

## **General Ophthalmic Services (GOS) Contract Application and Termination of Contract briefing for contractors based in the South East of England**

3 February 2020

### **Background**

The information in this briefing note is only applicable if you are based in the South East of England and wish to apply for a new GOS contract; add additional premises to your existing contract; relocate premises under your existing contract; or terminate your existing contract. If you have an existing GOS contract, you do not need to re-apply.

The NHSBSA will be delivering a General Ophthalmic Service (GOS) contract application Proof of Concept (POC) on behalf of NHS England and NHS Improvement. The pilot will begin on Monday 17<sup>th</sup> February 2020. The aim of the POC is to identify the best way to administer new contract applications and terminations.

### **How to apply for a GOS contract**

We administrate contract applications in line with the NHS England Eye Health policy book. All application forms are available to download from our website:

<https://www.nhsbsa.nhs.uk/what-we-do/ophthalmic-provider-assurance/gos-contract-applications>

You need to download and complete the application form relevant to your circumstances. You can deliver:

- Mandatory services as an individual or partnership
- Additional services as an individual or partnership
- Mandatory services as a body corporate (incl. LLPs)
- Additional services as a body corporate (incl. LLPs)

You can also apply to become a dispensing only optician.

Please note, you must submit a declaration form to accompany the contract you are choosing to apply for. These can also be found on our website.

We have produced a guidance document and exemplar forms to support you with your application. If you need any further support, please contact us.

### **How to submit your application**

You should submit your completed application form to: [nhsbsa.pao-contractadmin@nhs.net](mailto:nhsbsa.pao-contractadmin@nhs.net).

We will acknowledge your email with a system generated message and will respond to you within five working days.

If we find any issues with your application, one of our caseworkers will contact you. Any issues with your application form can delay the processing of your application. Under certain circumstances, it may be necessary for you to provide us with an up to date Disclosure and Barring Service (DBS) check. If we need this from you, we will contact you.

### **Site visits**

Once we have processed your application, a site visit will be performed by ourselves or NHS England and NHS Improvement. We will contact you to organise the visit and support you with guidance about preparing for the visit and the evaluation criteria.

The location of the visit depends on your circumstances:

- If you have applied to delivered mandatory services, we will visit your practice
- If you have applied to deliver mandatory and additional services, we will visit your practice
- If you have applied to deliver additional services we can mutually agree on a suitable location

### **What happens next?**

After the site visit, we will collaborate with NHS England NHS Improvement to determine if your application has been successful. We will inform you of the decision by email.

If your contract application is successful, we will liaise with NHS England and Primary Care Support England (PCSE) to coordinate setting you up as a GOS contractor. We will provide you with further guidance at this stage.

### **How to terminate your GOS contract?**

Under the Eye Health policy book, you can terminate your contract. Your contract can be terminated three months after the date on which your notice or served or on a mutually agreed date.

To terminate your contract, you need to download the termination form from our website.

### **How to submit your termination?**

You should submit your completed termination form to: [nhsbsa.pao-contractadmin@nhs.net](mailto:nhsbsa.pao-contractadmin@nhs.net) .

Please note, you still need to submit a termination form if you are terminating your contract and transferring the premises to another contractor.

## **Support**

We're here to support you, if you have any queries please contact us:

[nhsbsa.pao-contractadmin@nhs.net](mailto:nhsbsa.pao-contractadmin@nhs.net)

0300 330 9403 – our opening hours are 8am - 4.30pm.