Fostering – Medical Checks and medical Report Process Map for Foster Carers & Applicants

Applicant
(not yet assessed and registered)

Connected Carer Applicant

Visit to prospective applicants
- See interim connectec carer process mao
- Completing of Schedule 4 with Fostering Service
- Obtain GP details
- Complete 'consent to checks' form signed by carer
- Pass forms to BSO
- Timescale: within 1 day of visit

Resp: Fostering SW

Mainstream Applicant

Visit to applicants
- Initial Assessment completed (see assessment of carers process map)
- Obtain GP details
- Complete 'consent to checks' form signed by carer
- Pass forms to BSO
- Timescale: within 1 day of visit

Resp: Fostering Recruitment Officer

Registered Carer

Auto Alert on LCS that Medical is due
- Auto alert to Fostering BSO & allocated SSW
- Timescale: 4 months before the check is due

Resp: Automatic LCS alert

Initiation of the Medical
- Scan and attach the consent to checks form to LCS in Foster Carer documents
- Forward to Foster Carer – Adult Health Report, SS193 Medical Fee form and standard letter
- Update LCS foster carer checks tab and load document
- Update case records
- Timescale: weekly

Resp: Fostering BSO

Foster Carers Book Medical
- Book medical appointment with GP
- Complete Adult Health Report pages 1-4 prior to the medical appointment
- Attend medical appointment with GP
- Timescale: within 10 working days

Resp: Foster Carer / Applicant

GP completes Medical Report
- Complete Medical Report
- Complete Medical Fee Form
- Send Report and Fee Form to Fostering Team
- Timescale: within 2 weeks of appointment

Resp: GP

Payment of Medical Fee

Payment of GP
- Ensure GP is active supplier on SBS
- Input payment details on AutoPay
- Copy of Medical Fee Form on 'medical file'
- Timescale: next working day

Resp: Fostering BSO

Practice Note
If GP not used as supplier on SBS for 3 month period they will need re-activating on SBS by finance

Authorise Payment
- Authorise payment on AutoPay
- Timescale: next working day

Resp: BSO Supervisor

GP Receives Payment

Progress of Medical Report

Progress of Medical Report
- Original Report sent to Medical Advisor
- Case note placed on LCS
- Foster Carer checks tab updated on LCS
- Timescale: next working day

Resp: Fostering BSO

Medical Advisor completion
- Complete Medical Advisor section in Medical Report
- Includes comments and advice on Carers health in relation to Fostering (contra-indicatiors)
- Return completed Report to SCT
- Timescale: within 20 working days

Resp: Medical Advisor

Finalise Medical Report
- Place report on LCS in Foster Carer documents
- Update Foster Carer Checks tab on LCS(this creates auto alert)
- Case note placed on LCS
- Timescale: next working day

Resp: Fostering BSO

Applicants

Interim Connected Carers Process Map or Mainstream Carer Assessment Process Map

Registered Carers

Consider DBS within FCR process when completing FCR Report (See FCR Process Map)