

Dear Colleague

28 July 2010

GENERAL OPHTHALMIC SERVICES

1. INCREASE IN THE CONTINUING EDUCATION AND TRAINING ALLOWANCE
2. INCREASE IN THE NHS DOMICILIARY VISITING FEES FOR OPTOMETRISTS AND OPHTHALMIC MEDICAL PRACTITIONERS – 1 APRIL 2010
3. NHS OPTICAL VOUCHER VALUES – 1 APRIL 2010
4. REVISED STATEMENT
5. INCREASE IN THE PRE-REGISTRATION SUPERVISORS GRANT
6. NHS LOW INCOME SCHEME

Summary

1. This letter advises NHS Boards and Practitioner Services of:
 - the allowance payable to optometrists and ophthalmic medical practitioners (OMPs) for loss of earnings in respect of continuing education and training (CET) for 2009;
 - increases in the NHS domiciliary visiting fees payable to optometrists and OMPs from 1 April 2010;
 - NHS Optical Vouchers values from 1 April 2010;
 - the pre-registration supervisors grant from 1 April 2010; and
 - the need for NHS Boards to retain stocks of the NHS Low Income Scheme application form (HC1) and refund claim form (HC5) for order by optometrists and OMPs.

It also advises of an amendment to the Statement in accordance with regulation 17 of the NHS (General Ophthalmic Services) (Scotland) Regulations 2006.

Addresses

For action
Chief Executives, NHS Boards

Director, Practitioner Services

For information
Chief Executive,
NHS National Services Scotland

Enquiries to:

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EDINBURGH
EH1 3DG

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Background

NHS Low Income Scheme Application Forms

2. The NHS Low Income Scheme application form (HC1) and refund claim form (HC5) have been amended following an increase in the capital limits used in calculating entitlement to help with health costs. Old stocks can continue to be used and will be processed based on the revised limits. NHS Boards are asked to ensure that they retain stocks of the HC1 and 5 for order by optometrists and ophthalmic medical practitioners.

3. Supplies of the HC1 and 5 can be obtained from APS Group Management Services by email to Stockorders.dppas@apsgroup.co.uk by fax to 0131 629 9976 or 0131 524 9601 or by phone to 0131 629 9938.

Action

4. NHS Boards and Practitioner Services are asked to note:

- 4.1 the information about the CET allowance;
- 4.2 the increases in the NHS domiciliary visiting fees; and
- 4.3 the increase in the pre-registration supervisors grant;

contained in the Memorandum to this letter; and that NHS Optical Vouchers values remain at the level set from 1 April 2009.

5. NHS Boards are asked to:

- 5.1 copy and issue the Memorandum to this letter to all optometrists and OMPs on their ophthalmic lists;
- 5.2 bring the increased NHS domiciliary visiting fees to the attention of staff concerned with the hospital eye service.
- 5.3 note the information about HC1 and HC5 forms above and to ensure that supplies are retained for order by optometrists and OMPs.

6. Practitioner Services are asked to pay the increased fees for domiciliary visits undertaken **on or after 1 April 2010**.

Yours sincerely



FRANK STRANG
Deputy Director

**NATIONAL HEALTH SERVICE
GENERAL OPHTHALMIC SERVICES**

- 1. Increase in the Continuing Education and Training Allowance**
- 2. Increase in the NHS Domiciliary Visiting Fees**
- 3. NHS Optical Values**
- 4. Revised Statement**
- 5. Increase in the Pre-registration Supervisors Grant**
- 6. NHS Low Income Scheme**

1. This Memorandum advises optometrists and ophthalmic medical practitioners (OMPs) of:

- 1.1 the allowance payable for loss of earnings in respect of continuing education and training (CET) for 2009;
- 1.2 increases in the NHS Domiciliary Visiting Fees for Optometrists and OMPs from 1 April 2010;
- 1.3 NHS Optical Voucher Values from 1 April 2010;
- 1.4 An amendment to the Statement in accordance with regulation 17 of the NHS (General Ophthalmic Services) (Scotland) Regulations 2006;
- 1.5 the pre-registration supervisors grant from 1 April 2010; and
- 1.6 the need for optometrists and OMPs to retain stocks of the NHS Low Income Scheme application form (HC1) and refund claim form (HC5).

ALLOWANCE FOR CONTINUING EDUCATION AND TRAINING

2. The Scottish Government has agreed that payments for 2009 should be made in respect of CET undertaken by optometrists and OMPs without further medical appointments.

3. The payment which will be payable in respect of CET undertaken in 2009, ie in the year to 31 December 2009, is £468. The payment is due to:

- optometrists, other than a body corporate carrying on the business of optometrists; and
- ophthalmic medical practitioners, 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, ie a contractor, or who assisted, ie on the second part of the Ophthalmic List of an NHS Board, a contractor in the provision of general ophthalmic services for at

least six months in the relevant year and have maintained their professional registration. The payment is for having undertaken appropriate CET.

4. 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 him/herself or for an assistant. Claims should be submitted by Monday 1 November 2010. A claim form for this purpose is attached at Annex B. 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.

5. 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.

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

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

8. 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.

9. 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.

10. A revised Appendix C (continuing education and training allowance) to the Statement to provide for the allowance for 2009 is attached at Annex A.

INCREASE IN THE NHS DOMICILIARY VISITING FEES

11. The fees payable to optometrists and OMPs, in addition to the relevant NHS eye examination fee, for NHS domiciliary eye examinations carried out on or after **1 April 2010** are £36.46 for the first and second patient seen at one visit and £9.13 for the third and subsequent patients seen at the same visit. Practitioner Services have been asked to make backdated payments.

NHS Optical Voucher Values

12. NHS Optical Voucher values remain at the level set from 1 April 2009.

The Statement

13. An Amendment to the Statement in accordance with regulation 17 of the NHS (General Ophthalmic Services) (Scotland) Regulations 2006, which bring the changes at paragraphs 2 to 10 and 11 into effect, is attached at Annex A to this Memorandum.

THE PRE-REGISTRATION SUPERVISORS GRANT

14. From 1 April 2010 the allowance paid to supervisors of pre-registration trainees has increased to £3,015. Claims from trainers taking on pre-registration trainees on or after 1 April 2010 should be paid at this new rate.

NHS LOW INCOME SCHEME APPLICATION FORMS

15. The NHS Low Income Scheme application form (HC1) and refund claim form (HC5) have been amended following an increase in the capital limits used in calculating entitlement to help with health costs. Old stocks can continue to be used and will be processed based on the revised limits. Optometrists and OMPs are asked to ensure that they retain stocks of the HC1 and 5 and that these are made available to patients on request.

16. Supplies of the HC1 and 5 can be obtained from your NHS Board.

Enquiries

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

Scottish Government Health Directorates
28 July 2010

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: -

1. the fees payable to ophthalmic medical practitioners and optometrists for undertaking NHS eye examinations carried out as domiciliary visits are set out in Appendix B.
2. The allowance payable to ophthalmic medical practitioners and optometrists for continuing education and training is set out in Appendix C.

Scottish Government Health Directorates
28 July 2010

APPENDIX B

FEES PAYABLE FOR GENERAL OPHTHALMIC SERVICE EYE EXAMINATIONS CARRIED OUT AS DOMICILIARY VISITS BY OPHTHALMIC MEDICAL PRACTITIONERS AND OPTOMETRISTS

The fees paid to ophthalmic medical practitioners and optometrists for domiciliary visits to carry out eye examinations under General Ophthalmic Services on or after 1 April 2010 shall be:

for a visit to one establishment to - £36.46
undertake an NHS eye examination of
one but no more than two patients

for a visit to one establishment to - £9.13
undertake an NHS eye examination of
more than two patients

NOTE

The fee for a domiciliary visit is paid in addition to the appropriate General Ophthalmic Services eye examination fee.

CONTINUING EDUCATION AND TRAINING ALLOWANCE

1. For the purposes of this allowance:

“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;

“CET allowance” means the sum of £468;

“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 opticians registration with the General Optical Council and for ophthalmic medical practitioners registration with the General Medical Council; and

“relevant year” means the year commencing 1st January 2009.

2. Subject to sub-paragraph 5, a CET allowance shall be payable to an optician other than a body corporate if –

a. his/her 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. he/she has maintained his/her professional registration;

c. he/she has undertaken appropriate continuing education and training during the relevant year; and

d. he/she complies with sub-paragraphs 7 and 8.

3. Subject to sub-paragraph 5, a CET allowance shall be payable to an ophthalmic medical practitioner if –

a. during the relevant year his/her only remunerated medical or optical activity was the conduct of NHS eye examinations;

b. his/her 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. he/she has maintained his/her professional registration;

d. he/she has undertaken appropriate continuing education and training during the relevant year; and

e. he/she complies with sub-paragraphs 7 and 8.

4. Subject to sub-paragraph 5 and 6, 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 optician (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 NHS eye examinations;

b. is included in the second part of the Ophthalmic List of the Health Board in respect of which the contract 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 his/her professional registration; and

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

and the contractor complies with sub-paragraphs 7 and 8.

5. Only one CET allowances may be paid in respect of any one person.

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

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

8. A separate claim form shall be completed for each CET allowance claimed.

9. A claim for a CET allowance shall be made by Monday 1 November 2010.

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.scotland.gov.uk



**NATIONAL HEALTH SERVICE
GENERAL OPHTHALMIC SERVICES**

**CLAIM IN RESPECT OFNHS 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.

A claim can be made by an optometrist or OMP in respect of CET undertaken personally or undertaken by an assistant on the second part of the ophthalmic list in the year to 31 December 2009. Full details of this allowance are contained in Appendix C of the Statement.

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

1. Surname	5. List Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							
2. Other Names (in full)								
3. Practice Address Postcode <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
4. Payment is by Cheque. Provide details of where the cheque is to be sent. Name..... Address..... Postcode <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

PART 2 PARTICULARS OF ASSISTANT (Please complete this section in BLOCK CAPITALS)

1. Surname	3. Assistant List Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
2. Other Names (in full).....						

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 £468 and I declare that:

- I have maintained my professional registration;
- appropriate CET was undertaken during 2009;
- 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 a CET 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 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 allowance that I have submitted or will submit in respect of 2009.

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 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 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 £468 CET grant in respect of myself and I declare that:

- I undertook appropriate CET during 2009; 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 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 allowance that has been submitted or will be submitted with my agreement in respect of CET in 2009.

Assistant's Signature Date

PLEASE MARK THE ENVELOPE "CET ALLOWANCE CLAIM" AND RETURN COMPLETED FORMS TO NHS NATIONAL SERVICES SCOTLAND, PRACTITIONER SERVICES, GYLE SQUARE, 1 SOUTH GYLE CRESCENT, EDINBURGH, EH12 9EB BY MONDAY 1 NOVEMBER 2010