## Appendix One – Adult Medicals Process Map

## **Adult Medicals Process Map**

- · Consent to checks are returned by the applicant(s) to FPS admin.
- FPS Admin to initiate medical & send to the applicant(s), along with a covering letter to request that they complete their self-declaration and their health history. FPS admin to upload letter to the carers' file, along with a case note and update the checks tab on protocol.
- · Admin to send copy of GP cover letter securely to Medical Advisor
- SSW to ensure that the applicants(s) book an appointment with their GP and when they attend their appointment, they must
  take the covering letter and medical to their GP, for completion. SSW to ensure that the applicant(s) book the medical with their
  GP in a timely manner
- SSW to make FPS admin aware of the date(s) of the applicant(s) medical(s)
- FPS Admin to make the Medical Advisor aware that a GP medical has been requested, by sending the covering letter, password protected, via email.
- SSW to ensure applicant(s) are prompted to chase up their GP to confirm that their medical has been sent to the Medical Advisor promptly and inform FPS admin.

