GP Practice – Step-by-Step guide to implementing annual health checks
At a Glance

Phase 1

Preparation for Health Checks

Step 1- Identify a clinical lead for Learning Disabilities

Step 2 – Practice reps to attend a health check awareness session

Step 3 – Identify people with a learning disability from the practice list or LD Register and identify which are priorities for health checks.

Step 4 – GP and Practice Nurse reps to attend specific health check training

Step 5 – Contact your local Strategic Health Facilitator and named link member of the local Community Learning Disability Team

Step 6 – Ensure standardised e-template is available for clinical system with agreed Read Codes

Phase 2

Carrying Out Health Checks

Step 7 – Invite patient for a health check (use appropriate method) and check this invitation has been received

Step 8 – Ensure adequate appointment time has been allocated

Step 9 – Obtain patient consent (and consider risk and 'best interests' if consent not given)

Step 10 – Carry out health check. Capture details and outcomes of health check on e-template

Step 11 – Draw up an agreed Health Action Plan in an appropriate format (with actions, timeframes and responsibilities) and integrate this into patient's medical record

Step 12 – Agree any follow up appointment or annual review date

Phase 3

Following Health Checks

Step 13 – Ensure patient review and recall system is in place

Step 14 – Follow up any specific actions (referrals to other services, management of co-morbidities etc)

Step 15 – Continue liaison with family and Community Learning Disability Team staff as appropriate

Step 16 – Review practice procedure for health checks

Step 17 – Attend any new or refresher training as appropriate

Developed jointly by Primary Care Unlimited, the Valuing People Support Team and the Foundation for People with Learning Disabilities, June 2007