### At a Glance

#### Phase 1: Preparation for Health Checks

1. Identify a clinical lead for Learning Disabilities
2. Practice reps to attend a health check awareness session
3. Identify people with a learning disability from the practice list or LD Register and identify which are priorities for health checks.
4. GP and Practice Nurse reps to attend specific health check training
5. Contact your local Strategic Health Facilitator and named link member of the local Community Learning Disability Team
6. Ensure standardised e-template is available for clinical system with agreed Read Codes

#### Phase 2: Carrying Out Health Checks

7. Invite patient for a health check (use appropriate method) and check this invitation has been received
8. Ensure adequate appointment time has been allocated
9. Obtain patient consent (and consider risk and ‘best interests’ if consent not given)
10. Carry out health check. Capture details and outcomes of health check on e-template
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
12. Agree any follow up appointment or annual review date

#### Phase 3: Following Health Checks

13. Ensure patient review and recall system is in place
14. Follow up any specific actions (referrals to other services, management of co-morbidities etc)
15. Continue liaison with family and Community Learning Disability Team staff as appropriate
16. Review practice procedure for health checks
17. Attend any new or refresher training as appropriate

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