion of SfR	Complete two Case Scenario Presentations: <ul style="list-style-type: none"> <li>• Cataract</li> <li>• Glaucoma</li> </ul>	These are completed on Y Ty Dysgu	<a href="#">Cataract Case Scenarios</a> <a href="#">Glaucoma Case Scenarios</a>
On Successful Completion of Stage 2 of SfR	Apply for final Assessment (OSCEs)	Email will be sent to the Student Optometrist from the College of Optometrist with a link to the OSCE application form. <i>Please note that a valid driving licence or passport number is required on the application form. The Student Optometrist will need to take the passport or driving licence used in the application form to the final assessment</i>	<a href="#">Applying and preparing for the OSCE - College of Optometrists (college-optometrists.org)</a>
	Begin process of changing status from Student Optometrist to Optometrist on the NHS Wales Supplementary List	Complete a change of status form and submit to NWSSP-PCS ( <a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a> ) <i>Please note that Student Optometrists will be required to provide names and contact details for two referees that can provide a clinical reference relating to their SfR clinical post, which lasted at least three months without a significant break e.g. the Pre-registration Optometrist's Principal Supervisor and any other Optometrist / OMP listed in their <a href="#">SfR logbook</a></i>	<a href="#">Student Optometrist Change of Status Form</a>
On confirmation of OSCE date	Arrange to attend a Peer Review and Foreign Body Workshop	As soon as the date of the OSCEs have been confirmed, the Student Optometrist should contact HEIW ( <a href="mailto:heiw.optometry@wales.nhs.uk">heiw.optometry@wales.nhs.uk</a> ) to agree a suitable date to complete the necessary sessions. <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>	

When?	What?	How?	Useful Links
On receipt of a successful OSCE result outcome	Apply to be included on the GOC register as an Optometrist	Complete the online GOC application form to join the register as a fully qualified individual, including correctly certified identification form. <i>Please note that a photo ID will be required which will need to be certified</i>	<ul style="list-style-type: none"> <li>• <a href="#">Register as a fully qualified individual with the GOC</a></li> <li>• <a href="#">Certified identification form</a></li> </ul>
On completion of Peer Review and Foreign Body Workshop	Complete and submit a WGOS Practitioner Accreditation Declaration form	HEIW will issue the form to the applicant on completion of the peer review and foreign body sessions. Applicant <b>must</b> complete and return the form to HEIW ( <a href="mailto:heiw.optometry@wales.nhs.uk">heiw.optometry@wales.nhs.uk</a> )	
	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 ( <a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a> )	
On receipt of new GOC number	Inform NWSSP-PCS	As soon as the new GOC number has been issued, the Student Optometrist should contact NWSSP-PCS ( <a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a> )	
	Update profile on Y Ty Dysgu	Log into "Y Ty Dysgu" Click on 'name' on top Right corner of homepage Select 'Profile' Click on "setting" (red circle in picture below)  Click on Professional information on the top of the screen Change all details that require changing	<a href="#">Welcome! - Ytydysgu Heiw</a>
On receipt of new SOL or OL number	Begin using this number on WGOS Claim forms	Ensure that your employer or the Contractor of the change in number	

The following Guidance is for Student Optometrists who are completing their SfR outside of Wales but are planning on practicing in Wales on qualifying and being listed on the GOC register as an Optometrist.

## Step by Step Guide for a Pre-registration Optometrist applying to join a LHB Ophthalmic List / Supplementary list as an Optometrist

When?	What?	How?	Useful Links
On Successful Completion of Stage 2 of SfR	Apply for final Assessment (OSCEs)	Email will be sent to the Student Optometrist from the College of Optometrist with a link to the OSCE application form. <i>Please note that a valid driving licence or passport number is required on the application form. The Student Optometrist will need to take the passport or driving licence used in the application form to the final assessment</i>	<a href="https://college-optometrists.org">Applying and preparing for the OSCE - College of Optometrists (college-optometrists.org)</a>
	Begin process of applying to join the NHS Wales Ophthalmic List	Complete an OPL 1 application form and return to NWSSP-PCS ( <a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a> ). To do this you will need to be able to provide the following:	<a href="#">OPL1 application form</a>  <a href="#">OPL1 application form - guidance notes</a>
		<ul style="list-style-type: none"> <li>names and contact details for two referees that can provide a clinical reference relating to their SfR clinical post, which lasted at least three months without a significant break e.g. the Pre-registration Optometrist's Principal Supervisor and any other Optometrist / OMP listed in their <a href="#">SfR logbook</a>.</li> </ul>	
		<ul style="list-style-type: none"> <li>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</li> </ul>	<a href="#">How to get a DBS Enhanced Disclosure certificate via NWSSP-PCS</a>
	Complete 4 WGOS Compliance courses on Y Ty Dysgu	<ul style="list-style-type: none"> <li>Create an account on Y Ty Dysgu</li> <li>Complete the required courses:               <ol style="list-style-type: none"> <li>WGOS Overview</li> <li>Quality Improvement foundation Training</li> <li>Making every Contact Count (MECC)</li> <li>Infection Prevention Control &amp; Sharps Safety</li> </ol> </li> </ul> Save the certificate(s) as evidence of completion	<ul style="list-style-type: none"> <li><a href="#">Y Ty Dysgu - Sign up process</a></li> <li><a href="#">Y Ty Dysgu - User guide</a></li> </ul>
Complete two Case Scenario Presentations: <ul style="list-style-type: none"> <li>Cataract</li> </ul>	<ul style="list-style-type: none"> <li>These are completed on Y Ty Dysgu</li> </ul>	<a href="#">Cataract Case Scenarios</a> <a href="#">Glaucoma Case Scenarios</a>	

When?	What?	How?	Useful Links
	<ul style="list-style-type: none"> <li>Glaucoma</li> </ul>		
On confirmation of OSCE dates	Arrange to attend a Peer Review and Foreign Body Workshop	<p>As soon as the date of the OSCEs have been confirmed, the Student Optometrist should contact HEIW (<a href="mailto:heiw.optometry@wales.nhs.uk">heiw.optometry@wales.nhs.uk</a>) to agree a suitable date to complete the necessary workshops.</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>	
On receipt of a successful OSCE result outcome	Apply to be included on the GOC register as an Optometrist	<p>Complete the online GOC application form to join the register as a fully qualified individual, including correctly certified identification form.</p> <p><i>Please note that a photo ID will be required which will need to be certified</i></p>	<ul style="list-style-type: none"> <li><a href="#">Register as a fully qualified individual with the GOC</a></li> <li><a href="#">Certified identification form</a></li> </ul>
On completion of Peer Review and Foreign Body Workshop	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 <b>must</b> complete and return the form to HEIW (<a href="mailto:heiw.optometry@wales.nhs.uk">heiw.optometry@wales.nhs.uk</a>)</p>	
	Share a copy of the 'Ophthalmic Practitioner Accreditation Certificate' with NWSSP-PCS	<p>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 (<a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a>)</p>	
On receipt of new GOC number	Inform NWSSP-PCS	<p>As soon as the new GOC number has been issued, the Student Optometrist should contact NWSSP-PCS (<a href="mailto:nwssp-primarycareservices@wales.nhs.uk">nwssp-primarycareservices@wales.nhs.uk</a>)</p>	
	Update profile on Y Ty Dysgu	<p>Log into "Y Ty Dysgu"</p> <p>Click on 'name' on top Right corner of homepage</p> <p>Select 'Profile'</p> <p>Click on "setting" (red circle in picture below)</p>  <p>Click on Professional information on the top of the screen</p> <p>Change all details that require changing</p>	<a href="#">Welcome! - Ytydysgu Heiw</a>

When?	What?	How?	Useful Links
On receipt of new SOL or OL number	Begin using this number on WGOS Claim forms	Ensure that your employer or the Contractor of the change in number	

## Document History

Version	Purpose / Change	Reviewers	Authors	Date
1.0	Document published	HEIW, Optometry Wales, National WGOS Clinical Leads, NWSSP	NWSSP-PCS OAs	24/04/2024