

Ophthalmic Practice Data Access (“OPDA”) Application

Practice User Guide

Purpose

1. To provide guidance to optometry practices, further to the rollout of the [OPDA](#) application to designated representatives of optometry practices. The latest version of this guidance is hosted on the eyes.nhs.scot website.
2. Any feedback on the content of this document should be emailed to Public Services Delivery Scotland at: nss.pcfsnpcdd@nhs.scot.

Background

3. The Scottish Government funded the development of the OPDA application to help improve the quality and accuracy of optometry practice data held within NPCCD – some of which is then made available publicly on the [NHS Inform](#) and [NHS 24](#) websites - by making it easier for designated representatives of practices contractors to access and timeously submit data change requests to health boards.
4. A “designated representative”, for OPDA purposes, is an optometrist or ophthalmic medical practitioner (OMP) included on Part 1 of the relevant health board’s Ophthalmic List and who is associated with that practice on NPCCD (i.e. the individual must be providing General Ophthalmic Services (GOS) regularly at or from the optometry practice). Each practice can have more than one designated representative.
5. OPDA enables a designated representative of an existing optometry practice to:
 - a. view data held by the relevant health board about the practice in NPCCD in relation to GOS and national enhanced services provision; and
 - b. submit the following types of data change requests (which are then automatically approved in NPCCD) to the relevant health board directly via OPDA:
 - Practice Name;
 - Contact Name;
 - Practice Manager;
 - Website;
 - Telephone Number;
 - Domiciliary (GOS) Provision;
 - Wheelchair Access;
 - (Accessible) Without Stair Use;
 - Opening Hours.
6. Other data change request types must be emailed to the relevant health board via the email address outlined on the eyes.nhs.scot website.

Actions and responsibilities of optometry practices and designated representatives

7. To support the rollout of OPDA, all optometry practices and designated representatives are required to undertake the following actions:

- a. Once the relevant health board has emailed the practice via its NHS email account regarding OPDA access, the practice must reply to that email with the name and NHS email address of at least one designated representative of the practice who should be given access to the practice's details in OPDA (more than one designated representative for the practice can be submitted).

Such individuals **must** be a Part 1 listed optometrist or OMP associated with that practice on NPCCD and have an NHS email address. An individual who is unsure whether they meet this criteria can check this on the Ophthalmic Clinician Data Access (OCDA) system (see the eyes.nhs.scot website for further information on how to access OCDA).

- b. Once the relevant health board has granted OPDA access to a practice's designated representative, the designated representative should follow the instructions in the email sent to their NHS email account.
- c. Once logged into OPDA, the designated representative should select the relevant practice on the OPDA home page (an individual may be the designated representative for more than one optometry practice) and then review the practice's details that are displayed.
- d. The designated representative must then select the 'Submit Declaration' button at the bottom of the page and, on the following screen, submit one of two declarations:
 - the data is accurate and thus no changes are required; or
 - at least one data change is required.
- e. If no changes are required, this is the end of the process. If at least one data change is required then, after the declaration is submitted, the practice's OPDA page will update enabling the designated representative to submit the following data change request types in OPDA:

Practice Name; Contact Name; Practice Manager; Website; Telephone Number; Domiciliary (GOS) Provision; Wheelchair Access; (Accessible) Without Stair Use; Opening Hours.

Any other data change request types must be submitted to the relevant health board via the email address outlined on the eyes.nhs.scot website.

Designated representatives are asked to ensure these data change requests are submitted in a timely manner. Once there are no outstanding change requests, the designated representative should go back into OPDA and make a declaration that the practice's data is now accurate and no changes are required.