

## Ventilation Enhancement Grant FAQ – Community Optometry Practice Premises

### Note:

- NHS circular PCA(O)2022(02) contains the full details of the ventilation enhancement grant for community optometry practice premises, and can be accessed on the [SHOW website](#).
- The ventilation enhancement grant claim form was issued by NHS Boards to practices with PCA(O)2022(02), but is also available on the [Eyes.Scot website](#).
- This FAQ document will be regularly reviewed and updated where required. Please always check the [Eyes.Scot website](#) for the latest version.

### 1. Who is eligible to claim?

The ventilation enhancement grant is **only available** for community optometry [practice premises](#) (i.e. 'bricks and mortar' premises from which the public have unrestricted access during normal business hours) from which General Ophthalmic Services (GOS) eye examinations are provided.

The funding is **not available** for mobile practices (i.e. practices that only provide GOS in a domiciliary setting such as a residential centre or a person's own home), peripatetic practices and dispensing only practices (i.e. practices that do not provide GOS).

### 2. How much am I entitled to claim?

You may claim costs for the purchase of ventilation enhancement equipment up to a maximum ventilation enhancement grant payment of £1,500 per individual practice premises.

### 3. How do I calculate how much I claim for?

The value of the ventilation enhancement grant payment will be the actual amount paid by the practice for the purchase of the ventilation enhancement equipment (**not including VAT**), as confirmed by the relevant invoices and receipts you provide to the NHS Board with the claim form.

### 4. When do I have to submit a claim?

You must either:

- complete and send the separately provided claim form to your local NHS Board **by 31 March 2022**, along with all relevant invoices and receipts associated with the purchase of the ventilation enhancement equipment;

or

- if you are unable to send the completed claim form and relevant invoices and receipts to your local NHS Board by 31 March 2022, you must:
  - notify your local NHS Board via email **by 31 March 2022** of your commitment to purchase the ventilation enhancement equipment and intention to submit a claim and relevant invoices and receipts for the ventilation enhancement grant. **This notification must include the practice name, address and Payment Location Code** (the five digit unique code for the practice used by Practitioner and Counter Fraud Services (P&CFS) which is linked to the bank account for payment purposes);

and

  - complete and send the claim form and relevant invoices and receipts as soon as possible to your local NHS Board. To be eligible to receive the ventilation enhancement grant payment all appropriate documentation **must be received by the NHS Board on or before 30 June 2022**. Claims received after this date will not be paid.

#### 5. When will the grant get paid?

If your local NHS Board is satisfied that the claim is complete, and relevant invoices and receipts have been provided, they will notify P&CFS who will then process and pay the relevant grant amount to the practice as follows:

- for valid claims received by the NHS Board on or before 31 March 2022, and submitted by the NHS Board to P&CFS by 10 May 2022, the grant will be paid to practices in the April 2022 (paid May 2022) schedule;
- for all other valid claims received by the NHS Board on or before 30 June 2022, and submitted by the NHS Board to P&CFS by 10 August 2022, the grant will be paid to practices in the July 2022 (paid August 2022) schedule.

The payment dates for the April 2022 (paid May 2022) and July 2022 (paid August 2022) schedules are yet to be published, but will be available on the P&CFS website in due course.

#### 6. Can I make a claim for equipment I have previously purchased?

You may claim for air extraction equipment purchased on or after 1 April 2020, provided it meets the required standard.

Claims for the ventilation enhancement grant can be made for ventilation enhancement equipment purchased, renewed or upgraded on or after 1 April 2020. This means that practices which have already invested in ventilation enhancement equipment have the opportunity to recoup some or all of this financial cost.

Claims will only be paid to practice premises with active Payment Location Codes on or after the date the Memorandum to PCA(O)2022(02) is issued (“active” means

practice premises that have not been closed by the NHS Board via submission of a GOS6A form to P&CFS).

Claims will therefore not be considered from practice premises that do not have an active Payment Location Code on the date the Memorandum to PCA(O)2022(02) is issued. This means that a practice premises whose payment location code has changed because of a change in ownership will not be eligible for the ventilation enhancement grant.

7. Is there official guidance on what equipment is acceptable?

Details of the legal requirement to have sufficient ventilation within enclosed premises is outlined in the Annex to PCA(O)2022(02).

This funding does not remove or replace these obligations. It is intended to support the purchase of ventilation enhancement equipment to help protect staff and patients from the risk of respiratory infections and COVID-19.

As stated in PCA(O)2022(02), funding will be provided for ventilation enhancement equipment which meets the minimum recommended ventilation rate of 6 air changes per hour.

This may take the form of permanent air extraction/ventilation or temporary/mobile air extraction equipment.

It is recommended that professional engineering advice is sought regarding all aspects of permanent ventilation.

8. Can you recommend any equipment or specialist companies?

No, we are unable to recommend specific equipment or specialist companies.

9. Can I claim for air scrubbers or air purifiers?

Ventilation enhancement equipment described as air cleaners, air scrubbers and air purifiers are eligible as long as they meet the minimum recommended ventilation rate of 6 air changes per hour **or** the equivalency of processing the volume of air 6 times per hour.

Practice owners should obtain written assurance from the manufacturer or supplier that the equipment, whether described as an air cleaner, air scrubber or air purifier, meets the eligibility requirement of a minimum ventilation rate of 6 air changes per hour **or** the equivalency of processing the volume of air 6 times per hour.

10. What are air changes per hour?

Air changes per hour is a measure of the air volume added to or removed from a space in one hour, divided by the volume of the space **or** the equivalency of processing the volume of air within a space in one hour.

11. How do I calculate the number of air changes per hour?

It can be calculated by measuring the air volume that is added to (or removed from) a room divided by the total volume of the room. Manufacturers and commercial sellers will often advise on this.

It is recommended that practice owners obtain written assurance from the manufacturer or supplier that the equipment, whether described as an air cleaner, air scrubber or air purifier, meets the eligibility requirement of a minimum ventilation rate of 6 air changes per hour **or** the equivalency of processing the volume of air 6 times per hour.

12. Does the number of air changes per hour need to be verified by my NHS Board?

No, practice owners must be satisfied that the equipment purchased meets the eligibility requirement of a minimum of 6 air changes per hour **or** the equivalency of processing the volume of air 6 times per hour when making the appropriate declaration on the claim form.

13. Does a practice need to provide independent confirmation of the number of air changes per hour of the ventilation equipment?

It is the responsibility of the practice owner to ensure that the equipment meets the required specification, and they will be required to confirm this on the claim form. We recommend that practice owners obtain a written assurance from the manufacturer or supplier that the equipment meets the eligibility requirement of a minimum ventilation rate of 6 air changes per hour **or** the equivalency of processing the volume of air 6 times per hour. If a practice chooses to have an external contractor validate their equipment the cost of this cannot be claimed.

14. Can I claim for a ventilation survey only?

No, only claims for equipment can be made.

15. Can I make a claim for the cost of installing the equipment?

Provided that the equipment meets the required standards then installation costs can be included in the claim. Relevant receipts and invoices for installation must be included with the application.

16. Can I make a claim for funding to reconfigure a treatment room to maximise the air changes per hour (e.g. lower a ceiling to reduce volume)?

No, funding is only available for the renewal, purchase or upgrade of ventilation enhancement equipment.

17. Can I make a claim for ventilation enhancement equipment which will be located in a pre-testing room?

Yes, the grant can be used for the renewal, purchase or upgrade of equipment which will be located in any consulting or pre-testing room that is fully enclosed with a door.

18. How do I print the claim form out onto a single page?

Open the Microsoft Excel Claim Form → Select “Print” → Select “Scaling Options” → Select “Fit Sheet On One Page” → Press “Print”