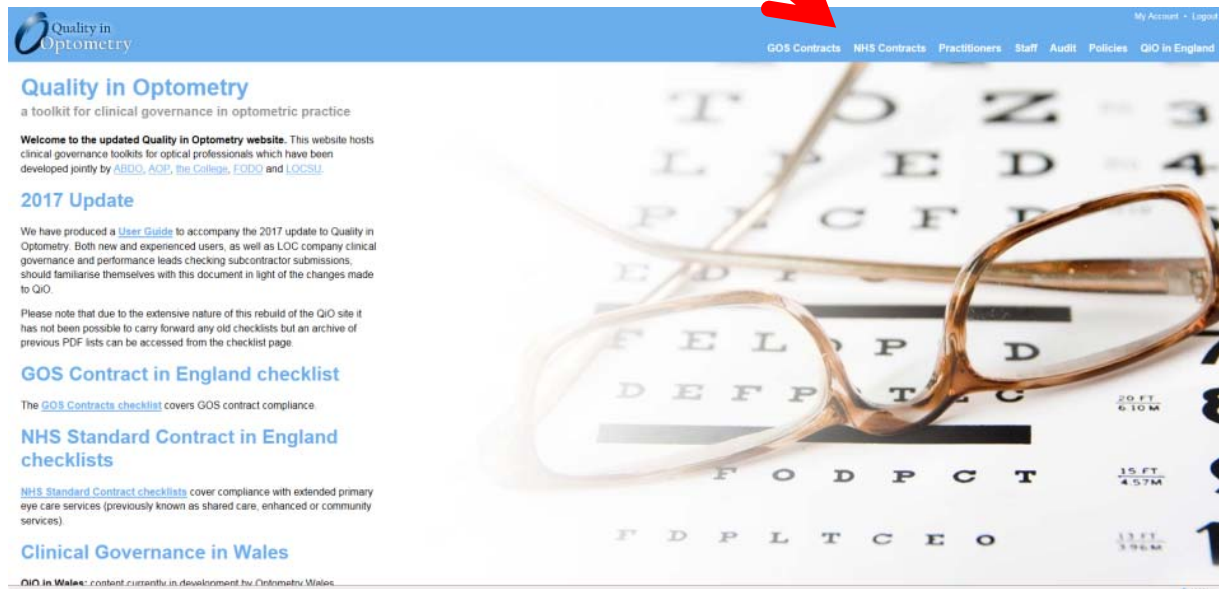


Instructions for QIO for Dudley sub-contractors 2018

You are required to give assurance to PEC[HoWM] Ltd about your premises and your policies and protocols.

This is achieved by logging on to www.qualityinoptometry.co.uk and completing:

1. The GOS Contract checklists (if you do not have an up to date version)
2. The NHS Contract checklists for an LOC company subcontractor [short- form]

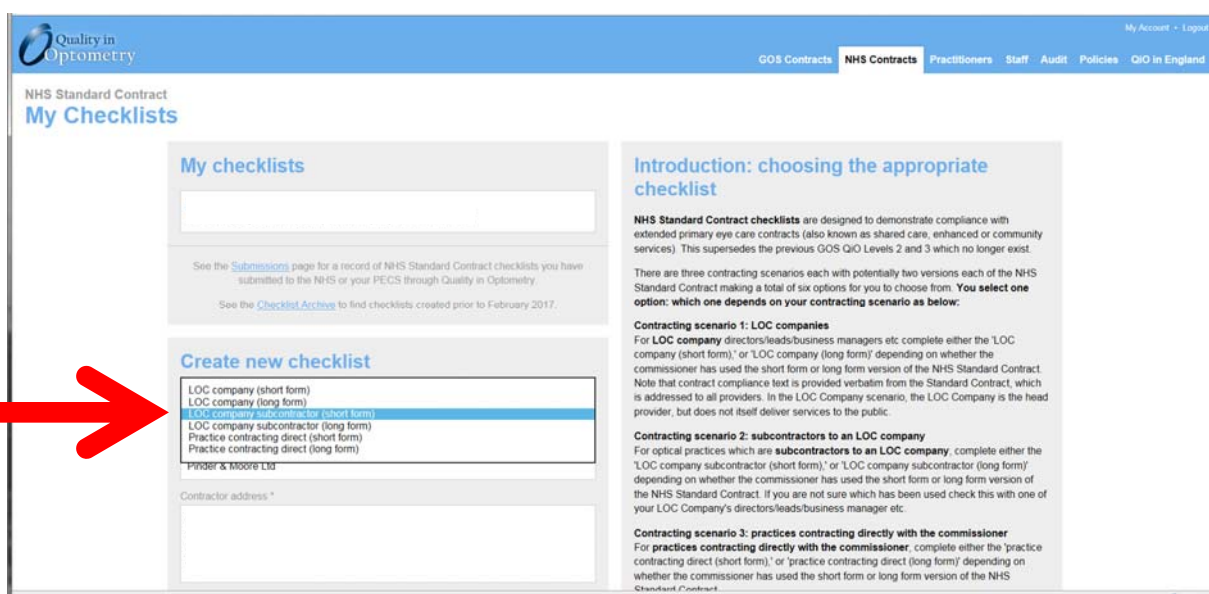


The screenshot shows the homepage of the Quality in Optometry website. The top navigation bar includes links for 'GOS Contracts', 'NHS Contracts', 'Practitioners', 'Staff', 'Audit', 'Policies', and 'QIO in England'. A red arrow points to the 'NHS Contracts' link. The main content area features a large image of glasses over an eye chart and several text-based sections: 'Quality in Optometry' (a toolkit for clinical governance), '2017 Update' (with a 'User Guide' link), 'GOS Contract in England checklist', 'NHS Standard Contract in England checklists', and 'Clinical Governance in Wales'.

When creating a new GOS checklist ensure:

1. Your CCG is Dudley
2. Your LOC is Dudley
3. Your NHS Regional Team is West Midlands

To complete the NHS Contracts Section ensure you select the Appropriate List - it is the LOC company subcontractor [short- form]



The screenshot shows the 'NHS Standard Contract My Checklists' page. The 'NHS Contracts' link is highlighted in the top navigation bar. The page is divided into two main sections. On the left, under 'My checklists', there is a search box and links to 'Submissions' and 'Checklist Archive'. Below this is the 'Create new checklist' section, which contains a dropdown menu with the following options: 'LOC company (short form)', 'LOC company (long form)', 'LOC company subcontractor (short form)', 'LOC company subcontractor (long form)', 'Practice contracting direct (short form)', and 'Practice contracting direct (long form)'. A red arrow points to the 'LOC company (short form)' option. Below the dropdown is a text field for 'Contractor address *'. On the right, there is an 'Introduction: choosing the appropriate checklist' section with detailed text about the different contracting scenarios.

When creating a new NHS Contract checklist ensure:

1. Your CCG is Dudley
2. Your LOC is Dudley
3. Your PECS is Primary Eyecare(Heart of West Midlands) Ltd