NHS England

Performers List For England Application Process

A Quick Guide for Ophthalmic Applicants

All primary care practitioners wishing to provide NHS primary care services are required to be on the Performers List For England.

This is a quick guide to the application process for joining the Ophthalmic Performers List For England.

> **Please complete and submit your application form with mandatory supporting documents as soon as possible, to help prevent any delays in starting your role. If there are any issues with the pre-admission checks, the application process will take longer to complete.**

Before you start your application

During the application process you will need to upload scans or photographs of the following supporting documents:

Your CV
Photo ID – Copy of your current passport, or driving licence photocard (UK, Isle of Man, Channel Islands or EU). Other acceptable forms of ID can be found on the Disclosure and Barring Service (DBS) website
Enhanced DBS Certificate (or DBS application reference number). Please upload both pages and ensure that all information is visible*
Professional indemnity or insurance certificate*
CPR, adult safeguarding and child safeguarding and graduation professional qualification certificates (where applicable)
Certificate of graduation or postgraduate training from a UK optometry department if you have one
A copy of your most recent appraisal/outcome statement (if you have had an appraisal)
If you have not studied or trained in the UK or Irish Republic, you will be required to submit alternative documentation. Please see the Performers Lists page of the PCSE website for further information.

*It is possible to submit your application without your DBS and indemnity/insurance certificates, and upload these at a later date via the Performers List home page, but your application cannot be considered by NHS England until they have been uploaded.

Please note: If any of your certificates are not written in English, you must upload a translated version in addition to the original.

Important information regarding DBS certificates

It is important to apply for your enhanced DBS certificate early, and in advance of making your application to join the Performers List. It can take up to eight weeks to obtain an enhanced DBS certificate, and an application cannot be progressed without one.

Applicants are advised to register for the DBS online update service as soon as you receive your DBS certificate. If you do not register for the service within 28 days of receipt of the certificate it will become invalid and you will need to apply for a new certificate.

Your application cannot be approved without an enhanced DBS certificate that is registered with the online update service.

Referees

You are required to enter contact details for two referees who have agreed to provide clinical references relating to two recent or current posts. If you provide details for a referee based outside of the UK you will also need to include proof of their registration.

Step by step process – Applying to join the Performers Lists

Step one – Register for PCSE Online	■ Go to www.pcse.england.nhs.uk and click on 'Login' ■ Under 'Register as a', select 'Performers List Applicant' from the drop down menu. You will be taken to the applicant registration page ■ Enter your email address as your username ■ Enter your name and SO or GOC number if you have one and create a password ■ You will receive an email containing a link. You will need to click on the link to activate your account before you can log in ■ When you click on the link, a web browser will open to confirm your account has been activated. On this screen click on the 'Back to Log in' link or go to https://secure.pcse.england.nhs.uk to log in to PCSE Online
Step two – Complete your application	■ The form will prompt you for missing information required and highlight invalid information when you try to move to the next section ■ You will be required to upload scans or photographs of the supporting documents listed at the beginning of this document. **Please note, If you attempt to upload a Document with a (.) OR special characters for example (?<!\.)$.) in the filename this will not upload**. ■ This is an unsupported file format. Please reload the file without these characters in the file name. ■ A green tick will appear on each section of the left-hand menu once you have completed them ■ You can save your application details and log in and out of your application to complete information at any time.

Step three – Submit your application	- Once you have completed all the necessary information and uploaded the required documents, you can submit your application - Once you press submit, a unique reference number will be generated and shown on the confirmation screen. It will also be sent to you by email. Please quote this number in any correspondence regarding your application - PCSE will then perform all the necessary pre-admission checks - You can log in to PCSE Online at any time to track the status of your application.
Step four – Face to face meeting	PCSE will need to meet you face-to-face to undertake identity checks and document verification. When you have submitted your application, PCSE will contact you by email to arrange an appointment.
Step five – add your GOC number to your application	- If you do not already have a GOC number, the General Optical Council will issue one to you when you pass the OSCE exam. You will need to log in to PCSE Online to add this number to your application before a decision can be made - To do this you will need to log in to PCSE Online and on the home page, click on 'Update GOC number' - Please note: your application can not be processed until you have added your GOC number to your application.
Step six – PCSE send application to NHS England local office for a decision	- Once PCSE has checked your application and completed the face to face meeting, PCSE will send your application to the relevant NHS England local office, who will make a decision on your application - You will be notified by email that a decision on your application has been made - Log in to PCSE Online to see NHS England's decision - If your application has been successful, your inclusion letter will be available immediately to download from PCSE Online.

What to do if you fail your OSCE exams

Please withdraw your application to join the Performers List for England. You can do this via the home page of PCSE Online, by clicking on the "Withdraw Application" button.

If you intend to re-sit your OSCE exams in the future, you will need to submit a new application to join the Performers List for England.

Making changes to your details on the Performers List for England

Once your application is approved, you can log in to PCSE Online at any time to view the details held about you on the List.

In line with The National Health Service (Performers Lists) (England) Regulations 2013, as amended, you are required to keep your details on the National Performers List up to date, including:

– Change of name or contact details

– Change of NHS England local office

– Withdrawal from the National Performers List.

If you need to make any changes to your details you will need to do this via PCSE Online using the log in details created for your application, so please save them for future reference.