NHS SCOTLAND

Information Services Division
IT Group

System Manual
Project – OPCD Phase 1

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1   INTRODUCTION

The Ophthalmic Practitioner Contractor Database (OPCD) is a web-delivered data collection application for the management of the Ophthalmic List for each Health Board area in Scotland. This system facilitates the local management of each list and allows for local and central reporting of the lists and other supplementary information about Practices / Care Homes.

1.1   Where does OPCD fit in?

The Ophthalmic Practitioner Contractor Database (OPCD) has been designed as a data collection system for Boards to maintain up to date information about Optometrists (OPTOMs) / Ophthalmic Medical Practitioners (OMPs) / Practices / Ophthalmic Bodies Corporate (OBC) and Residential Homes as it applies to the provision of General Ophthalmic Services (GOS) within Scotland.

Boards currently go through an extensive applications process for individuals wishing to provide GOS within a Health Board area. OPCD is not meant to replace this process. Extensive procedures have been designed to facilitate a uniform applications process across Scotland and OPCD will come into this at the end of the process when all appropriate data have been collected and checked.

2   APPLICATION FEATURES OVERVIEW

The application is split into a number of components that are accessible to all Health Board users and appropriate ISD staff. These components cover all of the required data collection capability as well as reporting requirement. The main components are:

- Search / Manage Individual (Optometrist / OMP)
- Search / Manage Ophthalmic Bodies Corporate
- Search / Manage Practice
- Search / Manage Care Home
- Authorisations

3   LOGGING IN

Logging into OPCD is achieved through the use of a single sign on portal (see figure 1) which allows multiple applications to be accessed via a single username and password. If you are a new user of OPCD you will receive your username and password via email. GPCD users should continue to use their existing username and password.

The login screen will be presented to you when you access the single sign-on URL (which will be provided to you).

Figure 1 - Single Sign-On Interface

To login enter your single sign on username and password into the appropriate boxes and click on the Login button.

Once you have logged in, you will be presented with a number of application options depending on how many applications you have access to. Select the 'PCD' option. You will then be presented with the following screen.

If you do not have access to a given part of the PCD application, this button will appear on this screen disabled and will not respond to user interaction. To access OPCD you should click on the 'OPCD' button.
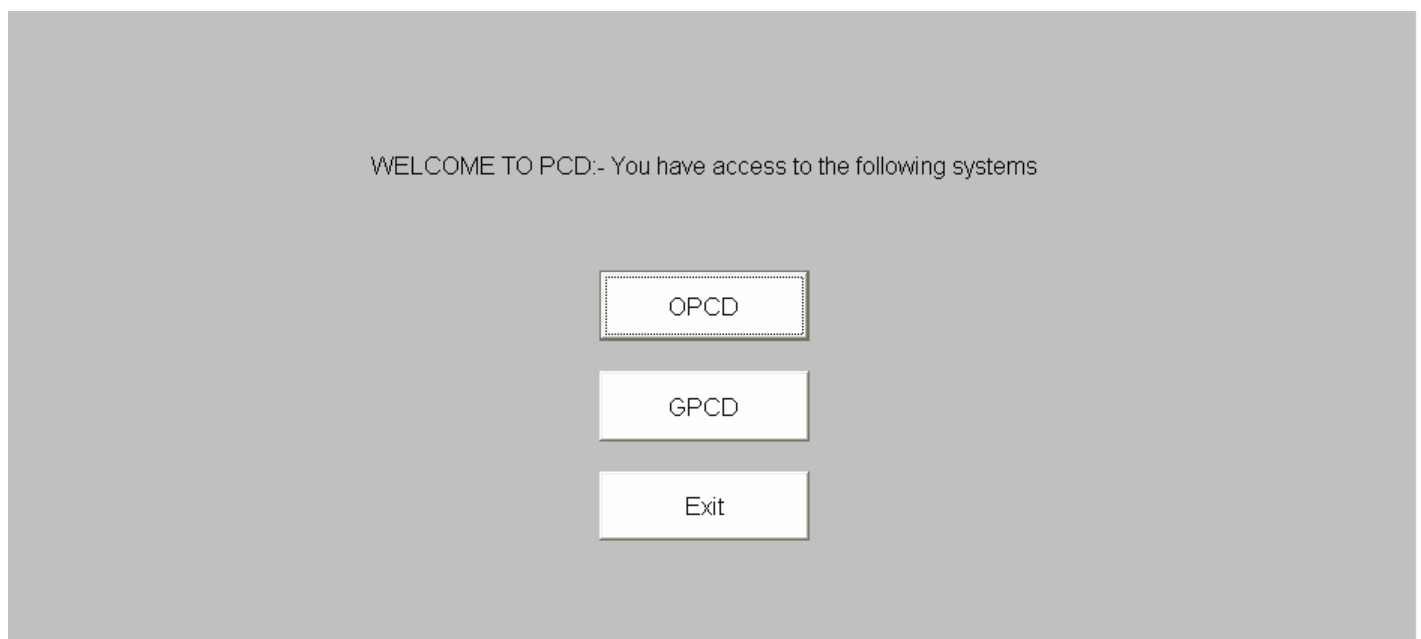
Figure 2 - Application Entry Screen

You will be then presented with the OPCD main screen (Figure 3 below). All system functions are accessible to you from this screen. If a particular feature is unavailable due to your user permissions, then this option will be disabled (Figure 4 below).

Figure 3 – OPCD Main Screen
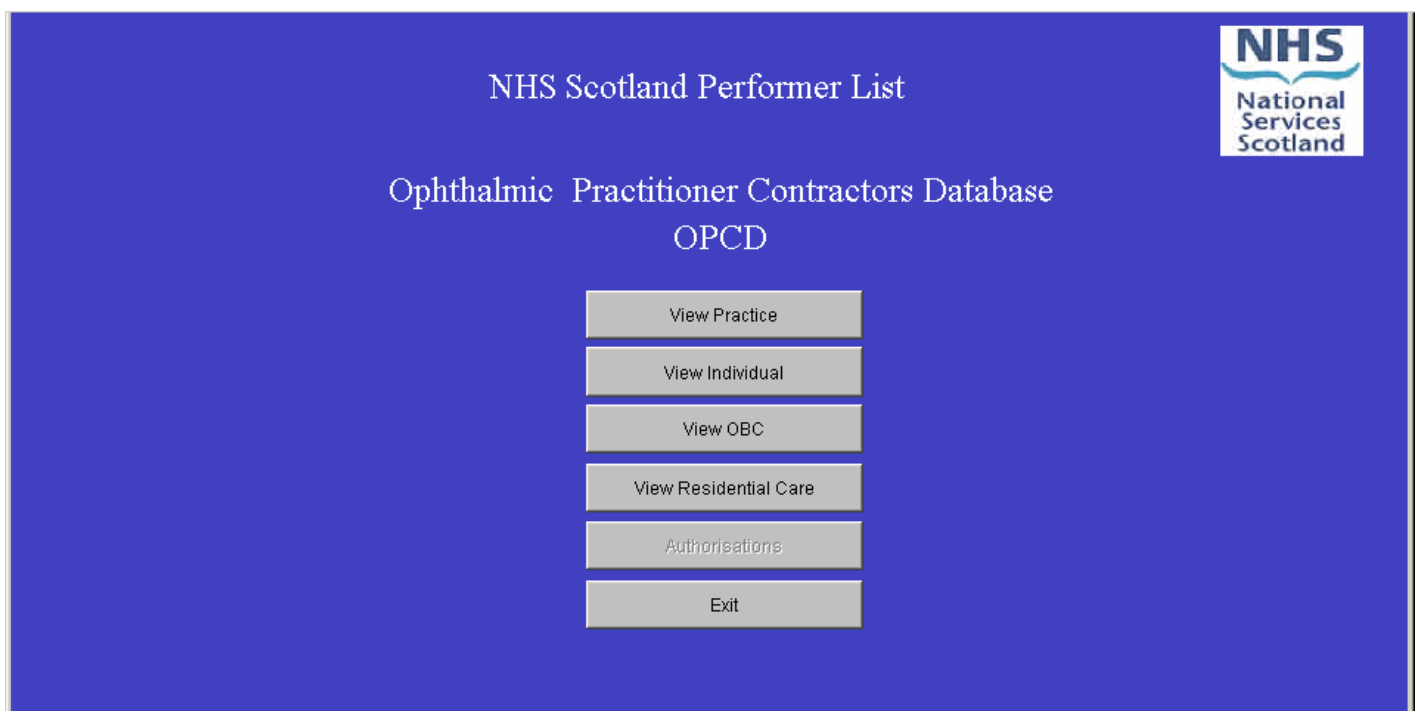
Figure 4 - OPCD Main Screen (with disabled option)

Permissions Overview

	Health Board User	Read Only User
Maintain Practice	X	
Maintain Individual	X	
Maintain OBC	X	
Maintain Residential Care	X	
Authorisations	X	
View Practice		X
View Individual		X
View OBC		X
View Residential Care		X

The Maintain Screens allow the searching and modification of records by 'Health Board' users. View Screens offer access to the same data while allowing no modification of data.

4   SYSTEM NAVIGATION

A number of common actions like, Save Record, Exit Form, Copy/Paste are available on the Menu and Toolbar located at the top of the screen.

Figure 5 - Application Menu and Toolbar

 This icon is used to save the current record. This will attempt to save the record to the database and will notify the user of any errors which exist in the data and prevent the record being saved. Such errors are presented to the user as pop-up alerts notifying them of the data issue which needs to be corrected.

 This icon is used to exit the current record or, in the case where no record or screen is open, exit the application.

If an attempt is made to exit the current record where changes have been made since the last successful save, a pop-up box will be presented to the user.
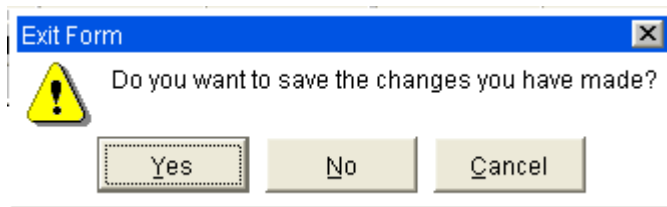
If you click 'No' then the application will exit from the record and all unsaved changes will be lost and will need to be reapplied. If you wish to stay in the record, click on the 'No' or 'Cancel' buttons.

5   USING THE APPLICATION

This section outlines each of the available functions within the OPCD application and will describe the available functionality of these screens. All of the functionality described applies to both Health Board Users and Read Only users, with the exception of the Authorisations Screen.

5.1   Application Usage Tips

- Navigation to and between fields can be achieved using the mouse by moving over the field and left clicking or by the use of the TAB key.
- Save the record often, this will enable validation routines to check that data supplied doesn't break any of the applications rules.

  When you save the record successfully the following notification will be displayed:
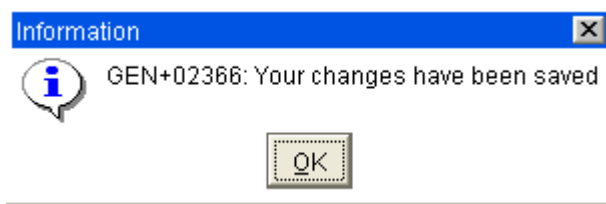
  On saving a record, some problems may be identified which stop the save process from completing successfully. For example on the Individual Screen, if you complete all mandatory fields with the exception of Country of Birth and attempt to save the record, you will be prompted with the following:
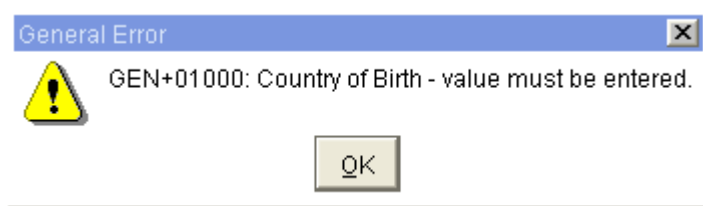
- Enter data in a logical order.

  For example: Enter Main Demographic information about an individual before specifying Part 1 or Part 2 Health Board Authorisations.

- Further guidance on how to perform common tasks, such as inserting and deleting records, can be found in section 5.8.

5.2   Individual Search

This screen allows users to search for Optometrists and Ophthalmic Medical Practitioners using a number of criteria.

Figure 6 - Search Individual

It is possible to search for an individual within OPCD using the following fields:

Surname
Forename
Health Board
GMC Number (exclusive to Ophthalmic Medical Practitioners)
GOC Number (exclusive to Optometrists)

These can be used in any combination to limit the results of the search. When appropriate criteria have been specified, the user should click on the search button. The results of this search will be displayed in the 'Possible Matches' area of the screen, this area shows some key fields about an Optometrist / Ophthalmic Medical Practitioner who matches the search criteria. To navigate the list of results, you can use the scroll bar to the right of the results area or use the 'Up' and 'Down' arrow keys on your keyboard.

The OPCD application allows the searching of ALL Ophthalmic Medical Practitioners and Optometrists by all users of the system. All Optometrist/Ophthalmic Medical Practitioner data is available.

Operations:

- To clear the results of a previous search as well as entered search criteria, click the 'Clear' button.
- To initiate a search using the specified criteria, click on the 'Search' button.
- To modify a record, select the appropriate match and click on the 'Maintain Selected' button.
- To ignore any of the results or if no results are found, you may wish to enter a new record. To do this click on the 'Create New Person' button.
- To exit this screen, click on the 'Close' button.

Notes:

- GMC Number and GOC Number search parameters are mutually exclusive. This is because an Optometrist will have a GOC Number and no GMC Number while an Ophthalmic Medical Practitioner will have a GMC Number but not a GOC Number.
- It is possible to initiate a search with no criteria specified. This will return records for all Optometrists / Ophthalmic Medical Practitioners entered into the system by any Board area.

5.2.1   Example of using Individual Search

1. Click on the Maintain Individual button.
2. This will bring up the following Search Dialog which allows you to search through <u>ALL</u> Optometrist/Ophthalmic Medical Practitioners contained within the OPCD application.

Figure 7 - Individual Search

3. Search for the Optometrist by supplying a surname then click on the 'Search' button.

    Depending on the criteria specified, results matching these will be displayed in the 'Possible Matches' section as highlighted in the following screenshot:

Figure 8 - Individual Search with Results

4. To edit a record based on a match, click the appropriate record within the 'Possible Matches' section. This will highlight it. Click on the 'Maintain Selected' button to edit this record.

5.3   Create / Edit Individual

This screen allows you to enter the details of a new, or modify the details of an existing Optometrist / Ophthalmic Medical Practitioner. It is accessed by clicking the 'Create New Person' or 'Maintain Selected' buttons on the 'Search Create Individual' screen described in 5.2 above.

Figure 9 - Create / Edit Individual

The primary component of this screen is the collection of personal details of the individual, such as Name and Address, as well as professional information, such as GOC/GMC/OQC Numbers. This screen is comprised of a number of sub sections (Tabs) handling the collection of information related to the maintenance of the individual on the Ophthalmic List.

NB Each sub section is accessed by clicking on the associated tab. If a tab is greyed out (i.e. the tab name is not in Bold type) this means it is not available.

The top part of the screen contains the following Individual details:

5.3.1   Main Individual Information

Field Name	Description	Mandatory on Creating Record
Surname	The current surname of the individual	x
First	The first name of the individual	x
Middle	Middle Initial of the individual	
Birth Surname	Surname of individual at Birth. This field is of use to compare where an individual has changed surname due to marriage.	
Address	Made up of 5 components. Address Lines 1-4 and Postcode. Only Address Line 1 and Postcode are required to enter a valid address into the OPCD application	x (only Address Line 1 and Postcode)
D.O.B.	Date of Birth of the individual	x
Gender	Whether the individual is either Male or Female	x
Email	Contact email address for the individual	
Country of Birth	The country where the individual was born. This is a restricted list of Countries a listing of which is available in Appendix A. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	x
Latest Cert Date	The date on which the latest Enhanced Criminal Record Certificate carried out on the individual.	x
Disclosure Cert No	The certificate number of the most recent ECRC.	x
Individual Type	Determines whether individual is an Optometrist or Ophthalmic Medical Practitioner.	x
Main Board	This indicates the Board which has responsibility for maintaining the core information about the individual. This Board will also have a Part 1 or Part 2 association with the individual. This is a restricted list of Boards to which the user has appropriate permissions. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	x

5.3.2   Authorised Boards

This tab is used to establish relationships between an Optometrist/OMP and a Unified Health Board. The presence of a record on this tab indicates that the individual is present on the indicated Health Board's Ophthalmic List on either Part 1 or Part 2.

Figure 10 - Authorised Boards Sub-section

Field Name	Description	Mandatory on Creating Record
HB Description	The name of the Health Board to which this particular Part 1 or Part listing belongs.

This is a full Board listing allowing any Board to create a Part 1 or Part 2 relationship between a Board and Optometrist/OMP.

Depending on user permissions, this association will either remain at pending awaiting authorisation by the appropriate Health Board or will automatically be authorised by the system.

The field is populated using a Selection List. See section 6.4.3 of the Manual for instruction on how to use Selection Lists. | x |
| List Part | Whether the Health Board listing is for Part 1 or Part 2 | x |
| HB Status | Shows the current status of an association and allows, in certain circumstances, for this status to be changed.

For example to close an association due to a individual no longer wishing to provide GOS services in the Board area, this status would be changed to Closed. | |
| Effective From | Date from which the relationship to Part 1 or Part 2 of a Health Board's Ophthalmic List is active. | x |
| Effective To | Date to which the relationship to Part 1 or Part 2 of a Health Board's Ophthalmic List is active. | |

Auth Date   Date automatically populated when request for
                              inclusion on Ophthalmic List was Authorised.

Receiver Comments   Comments field, used for various purposes.
                              Examples of which are:

                              Reason for Closure
                              Reason for Decline
                              Reason for On Hold

When adding a Part 1 association, it should be noted that a Practice Association (see section 5.3.4) will be required before the association to the Health Board can be authorised. When an appropriate Associated Practice is supplied, the corresponding Health Board association will automatically move from 'Awaiting Authorisation' to 'Authorised'.

When a new Practice and a new Optometrist have joined the Health Board list simultaneously, Practice details should be added first before adding Part 1 optometrist and then attaching optometrist to the Practice.

5.3.3   List Number

This tab contains a list of current 'List Numbers' associated with an individual.

An Optometrist/OMP may have multiple list numbers over time; this section captures a history of these numbers. Only one list number may be active at a given time. A List Number is assigned by PSD and once a Board has received this, it can then be entered into OPCD.

Figure 11 - List Numbers Sub-section

Field Name	Description	Mandatory on Creating Record
List Number	The List Number assigned to the Optometrist / OMP by PSD.	x
Start Date	Date from which List Number was valid to relevant Health Board.	x
End Date	Date to which List Number was valid to relevant Health Board.	
End Reason	Reason for ending of a list number for relevant Health Board. This is free text.	

When inserting a new record, List Number and Start Date should be supplied. It is not possible to specify an End Date or End Reason at this time. End Date and End Reason are only available on a subsequent editing of this record and are used for the purposes of closing off an existing List Number record when an individual has been allocated a new list number by PSD (Practitioner Services Division, NSS).

List Numbers are allocated by PSD under the following circumstances:

- New Optometrist / Ophthalmic Medical Practitioner
- Optometrist / Ophthalmic Medical Practitioner who has had a previous List Number retired within OPTIX. This is likely to occur when an individual is not present on Part 1 or Part 2 of any Health Board's Ophthalmic Lists.

5.3.4   Associated Practices

Listing of premises from which an Individual on Part 1 of the relevant Board's Ophthalmic List provides GOS.

Figure 12 - Associated Practices Sub-section

Field	Description	Mandatory on Creating Record
Practice Name	A restricted listing of all Practices that have been entered into OPCD belonging to Boards for which the currently logged in user has appropriate access permissions. Validation will ensure that any Practices assigned on this screen are for Boards to which a Pending or Authorised Part 1 association exists. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	x
Domiciliary	Indicates whether the individual provides Domiciliary Services at the premises. Yes/No flag	x
Main	Indicates whether this Practice is the Main Practice for the individual. A common use for this flag is to indicate to which Practice correspondence should be sent from the Health Board when contacting the individual. Yes/No flag.	x
Type	Read-only field which shows the type of Practice for the association. (Practice / Mobile / Base)	
Board	Read-only field which shows the Health Board area in which the associated Practice resides.	
Rel Start Date	Date from which an individual is recorded as providing GOS services at the Practice.	x
Rel End Date	Date to which an individual is recorded as providing GOS services at the Practice.	

An individual may have multiple Practice associations for any number Health Board areas at any given time.

In the case of Part 1 association, at least 1 Practice association must be active to a Practice residing within the relevant Health Board area.

Example:

Individual has association with Greater Glasgow and Clyde then at least one active Practice association must be present to a Practice located in the Greater Glasgow and Clyde Health Board area.

Special Case for Handling Practice Association Closure

In order to ensure that a Part 1 individual is correctly associated with a Practice, the system will ensure that if only one association is active, and this is closed, then the Health Board authorisation will go to Pending Closure. This means that the Board must close down the authorisation and create a new authorisation before any further Practice associations can be entered. Therefore where the Health Board user wishes to replace a Practice in the case of a Practice move within a Health Board area, then the following procedure should be undertaken:

1. Create New Practice Association.
2. Save record.
3. Close original Practice Association.
4. Save record.

5.3.5   Qualifications

This tab is a listing of professional qualifications supplied by the individual.

Figure 13 - Qualifications Sub-section

Field	Description	Mandatory on Creating Record
Qualification	This is a restricted list of Professional Qualifications, a full listing of qualifications is available in Appendix A. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	x
Year	Year on which individual obtained Professional Qualification.	x
Country	Country in which Professional Qualification was obtained. This is a restricted list of Countries, a listing of which is available in Appendix A. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	
Qualification Institution	Institution in which the Professional Qualification was obtained. Free text.	

5.3.6   GOC Number

This tab is used to maintain the GOC Number of the Optometrist record. GOC Numbers are unique to an individual and an individual can only have 1 GOC Number active at any one time.

An Optometrist may have multiple GOC Numbers over time as registration with the GOC is required to be renewed yearly. If this is not done in good time by the Optometrist, then a new GOC Number may be assigned.

Figure 14 - GOC Number Sub-section

Field	Description	Mandatory on Creating Record
GOC Registration Number	The Registration Number allocated by the GOC (General Optical Council)	X
Start Date	Date from which the GOC Number was active.	X
End Date	Date to which the GOC Number was active.	
Show historic data	Shows history of GOC registrations associated with the individual. Records will be shown in descending date order by Start Date.	

5.3.7   Referees

A listing of Referees which were supplied in support of the application for an Optometrist / Ophthalmic Medical Practitioner to join a Health Board's Ophthalmic List on Part 1 or Part 2.

As multiple separate GOS6 applications may be made to Health Boards over a period of time containing the details of multiple referees, this screen supports the maintenance of multiple referees.

Figure 15 - Referees Sub-section

5.3.8   Disciplinary

Figure 16 - Disciplinary Sub-section

Field	Description	Mandatory on Creating Record
Type	Type of Disciplinary Action. This relates solely to action taken in Scotland i.e. Suspension by a Health Board or by the NHS Tribunal or disqualification by the NHS Tribunal. Note: If disciplinary action is taken against an OBC director who is an Optometrist or Ophthalmic Medical Practitioner on an ophthalmic list in Scotland, this will be listed against the entries for that Optometrist or Ophthalmic Medical Practitioner.	X
	Suspension	
	Suspended from Health Board's Ophthalmic List either by a Health Board or by the NHS Tribunal. Unable to provide or assist with the provision of GOS during this suspension period.	
	Disqualification	
	Nationally disqualified from provision of GOS. This is a decision by NHS Tribunal to disqualify conditionally or unconditionally.	
Start Date	Date from which the Suspension/Disqualification starts.	X
End Date	Date to which the Suspension/Disqualification is in place. Disqualification will be permanent unless lifted by the NHS Tribunal.	
Comments	Any comments relevant to the sanction, may give reason for sanction or any other comments.	

5.3.9   Historical Data

A number of the sub-sections listed will only show current active data. For example, the Authorised Board's tab screen within the Ophthalmic Individual only shows those Health Board authorisations which are active (Authorised, Awaiting Authorisation, On Hold, Pending Closure).

However it is possible to access the historical information by clicking the 'Show Historic data' checkbox at the bottom of the appropriate tab. This will then redisplay the information including historical state.

Figure 17 - Show historic data checkbox

For example clicking the 'Show historic data' checkbox on the Authorised Board's tab will result in all associations that occurred and have been closed as well active associations.

5.3.10   Board Part Transfers

In order to transfer an individual from Part 1 to Part 2 or from Part 2 to Part 1 the following procedures should be followed:

Transfer from Part 1 to Part 2 (Not Owning Board)

- Enter new Part 2 Authorisation
- Mark Part 1 Authorisation as Closed, supply 'Effective To Date' and 'End Reason'
- Enter 'End Date' for all Practices.
- Save the Record

Transfer from Part 2 to Part 1 (Not Owning Board)

- Mark Part 2 Authorisation to Closed, supply 'Effective To Date' and 'End Reason'
- Enter Part 1 Authorisation
- Save the Record (the new Part 1 will be marked as 'Awaiting Authorisation')
- Enter all appropriate Practice Associations
- Save the Record (this will mark the new Part 1 as 'Authorised')

Transfer from Part 1 to Part 2 (Owning Board)

- Mark existing Part 1 Authorisation as Closed, supply 'Effective To Date' and 'End Reason'
- Enter 'End Date' for all Practices
- Enter Part 2 Authorisation
- Save the Record (this will mark the record as 'No Owning Board')
- Take Ownership of the Record by selecting Main Board
- Save the Record

Transfer from Part 2 to Part 1 (Owning Board)

- Mark existing Part 2 Authorisation as Closed, supply 'Effective To Date' and 'End Reason'
- Enter Part 1 Authorisation
- Save the Record (this will mark the record as 'No Owning Board' and will mark the new Part 1 Authorisation as 'Awaiting Authorisation')
- Enter new Practice Records as appropriate
- Take ownership of the record using the 'Main Board' field
- Save the Record

5.4   Practice Search

This screen allows users to search for Practices within the Board areas where the authenticated user is permitted access.

Figure 18 - Practice Search

A search can be undertaken using a number of fields:

Practice Name
Board
Postcode

These can be used in any combination to limit the results of the search. When appropriate criteria have been specified, the user should click on the search button. The results of this search will be displayed in the 'Possible Matches' area of the screen, this area shows some key fields concerning the Practice records which match the search criteria.

Operations:

- To clear any results as well as entered search criteria, click the Clear button.
- To initiate a search using the specified criteria, click on the 'Search' button.
- To modify a record, select the appropriate match and click on the 'Maintain Selected' button.
- To enter a new record, click on the 'New Practice' button.

Only Practice records which belong to Health Board areas to which the authenticated user has access will be available for searching.

5.5   Create / Edit Practice

This screen allows you to enter the details of a new, or modify the details of an existing Practice record.

Figure 19 - Create / Edit Practice

The primary component of this screen is the collection of general details relating to a Practice record, such as Name and Address, CHP, Opening Times and Accessibility information. This screen is also comprised of a number of sub-sections (tabs) handling the collection of information related to the maintenance of the Practice within the OPCD system.

5.5.1   Main Practice Information

Field	Description	Mandatory on Creating Record
Name	The Name of the premises where GOS is carried out.	X
Type	The type of premises where GOS is carried out. The Practice Type is one of 3 possible options: • Practice – normal Practice, commercial premises • Mobile – mobile Practice with no fixed site located in the board area • Base – location from where OPTOM is based where no GOS is provided as in the case of a mobile service being provided.	X
Address	Premises address, allows up to 4 lines of address.	X (only address line 1)
Postcode	Postcode of the premises.	X
Tel	Contact Telephone Number of the premises	
Fax	Contact Fax Number of the premises	
CHP	Community Health Partnership in which the premises resides. Restricted list of CHPs. Listing available in Appendix A	
Opened	Date on which the Practice opened	X
Closed	Date on which the Practice closed	
Domiciliary Services	Whether the Practice provides Domiciliary Services. Domiciliary Services is the provision of GOS within the community or in Residential Homes / Day Centres Yes/No indicator	X
Wheelchair	Indication of whether premises where GOS is undertaken are accessible by wheelchair users. Yes/No indicator	X
Without Stair Use	Indication of whether premises where GOS is undertaken are accessible without the use of stairs. Yes/No indicator	X
Practice Opening Times	Sets of opening times for each day of the week. Each day is split into 2 sessions, a morning session (1) and an afternoon session (2). Times should be recorded in 24-hour format, such as 09:30 and 14:00.	

5.5.2   Individuals at Practice

This section of the Practice screen shows Health Board users which Optometrists have indicated that they provide GOS services at these Practice premises.

Figure 20 - Individuals at Practice

Field Name	Description
Surname	The current surname of the individual
First Forename	The first name of the individual
Domiciliary	Middle Initial of the individual
Main	Surname of individual at Birth. This field is of use to compare where an individual has changed surname due to marriage.
Ind Type	Determines whether individual is an Optometrist of Ophthalmic Medical Practitioner.
Date of Birth	Date of Birth of the individual.
Gender	Whether the individual is either Male or Female.
Country of Birth	The country where the individual was born.
	This is a restricted list of Countries a listing of which is available in Appendix A.
	See section 6.4.3 of the Manual for instruction on how to use Selection Lists.
Rel Start Date	Date from which the individual was indicated as providing GOS at these Practice premises.

To view more detailed information about an Optometrist associated with a given Practice, you can click on the View Button located at the end of the record. This will open a read-only version of the Individual Screen for that Optometrist allowing access to the full information.

5.5.3   Payment Location Codes

This is a listing of active payment location codes against a Practice. Payment Location codes are supplied by PSD and are used for payment claims submitted to PSD by Practices.

Figure 21 - Payment Location Codes

Field	Description	Mandatory on Creating Record
Location Code	Payment Location Code as supplied by Practitioner Services Division (NHS National Services Scotland).	X
Used For	Indicates whether the Payment Location Code is to be used for Standard Payments or for Domiciliary Payments.	X
Notes	Notes field to be used for comments about a given Payment Location code by Health Board staff. Non mandatory.	
Start Date	Date from which the Payment Location Code is valid.	X
End Date	Date to which the Payment Location Code is valid.	
End Reason	Reason for which the Payment Location code is no longer in use. Examples of this could include closure of Practice or cessation of provision of Domiciliary Services.	
Show historic data	Shows all Payment Location Codes associated with the Practice including those which have been closed. Records will be down in Start Date order from newest to oldest.	

5.5.4   Associated OBC

A Practice can be associated with an Ophthalmic Body Corporate. This is done elsewhere in the system (in the Ophthalmic Body Corporate Screen). This screen allows you to see if a Practice is associated with an OBC and, if so, shows the basic information on the OBC.

If no OBC is present then the Tab on this screen will be disabled (i.e. greyed out).

Figure 22 - Associated Ophthalmic Body Corporate

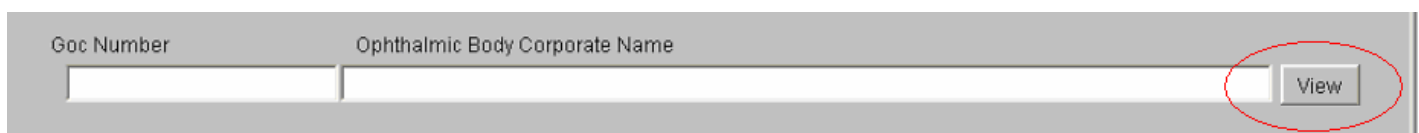| Field	Description
GOC Number	Number for the OBC as allocated by the General Optical Council (GOC). Read-only Field
Ophthalmic Body Corporate Name	Registered Name of the Ophthalmic Body Corporate, will match the name as registered at the General Optical Council. Read-only Field

Figure 23 – OBC View Button

Clicking on the View button highlighted above will make the full OBC record available to you on a read only screen.

5.5.5   Associated Care Homes

This is a read-only listing of all Residential Homes / Day Centres which have arranged for the provision of GOS within these premises.

Figure 24 - Associated Residential Centre

Field	Description
Name	Name of the Residential Home / Day Centre where GOS is provided by the Practice.
Address Line 1	First Line of the Residential Home / Day Centre address
Address Line 2	Second Line of the Residential Home / Day Centre address
Address Line 3	Third Line of the Residential Home / Day Centre address
Address Line 4	Fourth Line of the Residential Home / Day Centre address
Postcode	Postcode of the Residential Home / Day Centre address

Clicking on the View button highlighted above will make the full Residential Home / Day Centre record available to you on a read only screen.

5.5.6   Practice Inspections

Listing of all Practice inspection dates carried out by Health Boards.

Figure 25 - Practice Inspections

6 OPHTHALMIC BODIES CORPORATE SEARCH

This screen allows users to search for Ophthalmic Bodies Corporate records entered into OPCD.

Figure 26 - Ophthalmic Bodies Corporate Search

A search can be undertaken using a number of fields:

OBC Name
GOC Number
Health Board

These can be used in any combination to limit the results of the search. When criteria are specified, the user should click on the search button. The results of this search will be displayed in the 'Possible Matches' area of the screen, this area shows some key fields concerning the Practice records which match the search criteria.

Operations:

- To clear any results as well as entered search criteria, click the Clear button.
- To initiate a search using the specified criteria, click on the 'Search' button.
- To modify a record, select the appropriate match and click on the 'Maintain Selected' button.
- To enter a new record, click on the 'Create New OBC' button.

6.1   Create / Edit Ophthalmic Body Corporate

This screen allows you to enter the details of a new, or modify the details of, an existing Ophthalmic Body Corporate record.

Figure 27 – Ophthalic Body Edit Screen

The primary component of this screen is the collection of general details of the OBC record such as Name and Address and GOC Information. This screen is also comprised of a number of sub-sections (tabs) handling the collection of information related to the maintenance of the Ophthalmic Body Corporate within the OPCD system:

6.1.1   Main Ophthalmic Body Corporate Information

Field	Description	Mandatory on Creating Record
Name	Registered Name of the Ophthalmic Body Corporate. The registered name should match that which has been registered with the General Optical Council (GOC).	X
Address	Ophthalmic Body Corporate address, allows up to 4 lines of address.	X (only Address Line 1)
Postcode	Ophthalmic Body Corporate Postcode	
Main H/Board	Health Board which has responsibility for maintenance of the core details for the Ophthalmic Body Corporate.	X
Current GOC Number	This is a read-only view of the current active GOC Number from the GOC Number Sub Tab. The active GOC Number is the record where there is no End Date specified.	

6.1.2   Authorised Boards

This tab is used to establish relationships between an Ophthalmic Body Corporate and a Unified Health Board. The presence of a record on this tab indicates that the OBC is present on the indicated Health Board's Ophthalmic List on Part 1

Figure 28 –OBC Authorised Boards

Field Name	Description	Mandatory on Creating Record
HB Description	The name of the Health Board to which this particular Part 1 listing belongs. This is a full board listing allowing any Board to create a relationship between a Board and an Ophthalmic Body Corporate. The field is populated using a Selection List. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	x
HB Status	Shows the current status of an association and allows, in certain circumstances, for this status to be changed. For example to close an association due to a individual no longer wishing to provide GOS services in the Board area, this status would be changed to Closed.	
Effective From	Date from which the relationship to Part 1 of a Health Board's Ophthalmic List is active.	x
Effective To	Date to which the relationship to Part 1 of a Health Board's Ophthalmic List is active.	
Auth Date	Date on which the Part 1 authorisation was actioned. Automatically populated when request for inclusion on Ophthalmic List was Authorised.	
Receiver Comments	Comments field, used for various purposes. Examples of which are: Reason for Closure Reason for Decline Reason for On Hold	

6.1.3   GOC Number

This is a listing of GOC Numbers allocated to the Ophthalmic Body Corporate. Only one GOC Number can be active at any one time but as GOC registration may lapse, the system allows the recording of multiple GOC Numbers.

Figure 29 - GOC Number Sub Section

Field	Description	Mandatory on Creating Record
GOC Registration Number	GOC Registration Number as assigned to the Ophthalmic Body Corporate by the General Optical Council.	X
Start Date	Date from which the GOC Number is valid.	X
End Date	Date to which the GOC Number is valid.	

6.1.4   Associated Practices

Ophthalmic Body Corporate records must be associated with 1 or more Practices.

To add a Practice association to an Ophthalmic Body Corporate, create an appropriate Board association on the Authorised Board's tab. Click on the Associated Practices tab and enter the required information into the first empty row. A Practice association will be created when the record is saved.

Figure 30 - Associated Practices Sub Section

Field	Description	Mandatory on Creating Record
Practice Name	A restricted listing of all Practices that have been entered into OPCD belonging to Boards for which the currently logged in user has appropriate access permissions.	x
	Validation will ensure that any Practices assigned on this screen are for Boards to which a Pending or Authorised Part 1 association exists.	
Domiciliary	Indicates whether the individual provides Domiciliary Services at the premises.	x
	Yes/No flag	
Main	Indicates whether this Practice is the Main Practice for the individual.	x
	A common use for this flag is to indicate to which Practice correspondence should be sent from the Health Board when contacting the individual.	
	Yes/No flag.	
Type	Read-only field which shows the type of Practice for the association. (Practice / Mobile / Base)	
Board	Read-only field which shows the Health Board area in which the associated Practice resides.	
Rel Start Date	Relationship Start Date. The date from which an individual is recorded as providing GOS services at the Practice.	x
Rel End Date	Date to which an individual is recorded as providing GOS services at the Practice.	

6.1.5   Disciplinary

This is a listing of any Suspensions / Disqualifications affecting any of the Directors of the Ophthalmic Body Corporate.

Figure 31 - Disciplinary sub section.

Field	Description	Mandatory on Creating Record
Type	Type of Disciplinary Action	X
	Suspension	
	Suspended from Health Board's Ophthalmic List. Unable to provide GOS during this suspension period.	
	Disqualification	
	Disqualified from Provision of GOS. This is generally done as a result of a decision by an NHS Tribunal.	
From	Date from which the Suspension/Disqualification starts.	X
To	Date to which the Suspension/Disqualification is in place.	
Comments	Field in which comments can be entered by Boards to describe basic detail about the nature of the sanction.	

6.1.6   Directors

This is a listing of individuals who are registered as Directors of an Ophthalmic Body Corporate.

Figure 32 - Directors sub section.

Field	Description	Mandatory on Creating Record
Forename	First Name of the Director	x
Surname	Surname of the Director	x
Certificate No	Certificate Number of the most recent Enhanced Criminal Records Check carried out against this director.	x
Latest Disclosure Date	Date of the last Enhanced Criminal Records Check.	x
Active From	Date from which the director is associated with the Ophthalmic Body Corporate.	x
Active To	Date to which the director is associated with the Ophthalmic Body Corporate.	

6.2   Authorisations

OPCD provides a facility, which is invoked when a Board is associated with Individuals and Ophthalmic Bodies Corporate. When an association is entered, an authorisation request is entered into the system.

If the authorisation entered is to a Board to which the user has administrative rights, then this authorisation is immediately approved. If however this is a request to add an individual or ophthalmic body corporate record to another Board area, this authorisation will be set into an 'Awaiting Authorisation' state.

All authorisations in this state are accessible via the Authorisations screen:

Figure 33 - Authorisations Screen for an Individual

If a Lothian user was logged into the system, then they would see authorisation requests for additions to Lothian. This gives details on the Originating Board, the requested start date and a drop down box allowing a number of different actions to be undertaken with regards to the request.

To undertake an action on a pending authorisation request, you should highlight the appropriate row by left clicking anywhere on the row or use the arrow keys on the keyboard. You should confirm correct record selection by checking the Professional Info section of the screen which will show core details about the Optometrist/OMP.

The following actions can be performed on the record. To do this, the appropriate Status should be selected. Once this has been done the user should click on the   on the toolbar.

Action	Description
Declined	Decline the request for addition to the Ophthalmic List. This will remove the authorisation request, and the Board association which was 'Awaiting Authorisation', will be removed from the system.
On-Hold	Place the request On-Hold while further checks are being undertaken.
Authorised	Authorise the request for addition to the Ophthalmic List. This will change the status of the affected Board association to 'Authorised'.

If a Part 1 Optometrist/OMP authorisation is being approved, one or more Practice associations must be added to the system. This is done by clicking on the Associated Practices tab and entering the information as required.

Figure 34 - Associated Practices

Field	Description	Mandatory on Creating Record
Practice Name	A restricted listing of all Practices that have been entered into OPCD belonging to Boards for which the currently logged in user has appropriate access permissions. Validation will ensure that any Practices assigned on this screen are for Boards to which a Pending or Authorised Part 1 association exists. See section 6.4.3 of the Manual for instruction on how to use Selection Lists.	x
Domiciliary	Indicates whether the individual provides Domiciliary Services at the premises. Yes/No flag	x
Main	Indicates whether this Practice is the Main Practice for the individual. A common use for this flag is to indicate to which Practice correspondence should be sent from the Health Board when contacting the individual. Yes/No flag.	x
Type	Read-only field which shows the type of Practice for the association. (Practice / Mobile / Base)	
Board	Read-only field which shows the Health Board area in which the associated Practice resides.	
Rel Start Date	Relationship Start Date. The date from which an individual is recorded as providing GOS services at the Practice.	x
Rel End Date	Date to which an individual is recorded as providing GOS services at the Practice.	

This screen behaves in the same fashion as the Associated Practices screen within the Maintain Individual section of the application.

6.3   Further Usage Guidance

6.3.1   Record Deletions

A number of data entry components within the application allow you to delete a row from the table. This is only to be used in the case of an incorrect record being entered.

In the case of closures, the delete operation should **NOT** be used and instead the relationship should be closed.

Example:

Individual Screen / Practice Association List

You wish to close down one of the relationship to Glasgow Practice 1:

To do this, supply an end date for the Practice association - don't use the delete button.

You discover that the relationship to Practice 1 has an incorrect start date (once a relationship is in place the start date cannot be altered). This should be resolved by highlighting the row containing the association and clicking on the delete button, then clicking on the Save button to commit the deletion of the record to the database.

Note: Any relationships that are deleted are permanently removed from the system and will not show up in the historical relationship listings for a given record.

6.3.2   Record Insertions

A number of data entry components within the application allow you to insert a row into a table. An example of this is the Authorised Boards screen shown below.

Figure 35 – Authorised Boards

A blank data entry row signifies an empty record which can be completed to add a new record to the system. Using the Authorised Boards screen as an example, if you want to add a new authorisation to the individual, you should complete the appropriate fields within the first available empty record.

Once you have populated the record or records you wish to add, you would click Save the record using the on the toolbar.

If there are no blank rows available on the table, then you should click on the 'Insert' button at the bottom of the screen this will add a new blank row to the table

6.4   OPCD Form Elements

This section will describe a number of form components utilised throughout OPCD and their operation.

6.4.1   Text Boxes

These are the most common form element within OPCD and are used to enter free text information such as Surname. You can navigate to and from these elements using the TAB key or by clicking into these using the mouse.

6.4.2   Drop Down Lists

These fields present all of the available options in a list and allow the user to select an appropriate value. These are defined lists and do not allow manual user input.
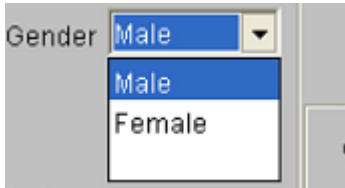
Figure 36 - Example Drop Down List

6.4.3   Selection Lists

This type of field is an extension of a traditional drop down list and is used where there is a larger set of options available for selection by the user. This type of field allows filtering to limit the available set of results.

Figure 37 - Example Selection List

This type of field can be identified by the '...' notation when the field has the focus. Clicking on this notation will open a window allowing the selection and filtering of an appropriate entry. Validation ensures that a legitimate value is selected.
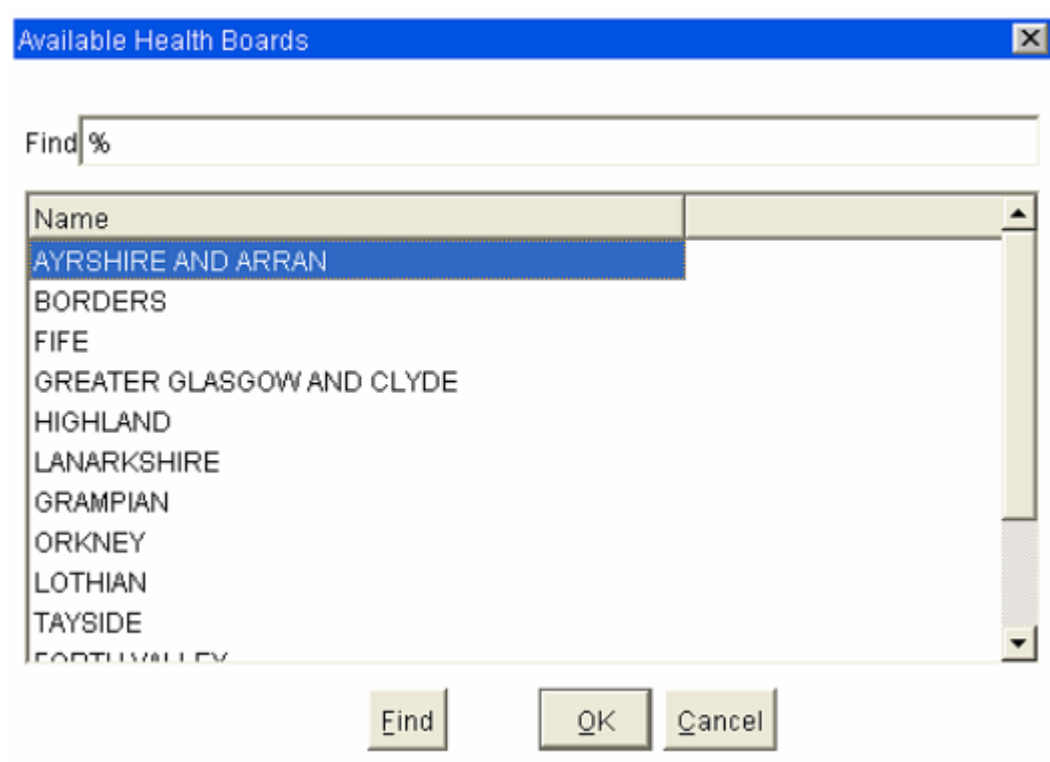
Figure 38 – Available Health Boards Selection List

You can select on the appropriate row and click on the 'OK' button to select the required entry. If you are presented with a large list, for example a list of all Practices in your Health Board area, you can use the filtering mechanism to limit the values displayed in the list.

From Figure 38 above the complete listing of Health Board areas is presented. If the user only wanted to show Health Boards starting with the letter 'L' then the following would be entered into the Find area:

Find L%

Figure 39 – Filter Box

The '%' character acts as a wildcard, so this will limit the results appropriately. When a filter has been specified, the user should click on the 'Find Button' as indicated below which will result in the list being restricted according to the filter.

Figure 40 – Selection Box with Filter Applied.

6.4.4   Dates

Fields containing dates are used extensively throughout the OPCD application. These fields act just like text boxes. However all dates entered into OPCD should be in the format dd/mm/yyyy. An example of this is shown in the figure below.
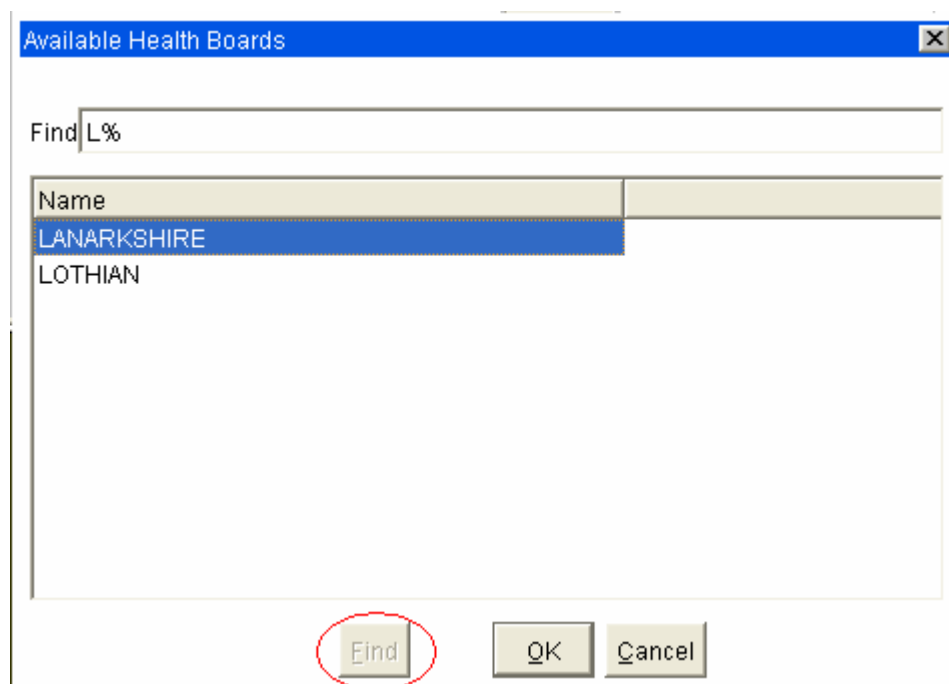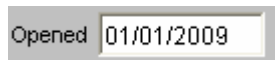

Figure 41 - Example Date Field

Validation is present on each Date field within the application to ensure that this format is used. If an incorrect format is used an error will be presented when an attempt to save the record is made.

6.4.5   Checkboxes

Checkboxes are used within the OPCD application where a value can be toggled from 2 states; these states are either True or False. To toggle between the 2 states, the user should click on the checkbox itself or on the label of the checkbox.

If a checkbox is in the 'True' state, then a tick will appear in the box as shown in the picture below.

Figure 42 – Example of checkbox in 'True' state.

If a checkbox is in the 'False' state, then the box will be empty as shown below.

Figure 43 - Example of checkbox in 'False' state.

In the case of a checkbox for showing historic data, this checkbox in the 'True' state will cause to historical data to be shown on-screen, whereas the 'False' state this information will not be shown.

7   APPENDIX A

INDIVIDUAL TYPE

CODE	DESC
OPTOM	Optometrist
OMP	Ophthalmic Medical Practitioner

COUNTRY OF BIRTH

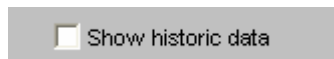| CODE	DESC
GBR02	Scotland
GBR01	England
GBR04	Northern Ireland
GBR03	Wales
GBR	United Kingdom
937	Croatia
935	Germany
938	Poland
IRL	Republic of Ireland
927	Europe (not otherwise stated)
939	India
940	Pakistan
936	Japan
924	Asia (not otherwise stated)
931	Middle East (not otherwise stated)
AUS	Australia
NZL	New Zealand
CAN	Canada
941	USA
942	North America (not otherwise stated)
SAF	South Africa
921	North Africa (not otherwise stated)
920	East Africa (not otherwise stated)
922	West Africa (not otherwise stated)
943	Southern Africa (not otherwise stated)
934	South America (not otherwise stated)
906	Other (not otherwise stated)
UNK	Unknown

CHP

CODE	**DESC**
S03000002	North Ayrshire Community Health Partnership
S03000003	South Ayrshire Community Health Partnership
S03000004	Borders Community Health Partnership
S03000018	Inverclyde Community Health Partnership
S03000020	Renfrewshire Community Health Partnership
S03000017	East Renfrewshire Community Health & Care Partnership
S03000025	Argyll & Bute Community Health Partnership
S03000023	West Dunbartonshire Community Health Partnership
S03000006	Dunfermline & West Fife Community Health Partnership
S03000007	Glenrothes & North East Fife Community Health Partnership
S03000008	Kirkcaldy & Levenmouth Community Health Partnership
S03000015	East Dunbartonshire Community Health Partnership
S03000016	East Glasgow Community Health & Care Partnership
S03000019	North Glasgow Community Health & Care Partnership
S03000021	South East Glasgow Community Health & Care Partnership
S03000022	South West Glasgow Community Health & Care Partnership
S03000024	West Glasgow Community Health & Care Partnership
S03000027	North Highland Community Health Partnership
S03000026	Mid Highland Community Health Partnership
S03000028	South East Highland Community Health Partnership
S03000029	North Lanarkshire Community Health Partnership
S03000030	South Lanarkshire Community Health Partnership
S03000012	Aberdeen City Community Health Partnership
S03000013	Aberdeenshire Community Health Partnership
S03000014	Moray Community Health Partnership
S03000036	Orkney Community Health Partnership
S03000031	East Lothian Community Health Partnership
S03000032	Midlothian Community Health Partnership
S03000033	North Edinburgh Community Health Partnership
S03000034	South Edinburgh Community Health Partnership
S03000035	West Lothian Community Health Partnership
S03000038	Angus Community Health Partnership
S03000039	Dundee Community Health Partnership
S03000040	Perth & Kinross Community Health Partnership
S03000011	Stirling Community Health Partnership
S03000010	Falkirk Community Health Partnership
S03000009	Clackmannanshire Community Health Partnership
S03000041	Western Isles Community Health Partnership
S03000005	Dumfries & Galloway Community Health Partnership
S03000037	Shetland Community Health Partnership
S03000042	Edinburgh Community Health Partnership

8   GLOSSARY OF ACRONYMS

Acronym	Definition
CHP	Community Health Partnership
ECRC	Enhanced Criminal Record Certificate
GMC	General Medical Council
GOC	General Ophthalmic Council
GOS	General Ophthalmic Services
ISD	Information Services Division
OBC	Ophthalmic Bodies Corporate
OMP	Ophthalmic Medical Practitioner
OPCD	Ophthalmic Practitioner Contractor Database
OPTOM	Optometrist
OQC	Ophthalmic Qualifications Committee
PCD	Practitioner Contractor Database
PSD	Practitioner Services Division