

Process for requesting/Booking Adoption Medicals In Bradford & Airedale

Please note - New single point of access for all Adoption requests will only be accepted by the email address below – We will no longer receive requests via phone. If our coordinators receive emails to personal emails they will be returned and instructed to email the new central email address.

The email address will be manned daily on a rotational basis by our 3 adoption administrators and the requestor will be provided with the next available slot in either Bradford or Airedale.

Key

SW- social Worker

AC- adoption coordinator

SW to send (from bradford.gov.uk email address) below forms to bradfordairedale.adoption@nhs.net

Subject of email to include: Name & DOB of patient

1. Completed 'Background Information' form
2. Completed 'Adoption Medical Booking Form'
3. Completed & signed blood borne viruses consent
4. Signed consent form

Adoption Coordinator checks all documents present & ensures completed.

YES- Accepted

AC to double check not had medical recently;
SystemOne – LAC module – Correspondence

If not then continue with confirming date

AC responds to SW via bradfordairedale.adoption@nhs.net to inform of the next available date

(Appendix 2 template)

NO- Rejected

AC emails SW to reject and request missing info to be returned. *(Appendix1 template)*

Once forms process starts again.

SW; please note until all forms completed we are unable to accept and book a date for an adoption medical

Requesting prospective adopter's appointment

SW to email the secretary of the initial consultant so this can be arranged

Patient updates to social worker manager by the AC

Every 2 weeks an update will be provided from the AC of the week – We ask if SW has an urgent patient that needs booking to check this list and see if anyone can be changed- please then update us with the change.

Updates to;

Richard.Fawcett@bradford.gov.uk

And CC andrea.haley@bdct.nhs.uk for information

(Appendix1)

Dear Social Worker

Unfortunately we have had to **reject** your request due to incomplete information.

Please note that we can only proceed with the booking on receipt of all completed forms.

To ensure we can book adoption medicals in a timely manner, I would be grateful if you could complete and return all forms within 2 working days, by replying to this email. On receipt of your return email and completed forms we will allocate the next available slot for the Adoption medical.

Thank you very much for your co-operation in this matter.

(Appendix 2)

Dear Social Worker

Thank you for providing us with all the relevant information.

We are pleased to inform you the next available appointment is;

Date;

Time;

Consultant;

Site;

Please ensure you make foster carers are aware of the appointment

If anyone has covid symptoms not to attend the appointment and let us know.

If fit & well please wear a face mask/covering when attending the hospital

Thank you

Bradford & Airedale Adoption coordinator