

SEL COTS PRACTICE ADMIN PROCEDURES

SEL COTS PRACTICE LEAVER PROCEDURE

A subcontractor may withdraw from the service serving the appropriate notice period as set out in the contract. A contract may also be suspended or terminated by Primary Ophthalmic Solutions (POS) following a breach.

Following withdrawal or termination the following actions will be undertaken by the practice in accordance with the contract.

- Ensure all patient episodes are complete or arrange transfer of care to another provider.
- Change any literature and communications to reflect the change in service status (i.e. practice website, practice leaflets etc).
- Ensure that NHS emails are monitored regularly, or a suitable autoreply is enabled to redirect any potential referrers to the service.
- Ensure that all worklists on e-RS are cleared within one month of withdrawing from the service.
- Arrange the return of the e-RS laptop to Primary Ophthalmic Solutions once all e-RS worklists are cleared.
- Provide details of all smart card holders to Primary Ophthalmic Solutions so that the cards can be cancelled with the ICB.

SEL COTS PRACTICE TEMPORARY CESSATION PROCEDURE

There may be rare occasions when a practice must cease providing SEL COTS **temporarily** due long-term staff absence or staff leaving. If the practice feels that it cannot fulfil its contractual obligations, for a short period, please contact the SEL COTS Admin Team at londonsoutheast@jclconsulting.co.uk to request a temporary cessation of the contract. If this is agreed, the following steps should be taken:

- Ensure that NHS emails are monitored regularly, or a suitable autoreply is enabled to redirect any potential referrers to the service during the period agreed.
- Ensure that steps are taken to resolve the temporary issues so that the practice can resume the service i.e. appointing the necessary staff or facilitating the accreditation of existing staff.

SEL COTS OPTOMETRIST LEAVER PROCEDURE

- Ensure POS are informed that the optometrist has left the practice by emailing the SEL COTS Admin Team at londonsoutheast@jclconsulting.co.uk. If known, please confirm whether the optometrist is still working in the South-East London area.
- Provide details of smart card to the POS Admin team, if held, so their access to the practice work group can be cancelled.
- If the optometrist has a login for PharmOutcomes, please remove their access to the practice account.

SEL COTS OPTOMETRIST STARTER PROCEDURE

- Ensure POS are informed that the optometrist will be providing the SEL COTS by emailing the Admin Team at londonsoutheast@jclconsulting.co.uk.
- Submit the following paperwork and information to the above email address:

Copy 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=456>

<https://docet.info/enrol/index.php?id=432>

<https://www.e-lfh.org.uk/>

Copy of WOPEC PEARS/MECS online module certificate.

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Copy of WOPEC Glaucoma online module certificate.

Copy of WOPEC Cataract certificate.

Copy of current enhanced DBS check (updates to existing DBS checks can be done online). Must have been completed within the last three years.

Copy of "Prevent Radicalisation - Basic Prevent Awareness" training certificate (Government and E-LfH website links below). Must have been completed within the last three years.

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html> or

<https://www.e-lfh.org.uk/>

Email address to be added to the SEL MECS mailing list.

- Ensure that the optometrist attends an online accreditation session: contact the POS Admin Team for upcoming dates and the registration links.
- Once the POS Admin team have confirmed that the optometrist can start providing COTS, create a login for them on PharmOutcomes.
- Remind the optometrist that they must attend a minimum of two SEL COTS Peer Reviews per calendar year. If they start in May onwards, they are only required to attend one in their first year.

PLEASE DO NOT ALLOW AN OPTOMETRIST TO PROVIDE SEL COTS UNTIL THE POS ADMIN TEAM HAVE CONFIRMED THAT THEY ARE FULLY ACCREDITED

March 2026