



## SEL MECS: Paperwork Required

### Paperwork required:

- Copies of practice/company Employers Liability and Public Liability Insurance certificates
- Quality in Optometry checklists relating to practices subcontracting to a Primary Eyecare Company (to access this, go to the Quality in Optometry website (link below), click on NHS Contracts, and then use the drop-down box on the bottom left-hand side to click on 'Subcontractor Practice (subcontracting from a Primary Eyecare Company)'. Complete the checklists for General Conditions, Service Conditions and Information Governance.
- QiO Infection Control Audit (found under the Audit section of the Quality of Optometry website).
- Quality in Optometry GOS Contract checklists. For each checklist, you will be given the option to generate a report which you can then download and send.

<http://www.qualityinoptometry.co.uk/>

- Confirmation that you have successfully completed and published the Data Security & Protection Toolkit.

<https://www.dsptoolkit.nhs.uk/?AspxAutoDetectCookieSupport=1>

### For participating optometrists:

- Copies of the DOCET Safeguarding Adults and Safeguarding Children Certificates, Level 2 (or equivalent i.e. ABDO, E-Learning for Health: DOCET and e-LFH links below). Must have been completed within the last three years.  
<https://docet.info/enrol/index.php?id=300>  
<https://docet.info/enrol/index.php?id=299>  
<https://www.e-lfh.org.uk/>
- Copies of PEARS/MECS Certificate (including OSCE)
- Copies of WOPEC Glaucoma Certificate (including OSCE or local practical assessment). To be submitted within 6 months of starting the service
- Copies of WOPEC Cataract Certificate
- Copy of current enhanced DBS check (updates to existing DBS checks can be done online)
- Copy of "Prevent Radicalisation - Basic Prevent Awareness" training certificate (Government and E-LFH website links below)  
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>  
<https://www.e-lfh.org.uk/>

### For all smart card holders:

- Screenshot of activity showing completion of e-RS training (NHS Referral Service End to End Demonstration – Learning Module on ELFH)

All paperwork can be emailed to [londonsoutheast@jclconsulting.co.uk](mailto:londonsoutheast@jclconsulting.co.uk) or faxed to 0871 661 6532.

Email: [londonsoutheast@jclconsulting.co.uk](mailto:londonsoutheast@jclconsulting.co.uk) Websites: [www.jclconsulting.co.uk](http://www.jclconsulting.co.uk) | [www.specialisedophthalmicservices.com](http://www.specialisedophthalmicservices.com)  
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