### Health Checks – Summary of Steps and Support

<table>
<thead>
<tr>
<th>PCT Role</th>
<th>GP Practice Role</th>
<th>Community Learning Disability Team Role</th>
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| 1. To commission and support the delivery of annual health checks for people with learning disabilities  
2. To address the health needs of this population  
Note - This role may subsequently be carried out by local Practice Based Commissioners | 1. To develop and deliver annual health checks for people with learning disabilities  
Note - whilst the following steps have been developed to assist practices, some may already have procedures and protocols of a similar nature that have worked well and could also be used to support the development and delivery of annual health checks | 1. To advise and support PCTs and general practice in the development and delivery of annual health checks  
2. To support patients and family carers during this process.  
Note - For the majority of people with learning disabilities, CLDT initial support will tail off. However, for the small number with more complex needs, continued support and co-working may be necessary |

**Phase 1 – Preparation for Health Checks**

- Identify a strategic lead for Learning Disabilities to address the needs of people with learning disabilities including ensuring the commissioning and delivery of annual health checks
- Ensure local strategic health needs assessment is carried out to support population health analysis
- Identify a strategic health facilitator for the PCT
- Implement health check awareness sessions and specific health check training for primary care practitioners
- Ensure informatics expertise

- Contribute to health check awareness session(s)
- Support local PCT and practice informatics experts to develop LD registers, ensuring all potential patients are identified
- Contribute to specific health check training for GPs and Practice Nurses
- Support local PCT and practice informatics experts to develop standardised e-template for health checks
- Identify a link person for each practice
- Support practice to identify which patients are priorities for health checks

**Phase 2 – Carrying Out Health Checks**

- Support practices to develop appropriate health check invitations
- Advise practices in the delivery of health
<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8</td>
<td>Ensure adequate appointment time has been allocated.</td>
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<tr>
<td>9</td>
<td>Obtain patient consent (and consider risk and ‘best interests’ if consent not given).</td>
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<tr>
<td>10</td>
<td>Carry out health check. Capture details and outcomes of health check on e-template.</td>
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<tr>
<td>11</td>
<td>Draw up an agreed Health Action Plan in an appropriate format (with actions, timeframes and responsibilities) and integrate this into patient’s medical record.</td>
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<tr>
<td>12</td>
<td>Agree any follow up appointment or annual review date.</td>
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**Phase 3 – Following Health Checks**

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

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