

# Ophthalmic Clinician Data Access (“OCDA”) Application

## Clinician User Guide

### Purpose

1. To provide guidance to optometrists and ophthalmic medical practitioners (hereafter together referred to in this document as “clinicians”) on the [OCDA](#) application in the TURAS system. The latest version of this guidance is hosted on the [eyes.nhs.scot](https://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](mailto:nss.pcfsnpcdd@nhs.scot).

### Background

#### Overview

3. Health Boards currently hold data on the National Primary Care Clinician Database (“NPCCD”) system in relation to clinicians who provide General Ophthalmic Services (“GOS”) and the Community Glaucoma Service (“CGS”) in the relevant Health Board’s area.
4. Under [regulation 7\(2\)\(a\)](#) of the National Health Service (General Ophthalmic Services) (Scotland) Regulations 2006 (“2006 Regulations”), clinicians who are included on a Health Board’s Ophthalmic List must notify the relevant Health Board in writing if there is subsequently a change to any of the information which they have provided in their listing application, and must do so within seven days of the occurrence of the relevant change.
5. The Scottish Government funded the development of the OCDA application to help improve the quality and accuracy of the data held within NPCCD for workforce and service planning purposes, by making it easier for clinicians to access and timeously submit data change requests to Health Boards in accordance with the 2006 Regulations.

#### *Data change request functionality*

6. In OCDA, a clinician is able to view their data and make one of two declarations:
  - no changes are required;
  - at least one data change is required.
7. The date of the most recent declaration, and the declaration chosen, will be logged in NPCCD and viewable by the clinician’s Host Health Board. Once a declaration is made and submitted a message will then be displayed, the text of which will depend on the declaration made.

8. Clinicians who are already on at least one Scottish Health Board's Ophthalmic List can submit data change requests to Health Boards via OCDA for the following data types:
- Personal details (title, name)
  - Private address details
  - Contact details (personal telephone number(s), non-NHS email address)
  - Host Health Board (the Health Board in which the clinician carries out the majority of their GOS activity)
  - Application to join another Health Board's Ophthalmic List (additional Board)
  - Withdrawal from a Health Board's Ophthalmic List
  - List Part (i.e. whether they are on Part 1 or Part 2 of a Health Board's Ophthalmic List)
  - (for clinicians on Part 1 of a Health Board's Ophthalmic List) Which practice(s) in the Health Board area they are associated with as a GOS contractor (i.e. practices at or from which they regularly provide GOS)
  - (for clinicians on Part 1 of a Health Board's Ophthalmic List) Whether or not the clinician provides GOS in domiciliary locations from practices premises that they are associated with as a GOS contractor
9. Some types of OCDA-initiated data change request (such as title, private address, personal telephone number, non-NHS email address) are automatically approved and then applied in NPCCD without Health Boards needing to review and then approve/reject the request.
10. Other types of OCDA-initiated data change request (such as name, Host Health Board, List Part, application to join an Ophthalmic List (additional Board), withdrawal from an Ophthalmic List, Part 1 practice associations) require the relevant Health Board(s) to review the change request in NPCCD and then approve or reject it. If the Health Board is unable to make an immediate approval or rejection decision then it will be left pending. Data change requests that are pending a Health Board decision can be amended by the clinician in OCDA.
11. The outcome (and, in the case of a rejection, the rejection reason) of all OCDA-initiated data change requests will be notified to clinicians via their NHS email account and also in the 'My Change Requests' area of OCDA.
12. Data change requests that cannot be made via OCDA should be emailed by the clinician to the relevant organisation as set out in OCDA.

### **Action required by clinicians**

#### *Account creation and signing in*

13. Once you have received an OCDA invite email to your NHS email account (which is initiated following Health Board action in NPCCD), you can sign in to your TURAS account in the OCDA environment, using your NHS email address, at: <https://cda.npccd.scot.nhs.uk/>. All clinicians are asked to participate in this process as soon as possible after the OCDA invitation email has been sent.

14. As OCDA is hosted within TURAS, if you already have a TURAS account which is registered against a non-NHS email address and you wish to use a single TURAS account for both OCDA and non-OCDA related purposes, then your existing TURAS account settings will need to be updated so that it is registered against your NHS email address. To do this, go to the [‘Personal Details’ section of your TURAS Dashboard](#) and update your TURAS account email address to your NHS email address.
15. If you have multiple TURAS accounts and wish to merge them, you should raise a support ticket with the TURAS team via the Helpdesk button available at the bottom of the same page. When creating the support ticket, please use the subject “Account Merge Required” and include the following fields in the Details section (making sure to specify that the NHS email address should be the address retained after the account merge is completed):
- Email addresses registered against your various TURAS accounts
  - Name
  - Date of birth
  - Professional Registration (GOC/GMC) Number
  - Host Health Board
16. When you first sign in to OCDA, for security purposes you may be required to provide a mobile phone number so that a six digit verification code can be sent to you via SMS. Enter your mobile phone number and select ‘Send Code’ to trigger the SMS being sent. Once you’ve received the SMS, carefully enter the verification code in the space provided.
17. On first successful sign in, you must also supply the surname and date of birth registered against your record to validate that you have been given access to the correct account. If you believe you are entering the correct details but are being told they are incorrect, please email your [Host Health Board](#). You must also read and accept the OCDA Privacy Policy before being able to access your data.
18. Once you have signed into OCDA for the first time, the OCDA application will become available in your TURAS dashboard for future ease of access.

*After signing in*

19. Once you have gained access to OCDA, you are required to review your data prior to submitting a declaration (see paragraph 6). Please review the data held here carefully prior to making the correct declaration via the ‘Submit your Declaration’ section at the bottom of the page (see the screenshot below).

### Submit Your Declaration

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- ☐ I declare that the information presented to me is correct at the time of this declaration and no changes require to be made.
- ☒ I declare that the information presented to me is incorrect at the time of this declaration. I will therefore immediately make the relevant change request(s) within this system and/or by directly contacting the relevant Health Board(s). I understand that, once there are no outstanding change requests, I am required to submit a new declaration that the information is correct.

 Submit Declaration

20. If no changes to your data are required, select the first declaration. If changes to your data are required, select the second declaration.
21. Where changes to your data are required that can be submitted directly to the relevant Health Board(s) via OCDA (see paragraph 8 for the list of such data fields), after you have submitted your declaration go back through the updated OCDA Details page and submit the relevant change request(s) via the buttons that should now be visible to you. Further information on the subsequent process involved with such data change requests after they have been submitted via OCDA is set out in paragraphs 9-11.
22. Where changes to your data are required that cannot be submitted directly to the relevant organisation(s) via OCDA, after you have submitted your declaration the OCDA Details page will display further information on how to submit the relevant change request(s).
23. Clinicians are asked to ensure all data change requests are submitted in a timeous manner.
24. Once all the relevant data change requests have been approved, you must sign back into OCDA and confirm that your data is now correct by completing the relevant (first) declaration stating so.