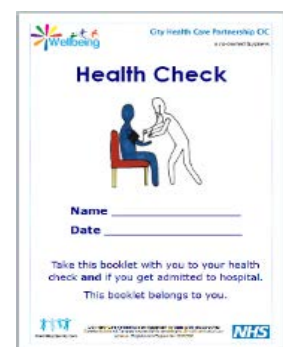


2021 Guide to Learning Disability Annual Health Checks For Care Home Staff



Learning Disability Annual Health Check Guide

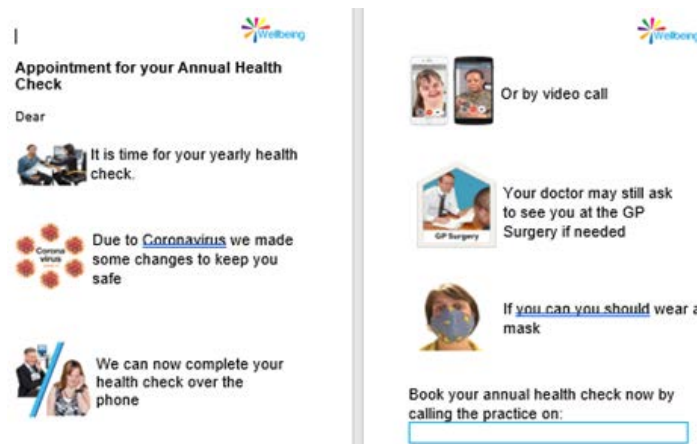
GP Practices have a register for patients with a Learning Disability (from birth onwards). Patients who are on the register aged 14 years of age and over will be invited by their GP Practice, every year to attend an Annual Health Check. The Annual Health Check is key to supporting the needs of patients and avoiding preventable deaths.

<https://www.chcpic.org.uk/chcp-services/wellbeing-service/pages/annual-health-checks>

NHS England and CCGs have set a target of 75% of people on the Learning Disability register, aged 14 years of age and over, to access their Annual Health Check. For every completed Annual Health Check, a GP Practice receives a payment of £140. This enables practices to provide both sufficient time, and reasonable adjustments, ensuring a quality Annual Health Check is achieved.

Before the appointment

- When the Annual Health Check is due the GP Practice will call the patient, or send out an Easy Read invite letter (along with a Health Check booklet). The letter will include the different options for how the Annual Health Check can be attended. Discuss the content of the letter with the patient.



- If a Health Check Booklet was not received, you can download and complete The Get Checked Booklet.

<https://www.learningdisabilityservice-leeds.nhs.uk/get-checked-out/resources/gps-and-practice-staff/>

- Are there any issues that may prevent the patient from attending the appointment? For example, fears and phobias? Discuss these with the GP Practice directly. For example, a fear of being in a waiting room, may be managed by asking for a text to be sent to the patient / carer just before the appointment time, so they can wait outside to reduce anxiety.

- The GP practice may have some reasonable adjustments indicated on the patients record, the practice staff should be aware of these reasonable adjustments. The adjustments may include, seeing the same GP / Nurse / HealthCare Assistant every year, to use simplified language, allow sufficient time for patients to respond to questions, check understanding, provide Easy Read information and leaflets, the presence of support from parent / carer, use of communication aides, accessible rooms, a quieter area waiting area, appointments at quieter times of the day.
- The Annual Health Check may include a blood test and / or flu jab - would the patient benefit from desensitisation work? Some desensitisation work is simple and can be supported by the GP Practice and / or The Wellbeing Service. Some patients may require a referral to the Community Nursing Team:
East Riding CTLD Tel: 01377 208800, Hull CTLD Tel: 01482 336740.
- Would the patient want the GP/Practice staff to be the same sex?
- The Annual Health Check typically lasts between 30-40 minutes, is the appointment time suitable? Would a different time of day be more ideal for the patient?
- Contact the GP practice to discuss any amendments.
- Print off the communication boards, introduce them to the patient in advance of the appointment. This will help to build up familiarity and confidence for both the patient and their parent / carer.

<https://www.chcpcic.org.uk/chcp-services/wellbeing-service/pages/gps-at-the-doctors>

- Refer to the Wellbeing Service for any bespoke communication boards (contact details at the bottom of each page).
- During COVID-19 GP Practices have continued to complete Annual Health Checks for people with a Learning Disability. These can be conducted face-to-face, over the phone and virtually, via video link where appropriate. If a patient is due to attend a face-to-face Annual Health check, please contact the GP practice if the patient is unable to tolerate wearing a face mask.



- In preparation for the Annual Health Check please complete the Health Check Booklet (or The Get Checked Booklet) to gather information to support the appointment. Ensure this is done with the patient, ask the patient to think about any concerns they may have and things they want to discuss with the GP, note these down in the booklet.



- The patient may require some support during the Annual Health Check, ensure time is given to discussing who the patient would like to support them, a family member or carer who knows the patient well. do they want someone of the same sex?
- Did the GP Practice enclose a specimen bottle for a urine sample? – can a sample be collected and taken to the Annual Health check? if the appointment is virtual please contact the GP practice to discuss if a urine sample should be taken to the surgery in advance of the Annual Health Check
- If an invite letter has not been received – contact the patients GP Practice and ask if the patient is on the Learning Disability register? This will enable them to access an appointment for an Annual Health Check. Contact the Wellbeing Service if you require any advice (contact details are at the bottom of each page).
- If on the day of the appointment a patient becomes unwell or experiences a high level of stress / anxiety, preventing them from attending the appointment. Please contact the GP Practice to discuss and rearrange the appointment. Is there another way the appointment can be carried out? Maybe using a more familiar environment? Arranging for a time / day which would better suit the patient?

The face-to-face Annual Health Check appointment

- Support the patient to attend the appointment, remember to take the following: -
 1. **Health Check booklet (or The Get Checked Booklet),**
 2. **urine sample,**
 3. **an up-to-date medication chart,**

If the **Patient** has any of the following please take them to the appointment: -

4. **Advance Directive,**
 5. **Communication Passport,**
 6. **Patient Passport,**
 7. **Care plan,**
 8. **Risk Relapse Care Plan,**
 9. **ReSPECT form,**
 10. **previous Health action Plan.**
- Ensure the patients own communication aides are available, refer to the Annual Health Check communication boards if / when required.
 - Time will be spent initially with the Practice Nurse or HealthCare Assistant who will record the patients height, weight, blood pressure, pulse, waist circumference.
 - The patient may then see the GP.
 - The GP practice will use an electronic assessment template to complete the Annual Health Check. Focus will be on the key areas identified from the Health Check Booklet (or The Get Checked Booklet) and any concerns from the patient / carer / family member.
 - The GP will ask questions to make sure the information on the Summary Care Record is up to date and correct.
 - Ask the GP Practice staff if / when necessary to pause to provide time for the patient to respond. Ask Practice staff to repeat or rephrase questions / information to ensure the patients understanding.
 - Support the patient throughout the appointment to raise their concerns, comments and raise your own concerns.
 - The GP may have made some changes to the patients medication – the GP Practice may use an Easy Read 'How to take my medicine' form to write down these changes.
 - Once the Annual Health check is completed the Practice staff will then complete the form - My Health Action Plan – this has specific, time frames and actions with a named person / service accountable for each action. Any further appointments to be noted along with who is responsible for booking these. My Health Action Plan may also include additional educational / health monitoring actions for the patient and carers to act on.
 - Once My Health Action Plan is completed, the GP Practice staff will either provide a copy for the patient, at the end of the appointment or, send a copy out in the post.
 - The GP Practice staff will assess the clinical actions required for any identified health concerns requiring face-to-face support, in line with priority, severity, and risk. They

will ensure any referrals to other services will note the patients reasonable adjustments.

The Virtual Annual Health Check appointment

- Support the patient to access the phone / video link, ensuring devices are charged.
- Remember to have access to the following information during the appointment: -
 1. **Health Check booklet (or The Get Checked Booklet),**
 2. **an up-to-date medication chart,**

If the **Patient** has any of the following have these available: -

3. **Advance Directive,**
 4. **Communication Passport,**
 5. **Patient Passport,**
 6. **Care plan,**
 7. **Risk Relapse Care Plan,**
 8. **ReSPECT form,**
 9. **previous Health action Plan.**
- Ensure the patients own communication aides are available for the patient to use and refer to the Annual Health Check communication boards as and when required.
 - Maintain privacy and dignity ensuring the appointment is completed in a suitable environment.
 - Allow for the time lag between people talking
 - The GP Practice staff will use an electronic assessment template to complete the Annual Health Check focus will be on the key areas identified from the Health Check Booklet (or The Get Checked Booklet) and any concerns from the patient / carer / family member.
 - They will ask some other questions to make sure the information on the Summary Care Record is up to date and correct.
 - Ask the GP Practice staff if / when necessary to pause to provide time for the patient to respond, repeat or rephrase questions / information to ensure the patients understanding.
 - The GP may have made some changes to the patients medication – the GPs may use an Easy Read 'How to take my medicine' form to write down these changes, the practice will forward these on to you.
 - Support the patient throughout the appointment to raise their concerns, comments and raise your own concerns
 - Once the Annual Health check is completed the Practice staff will complete the form - My Health Action Plan – this has specific, time frames and actions with a named person / service accountable for each action. Any further appointments to be noted along with who is responsible for booking these. My Health Action Plan may also include additional educational/health monitoring actions, for the patient and carers to act on. Once My Health Action Plan is completed the GP Practice staff will post a copy out to the patient.

- The GP Practice staff will assess the clinical actions required for any identified health concerns, requiring face-to-face support. In line with priority, severity, and risk.

After the Annual Health Check appointment

- **The GP may have made some changes to the patient’s medication – the GPs may use an Easy Read ‘How to take my medicine’ form to write down these changes, these forms can be discussed after the Annual Health Checks then kept in a safe place at home. In addition, please see the Easy Read medication Leaflets, the link can be found on the Wellbeing Website**

<https://www.chcpcic.org.uk/chcp-services/wellbeing-service/pages/medicine>

- If medications have been altered, collect the new prescriptions and update the patients medication records.
- Record if any bloods have been taken, flu jab or other immunisations given.
- Plan when to contact GP for blood results
- Once the GP Practice sends you the copy of - My Health Action Plan it should be kept in a safe place / locked cupboard (a copy will be kept by the GP Practice).
- Please support regular times at home to review the plan, with the patient.
- The GP Practice Staff may have included additional educational/health monitoring actions for the patient and carers to act on please record these actions and support the patient to complete.
- Use the information from the Annual Health Check to update care plans and risk assessments associated with patient health. Allow for time to review the Patient Passport – it is important to ensure the Patient Passport is kept updated on a regular basis and used if the patient attends hospital.



Useful Contacts / Services

Wellbeing Service – Improving the experiences of patients, staff and carers receiving or delivering the Annual Health Check for people with Learning Disabilities for information contact **Primary Liaison Team, Highlands Health Centre, Lothian Way, Hull. Tel: 01482 335642**

Wellbeing Service - Primary Liaison Team

Suzanne.nichols@nhs.net

Hayley.sharp7@nhs.net

Tracey.murphy8@nhs.net

Stephanie.walker29@nhs.net

Learning Disability Hospital Liaison Nurse – Improving the patient journey for people with a Learning Disability within Hull Royal and Castle Hill Hospitals. For information **contact: 01482 226226**

Humber NHS Foundation Trust – Learning Disabilities Team – A specialist service who promote the positive aspects of living with a Learning Disability, for information **contact: 01482 336740**

Social Services – Providing support and care to adults, and those who care for them, to enable people to live independent lives in the community.
Contact: 01482 300300