

NORFOLK & WAVENEY LOCAL OPTICAL COMMITTEE

MEETING MINUTES 13 MARCH 2024

A meeting of the Norfolk & Waveney Local Optical Committee held on-line via Zoom was called to order by [Facilitator Name] (Joint-Chair) at 19:30 on 13th March 2024

PRESENT: Ed Adkins, Charlotte Berryman Elizabeth Bunn, Deborah Daplyn, Ali Ganiwalla, Michelle Horn, Julien Nelson, Niall O'Brien, Dan Rosser, Ian Sinha, Linda Vernon-Wood, Peter Hutchinson (Administrator)

APOLOGIES FOR ABESENCE: Hannah Castley, Roger Lee, Fionnuala Kidd – LOCSU Eastern Area Optical Lead; Wasim Sarwar – PES Representative,

OBSERVERS: Nil

COMMITTEE MEETING MINUTES

NEW DECLARATIONS OF INTEREST: None

Contents	Action
<p>1) PES Report – <i>Deborah Daplyn</i> read the report sent by <i>Wasim Sarwar</i></p> <p>a) GRR CPD Event 4th March - over 500 attended, including some N&W members, was well received and may be followed in Summer by a similar event on the OHT Monitoring module.</p> <p>b) PVS – LOCSU/NWLOC in discussion with NNUH</p> <p>c) PACs Plus discussion? And CPD provision 8:30mins</p> <p>d) CUES Update –</p> <p>i) CUES New face to face appointments not booked in are being checked with the HUB team? To be explained</p> <p>ii) The new CUES specification, although a national specification is not a mandated to be commissioned. LOCSU are in discussions to establish implementation.</p> <p>iii) CUES – Pharmacy Prescribing – following a complaint from a parent who's child had been seen as a CUES patient and prescribed medicines which were not available as an NHS prescription but had to be purchased privately. ICB now in discussion with Pharmacy to provide CUES medicines free of charge.</p> <p>e) JPH - new Glaucoma lead, Mrs. Baboolel is keen for engagement with optometrists - CPD events and possibly a sessional role for an optometrist there, if viable. Will pick up further about OHT monitoring once the new module goes live. Deborah Daplyn added, Mrs. Baboolel had wanted to do a session on PACS+ as local optometrists still referring wrongly. Point made that there is still much disquiet from the profession nationally about adopting PACS+ and the LOC felt that it did not want to seem to be promoting it, however if she wants to run a CPD session from JPUH separate to the committee, then no issue.</p> <p>f) JPH post cat: Medisoft integration causing delays.</p> <p>g) QEHKL post cataract service: internal processes being confirmed first which is causing the delay</p>	<p><i>Wasim Sarwar</i></p>

<p>h) Emergency referral protocols with all three hospitals - shared with practices via PES and LOC</p> <p>i) West Norfolk – ACES have asked to be included in Glaucoma examination procedures but PES is having difficulty with this as they are not contracted to provide OPERA in West Norfolk.</p>	
<p>2) Minutes from Committee Meeting 10th January 2024 - were approved and adopted.</p>	
<p>3) Action Log: some items were marked as closed and new subjects added – see attached Action Log</p> <p>a) “Find from GOC Register number of optometrists, locums & optometrists with specialities in NWLOC for LOCSU Eastern Area committee” – Niall O’ Brien to report to May committee meeting on changes.</p> <p>b) “Problems referring to NNUH Eye Casualty via email and phone line delays” Deborah Daplyn reported having problems reporting 5yr stable glaucoma patient to NNUH EyeSecs email address. Michelle Horn said the address has changed to OPH-secretaries@nnuh.nhs.uk. Ali Ganiwalla stated these reports should be sent via OPERA but others said there is an option to report directly as well.</p> <p>c) “Create and publish Sustainability report and policy document” Michelle Horn said she has drafted an initial policy document that she will review and revise for the next meeting</p>	<p>Niall O’ Brien</p> <p>Michelle Horn</p>
<p>4) Hydroxychloroquine draft letter – Deborah Daplyn said many Eastern Area practices have issued a letter to patients being treated with Hydroxychloroquine (HCQ) stating that if they present for an eye examination it will not include specific examinations for HCQ ocular complications and they should take this up with their Rheumatologist/Dermatologist. Deborah Daplyn proposed that Norfolk and Waveney LOC should draft a similar template letter to be sent to all practices. She produced two examples from local LOCs the contents of which were examined to determine the preferred wording for the NWLOC letter template. Ian Sinha agreed to compile a draft letter which he will circulate in advance of the may Committee Meeting.</p>	<p>Ian Sinha</p>
<p>5) Paediatric Service Update: Ed Adkins said a meeting had been organised for January but Ian Sinha was not invited to attend. No decisions were taken. Fionnuala Kidd suggested a meeting with the ICB to discuss possible adoption of the scheme may be useful. Ed Adkins commented that discussions lost impetus when the NNUH paediatric consultants elected to follow the West Suffolk approach of informally sending screening failures with only a mild reduction of vision to any community optometrist for a standard NHS sight test. He wondered if there is any future in persisting with discussions now. Ian Sinha commented that despite previously asking LOCSU and PES to negotiate the contract and fees with NNUH no progress has been made, despite PES being the owner of any contract going forward. He went on to say that without a demand for the service from NNUH there seems to be little reason to persist with talks. Dan Rosser said he has spoken to the NNUH Paediatric consultants and gained their agreement that the NWLOC proposed scheme will be superior in all respects to the West Suffolk approach.. Having temporarily stepped away for personal reasons from attempts to pursue a subcontracted scheme, Dan is now happy to push for a scheme within NNUH (although the time he can devote to this is currently limited whilst his departmental administrator is on long-term sick leave). Also, he is of the opinion that there should be scope for a reasonable fee for participating practices whilst still providing a nett saving for the NNUH, and a such pass the trust’s scrutiny. He agreed to pursue discussions with NNUH. Deborah Daplyn agreed to contact PES and Fionnuala Kidd to press for more action with the contract.</p>	<p>Dan Rosser</p> <p>Deborah Daplyn</p>
<p>6) Education & CPD:</p> <p>a) Elizabeth Bunn reported that the Wellbeing online presentation attracted 28 practitioners who have given very positive feedback. Linda Vernon-Wood confirmed she is in the process of claiming back the costs of the presentation from The Voluntary Fund. The</p>	

<p>next CPD event is a webinar with Ben Burton on 16th May. and this will be followed at the AGM on 5th June by a presentation about OCT use in practice by Martin Long from Heidelberg.</p> <p>b) It was confirmed the AGM will be held at Dereham Football Club, Aldiss Park, East Dereham where the bar will be open and the AGM will be preceded by pizzas being served. <i>Peter Hutchinson</i> agreed to compile all the AGM notices, agenda and election details in time for distribution by 15th May. Notice of those committee members due for re-election will be published by 1st May 2024.</p> <p>c) An invitation has been received from Spa Medica to attend a CPD meeting at their premises on a date to be agreed.</p> <p>d) Annette Ball has asked to make a presentation on Low Vision and a date in September will be suggested</p>	<p><i>Peter Hutchinson</i></p> <p><i>Elizabeth Bunn</i></p> <p><i>Elizabeth Bunn</i></p>
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<p>7) Minutes of the Budget Meeting NWLOC held by zoom - Meeting opened 7.15pm</p> <p>a) Apologies - Roger Lee, Hannah English (Castley)</p> <p>b) Interim accounts presented to 9th March, looking likely that we will end the year with a deficit although the bank balances are still sufficient. The decision was made that if the bank balance reduced to £40,000 then a rise in levy would be discussed at the following meeting. Proposal for the AGM to retain the ability to change the levy within the usual limits throughout the year if required.</p> <p>c) The statutory levy should be maintained at 0.5% - see above</p> <p>d) The hourly rate for the administrator was unchanged.</p> <p>All other fees were also left unchanged.</p> <p>e) Honoraria were confirmed as received by Chair, Sec & Treasurer</p> <p>f) LOCSU Levy No request has been received by LOCSU to change their 0.5% levy</p> <p>g) Meeting closed 7.32 p.m.</p>	
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<p>8) LOCSU Report & update – <i>Fionnuala Kidd</i></p>		
<p>UPDATE</p>	<p>DETAILS</p>	
<p>STANDARD CLINICAL SERVICE SPECIFICATION RELEASED</p>	<p>Much anticipated specification has been shared via the sector. This was developed in response to ministerial request, by LOCSU in partnership with the Clinical Council for Eye Health Commissioning (CCEHC), and through wide-sector collaboration including the College of Optometrists, and the Royal College of Ophthalmologists, who also provided their clinical endorsement.</p> <p>The clinical and quality standards set are designed to support LOCs and local commissioners in their task of improving eye health and providing high quality clinical care for patients.</p>	
<p>MODEL CONSTITUTION</p>	<p>Please look in the Bulletin that was circulated on Wednesday for the update- there is an 8 minute video from Louise and also details in how you can participate</p> <ol style="list-style-type: none"> 1) Full survey, LOCSU will contribute £260 2) Comments only 3) Nil return- will only take a couple of minutes <p>There will also be drop in sessions, please check your emails. Any question pls email Listening@locsu.co.uk.</p> <p>A follow up email has also gone out with a poll to see if LOCs would prefer to delay the roll out of the new constitution to allow greater time to consider, or to stick with the original plan to be ready for AGM season in April.</p> <p>Thank you to all those who attended recent listening exercises – 26 LOCs were</p>	

	<p>represented. This gave us an opportunity to input ideas for updating the Constitution. LOCSU are working on this behind the scenes, and we will be inviting your thoughts via a consultation later this month. There will be further details added in April/May with finalised schedules to be released later in the year. Please do get involved and share your thoughts to make sure the new constitution is relevant and workable for LOCs.</p>	
MODEL CONSTITUTION - NWLOC Comments	<p><i>Deborah Daplyn</i> said NWLOC is being pressured to respond to the consultation process which can be in the form of a). Full consultation – LOCSU contributes £260 to cover expenses. b). Add comments to survey c). No action – accept document as presented. d). None of the above. Following a protracted discussion it was concluded that NWLOC will ask for an extension to the consultation deadline and all committee members will review the proposed new constitution wording and report back any modifications to be considered.</p>	
TREASURER SESSIONS	<p>The dates of the next treasurer sessions are: Thursday 14 March: 1-2pm Thursday 21 March: 7-8pm Please encourage your Treasurer to attend. In addition to the treasurer sessions there is a webinar with LocumKit on PAYE year end processes on Wednesday 13 March from 6.30pm. This is mainly for LOCs signed up to the LOC PAYE service run by LocumKit. If you want to attend, please email: info@locsu.co.uk with your name, LOC role and LOC.</p>	
NWLOC Comments	<p><i>Charlotte Berryman</i> confirmed she will attend the treasurer session on 21st March</p>	
Invite to attend a standards review consultation engagement event	<p>GOC recently launched a consultation on revised Standards of Practice for optoms and DO's, standards for optical students and standards for optical businesses The consultation runs until 8th May. They have scheduled a series of online consultation engagement event- there are links in the recent bulletin where you can register for these events on Tuesday 19th March 10-12 and Wednesday 17th April 6-8pm</p>	
FREE TIER 1 OLIVER MCGOWAN TRAINING FOR OPTICAL STAFF	<p>HEE has developed the Oliver McGowan mandatory learning disability and autism training programme as it's a requirement for all CQC regulated health and care providers. It is not mandatory for optical practice staff. The barriers to eye care this group experience is well understood and so with HEE support, SeeAbility is currently offering this training in the optical sector. SeeAbility is delivering Tier 1 training to optical professionals and non-clinical practice staff, including reception and optical assistant colleagues. Reception staff is usually the first point of contact but may be unaware of how the sight test can be made accessible including to patients who cannot access the letter chart. There are two parts to Tier 1 training:</p> <ol style="list-style-type: none"> 1. Complete E-Learning https://portal.e-lfh.org.uk/ on The Oliver McGowan Mandatory Training On Learning Disabilities & Autism before you attend the webinar. 2. Attend the live 1 hour webinar (which has 1 interactive CPD point for registered professionals). The webinar is delivered by a trio of trainers including trainers with lived experience of learning disabilities and autism. <p>Sign up here: https://www.eventbrite.co.uk/e/oliver-mcgowan-training-tier-1-for-eye-care-providers-tickets-754788953077</p>	
NWLOC Comments	<p>Not a mandatory requirement for Optometrists but is a useful and interesting presentation. This coincides with Norfolk Autism Awareness week on 2nd to 8th April 2024 and as such this course is a useful reminder for all optometrists. <i>Ed Adkins</i> to email to all contacts and <i>Peter Hutchinson</i> to publish on website.</p>	<p><i>Peter Hutchinson</i> <i>Ed Adkins</i></p>
RNIB INTRODUCES FRAMEWORK FOR LOW VISION CARE	<p>RNIB is launching the development of a landmark set of guidelines and framework to help low vision clinics provide best practice care. The comprehensive Low Vision Framework and accompanying good practice guidelines have been created in collaboration with B & PS people, as well as a cross-sector group of optometry specialists. The RNIB has created valuable training resources for staff and established referral routes from optometry. These resources are designed to enhance the overall</p>	

	<p>experience for patients within these settings. The framework aims to arm healthcare professionals to better support patients whose low vision is causing them difficulties with day-to-day activities despite having the best glasses or contact lens correction.</p>	
<p>11) Administrator Succession - <i>Peter Hutchinson</i> explained that his health has not been good for a number of years and very recently took a sudden downward movement which has left him less able to manage. In view of his history and the recent episode he advised the committee it is time to actively seek someone to take over as Administrator. He said the Administrator role is part-time, amounting to approximately 25hrs every two months and his successor should be IT literate with some knowledge of website management. <i>Julien Nelson</i> volunteered <i>Ian Leach</i> as someone who is retired with an intimate knowledge of optical practice in Norfolk. It was agreed that Julien Nelson will send Peter Hutchinson contact details in order that he can speak to him to explain the Administrator role and scope out his interest. If this approach is not successful the post will be advertised to the Norfolk optical profession.</p>		<p><i>Peter Hutchinson</i></p>
<p>12) Web Manager Report: <i>Peter Hutchinson</i> referred to the previously circulated report:</p> <ul style="list-style-type: none"> a) Total Website Registered Members: 2001 (+30 registered but NOT activated) 489 User Visits of which 38 were account log-on Pages visited 5682: File Downloads: 187 b) Two new accounts opened - details sent to Ed Adkins. c) Website Home pages updated as agreed. 		
<p>12) Practice Address update: No changes</p>		
<p>13) Correspondence: all previously circulated</p>		
<p>13) A.O.B. None</p> <ul style="list-style-type: none"> a) Practice Referral procedures document: <i>Deborah Daplyn</i> referred to a previously circulated Practice Referral Procedures document and asked if the committee considered it a useful item to be copied as a template to be circulated widely? She noted that GOS Terms of service requires every practice to have a document of this type which is of particular use to locums and new members of staff. A number of the committee members already have their own Referral Procedures Documents. It was concluded that <i>Michelle Horn</i> and <i>Ali Ganiwalla</i> will collaborate to create generic model from their practice documents which they will circulate to the committee. b) Cataract Referral Letter it was noted that the newly published cataract referral letter to be used throughout Norfolk & Waveney extends to two pages whereas the previous version was on a single page. <i>Deborah Daplyn</i> agreed to adjust the pagination of the new letter to reduce it to a single page document which will then be uploaded to the website and circulated to all practices c) Post cataract reports to ACES Ed Adkins noted ACES will only pay £43 if both eyes are operated on within a month. Despite the single eye fee ACES request a report on both eyes. ACES have confirmed they will accept a report only on the second surgery outcome. d) Patients not attending for post cataract examination after first surgery because they have been listed for the second eye. <i>Julien Nelson</i> said several patients at his practice have taken this approach despite having been contacted by the practice. He asked if when attend he can claim for two examinations or report on both eyes for a single fee? It was noted that some providers will not proceed with second eye surgery until they have the result of the first eye post cataract examination. <i>Julien Nelson</i> was advised to take the problem to the provider involved. e) Pre-registration survey: Charlotte Berryman said Anglia Ruskin University noted 		<p><i>Michelle Horn and Ali Ganiwalla</i></p> <p><i>Deborah Daplyn</i></p> <p><i>Ed Adkins & Peter Hutchinson</i></p>

<p>Norfolk had the greatest number of responses from practices out of the Anglia region willing to take a pre-registration student. <i>Ali Ganiwalla</i> asked if a training day can be considered to make practices aware of the new procedures for pre-registration training that will come into force in 2026. <i>Charlotte Berryman</i> commented, the College has updated its website with a handbook on the subject but a large part of the process has yet to be finalised. She advised not to circulate any information more generally at this stage.</p>	
<p>14) Committee Meeting Dates 2023: Zoom meetings will continue to be held on the second Wednesday of alternate months: 10 January: 13 March: 8 May: 5 June; 9 July: 11 September; 6 November</p>	
<p>14) Meeting closed 21:26 hrs</p>	