

### c) DISPENSING

It is recommended that all General Ophthalmic Services practitioners undertaking GOS dispensing should ensure that they have available the following equipment:

- (i) A facial rule or other device for taking facial measurements.
- (ii) A frame ruler or other device for measuring frames.
- (iii) A focimeter for determining lens power and lens measurement.

### 3. RECORDING AND FILING :

#### (a) OPHTHALMIC MEDICAL PRACTITIONERS AND OPHTHALMIC OPTICIANS/OPTOMETRISTS:

Practitioners should have a card index or other efficient system of keeping clinical records. Clinical records should be comprehensive and retained for the recommended time period in line with HSCB/BSO guidance in a secure fire resistant storage facility.

#### (b) DISPENSING

Those undertaking dispensing following the submission of a General Ophthalmic Services voucher should ensure that accurate and contemporaneous records of dispensing are held.

### 4. INSPECTION PROCEDURES :

Upon receipt of a written request from the BSO, contractors shall, within a reasonable time, make premises and equipment available for inspection by an officer of the HSCB or BSO. Proposals relating to the creation of new premises should be put to the HSCB/ BSO prior to opening, whereupon inspection will be arranged at a mutually suitable time.

### CHECKLIST FOR PRACTICES

#### Premises

- (a) Consulting room.....
- (b) Dispensing area .....

#### Equipment

- (a) Sight Testing/Detection of pathology...
- (b) Dispensing .....

Records and Storage.....

Public / Employers liability cover.....

Health and Safety Policy .....

Health and Safety Law Poster .....

GOC Registration / CET registration.....

Professional Indemnity Cover .....

Data Protection Registration .....

Freedom of Information Publication Scheme...

Complaints Notice and Procedure .....

General Ophthalmic Services Notice .....

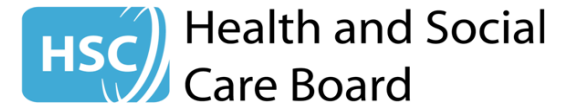
Cross Infection Control Procedure .....

Clinical Waste Disposal Procedure.....

Secure Drug Storage .....

Accident Report Book.....

Disability Discrimination Act Awareness ..



# Ophthalmic Practice Requirements



## 1. PREMISES :

(a)

(i) Ophthalmic medical and optometric practices must include a consulting room of sufficient length to enable a test chart to be viewed at a distance of 6m (20 feet) by either direct or indirect methods. Consulting rooms should normally be at least 3m (10 feet) in length, 1.8m (6 feet) in width and should have a ceiling height of not less than 2.25m (7 feet 6 inches). Care should be taken to ensure adequate lighting and ventilation in all consulting rooms. Consulting rooms should be designed so as to enable consultations and fittings to be carried out in relative privacy.

(ii) Registered practices undertaking the dispensing of optical appliances to children under the age of 16 or to registered blind or partially sighted persons should have a facility whereby dispensing can be carried out in relative privacy. The area set aside for dispensing should be appropriate for the task being undertaken.

(b) All practitioners' premises must include a waiting area suitably adjacent to the consulting/fitting rooms. Waiting areas should be of a size appropriate to the requirements of the practice.

(c) There must be running water and washing facilities in or immediately adjacent to the consulting/fitting rooms.

(d) The situation of the premises must be suitable for professional use under General Ophthalmic Services. In those cases where it is envisaged that a practice will be located within other commercial premises it is essential

that the practice should be self-contained and that customers should be ensured privacy when undergoing a sight test.

### Should a practitioner wish to share premises with another professional person or retailer this should be made known to the Health and Social Care Board

(e) The premises must have adequate furnishing, heating and lighting and be maintained both externally and internally in a state of repair and cleanliness appropriate to professional accommodation.

(f) The premises must be maintained for the use for which they are approved except only in special circumstances approved by the HSCB /BSO.

(g) Practitioners should endeavour to display, within a prominent location, a notice indicating the services available under General Ophthalmic Services.

## 2. EQUIPMENT :

### (a) SIGHT TESTING

(i) Trial Case – Contents –  
Spheres – convex and concave in suitable steps up to 20D.  
Cylinders – Convex and concave in suitable steps up to 6D  
Prisms – in suitable steps up to 6D, or rotary prism, usual accessories – occluding disc, pinhole disc, etc.

(ii) Trial frame, adjustable.

(iii) Charts\* (distance) – direct or indirect, capable of enabling the estimation of visual acuity from  $\frac{6}{60}$  –  $\frac{6}{5}$  (Logmar 1.0 - 0.1)

(iv) Apparatus for the detection and measurement of astigmatism subjectively.

(v) Apparatus\* for the measurement of near acuity. \*N.B Both distance and near acuity tests should be age appropriate.

(vi) Adequate illumination for both distance and near visual acuity testing.

(vii) Apparatus for the detection and measurement of oculo-motor anomalies at distance and near.

(viii) Apparatus suitable for objective refraction.

(ix) Apparatus suitable for the measurement of the Amplitude of accommodation.

(x) Apparatus suitable for the measurement of interpupillary distances.

### (b) INSTRUMENTATION FOR THE RECOGNITION OF OCULAR PATHOLOGY AND ABNORMAL EYE CONDITIONS

(i) Direct or indirect ophthalmoscope.

(ii) Slit lamp, hand held loupe or other similar apparatus for the examination of the anterior eye.

(iii) Apparatus for the detection of visual field abnormalities.

(iv) Apparatus for measuring intraocular pressures.

(v) Apparatus for the detection of colour vision abnormalities.

(vi) Practitioners may in addition wish to avail themselves of apparatus capable of detecting contrast sensitivity defects.

