

**Application and Contract Set-Up Process Explanation and Declaration**

The information below is an explanation of the whole process of applying for a GOS Mandatory Contract in the London Region. It also gives information on the process, such as when the NHS GOS contract will be issued, when sight tests can be carried out, and when you can start to submit claim forms.

**Application With NHSBSA**

Download the correct forms for your circumstances from the NHSBSA website: <https://www.NHSBSA.nhs.uk/what-we-do/ophthalmic-provider-assurance>

If you are taking over the practice from another contractor, please note that the old contractor must submit a termination form to the NHSBSA, this form is available to download on the NHSBA website.

Some applicants may have in place an agreement with the old contractor to carry out testing under the old contract until the new contract is approved. Please note that this is an agreement between the old contractor and the applicant only. The old contractor remains liable for any testing performed under the old contract.

The NHSBSA will review the application and may ask for further information if necessary. NHSBSA will not be able to process the application until all the documents have been correctly completed and submitted. Please note that there can be up to three months between the submission of an application to the NHS England London Region and approval of contract. If you do not submit any outstanding documents during this period, your application will be closed, and you will need to resubmit a new application to start the process again.

**Practice Visit**

All new GOS contract requests require a practice site visit before they are approved. This involves an inspection of equipment, facilities and policies. Please see the NHSBSA website for a copy of the visit form that is used:

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

You are strongly advised to read this form thoroughly, seeking further clarification or advice where needed and use the QiO website for guidance. Please ensure that all points have been dealt with and evidence is available ready for the practice visit. It is also advisable to keep the relevant policies and information together in a practice folder and have everything ready to hand for the visit itself.

**Action Plan**

On the practice visit, matters may well be identified that have to be fully rectified before a contract can be approved. Only once the evidence has been submitted and meets our satisfaction will the contract be approved.

If the applicant has been working under the old contractor’s contract, this should immediately cease upon approval of the contract. However, testing under the new contract cannot begin until the applicant has received a copy of their NHS GOS contract signed by both parties, as below.

**Draft contract and further information for set-up**

The NHSBSA and the London Regional Team will now start to work on issuing the contract and setting you up on all the appropriate systems. You will receive a draft copy of the contract, alongside any further information needed for the set up of the practice on the appropriate systems – please ensure you read the contract thoroughly, and be sure to check the GOS hours listed on the contract, as these will be the hours during which you will be expected to carry out GOS services.

If you are happy with the draft contract, sign schedule 2 and return it to the London Regional Team for countersigning. You should then receive a copy of your final, signed contract both as a pdf document and as a printed hard copy. Please keep this safe, and preferably on the practice premises. **ONLY ONCE YOU HAVE RECEIVED THE FINAL COPY OF YOUR CONTRACT, SIGNED BY BOTH PARTIES, CAN GOS TESTING BEGIN AT YOUR PRACTICE**.

**Receipt of Batch Headers**

Once NHSBSA have collaborated with you to enable your set up on the finance systems and PCSE’s systems, you will then be issued your Batch Headers by PCSE via e-mail and these will have your contractor code on them.

**Reminders for notification and variation applications**

Please note that you will be required to contact NHS England on [england.lon-optom@nhs.net](mailto:england.lon-optom@nhs.net) to inform us of the following:

* Adverse incidents affecting the performance of your contract
* A change in the performers performing GOS services under your contract
* Change your bank details
* Change your Authorised Signatories

You will be required to contact NHSBSA in good time beforehand on [NHSBSA.pao-contractadmin@nhs.net](mailto:NHSBSA.pao-contractadmin@nhs.net) if you wish to do any of the following:

* Change the directors of your company
* Change your GOS Hours
* Relocate your practice
* Change your company name
* Change your trading name
* Change from an Individual contract to a Partnership contract
* Change from a Partnership contract to an Individual contract
* A Partner joining or leaving the partnership
* Terminate your contract

**Declaration**

|  |  |
| --- | --- |
| **I confirm that I have read and understood the information above, and I am aware that no NHS GOS sight tests can be carried out until I have received a copy of my NHS GOS Contract signed by both parties.** | |
| **Applicant Name** |  |
| **Limited Company**  (if applicable) |  |
| **Position**  (Director, Partner or Individual) |  |
| **Date** |  |

**The declaration should be signed by the Individual applicant, one of the Partners, or one of the (local) Directors as appropriate, and sent as a scanned pdf to** [NHSBSA.pao-contractadmin@nhs.net](mailto:NHSBSA.pao-contractadmin@nhs.net)