1		Allow More Time	<ul> <li>Make sure that Reception Staff understand the needs of people with a learning disability.</li> <li>Let them know the names of individuals who might need longer appointments.</li> </ul>
2		Consider an early Appointment	<ul> <li>Some people with a learning disability can find it difficult to wait in crowded areas like the waiting room.</li> <li>Make sure that all members of staff are aware of an individuals needs.</li> <li>Maybe find somewhere else for them to wait.</li> <li>If possible, offer the first appointment in surgery or try to speed up the appointment process.</li> </ul>
3	When the training of the state	Clear Directions	<ul> <li>Think about how people find their way around the surgery.</li> <li>Use aids to help people with learning disabilities for example photos rather than cartoons, big arrows or coloured maps.</li> </ul>
4		Flexibility	<ul> <li>Requests for home visits can sometimes be avoided if you are flexible with appointment times.</li> <li>Sometimes limited staff and the demands of other residents make it difficult to attend during normal surgery times.</li> </ul>
5		Speak to me	<ul> <li>Speak to the person with the learning disability first and only then check out with the carer if something is not clear.</li> <li>Involve the person with the learning disability as much as possible.</li> </ul>

6	pictures and symbols	Understand	<ul> <li>Use clear language that the person understands.</li> <li>Use pictures and symbols if this helps the person.</li> <li>Check a person has understood – ask them to explain in their own words if possible.</li> </ul>
7		Consent	<ul> <li>Think about the person's capacity to consent to any proposed intervention.</li> <li>If someone is found to lack capacity try to include them in decision making and ensure you are proceeding in the 'best interests' of the person.</li> <li>More guidance is available on: www.ld4u.org.uk</li> </ul>
8		Written Detail	<ul> <li>Obtain as much accurate information about the person's condition as possible from the person themselves, the key worker or family carer.</li> <li>Ask them to keep a written record of what is happening for example seizure frequency, behaviour, episode of pain.</li> </ul>
9	Info	Information	<ul> <li>Try to remember health promotion advice that you would give out routinely.</li> <li>There are leaflets about smoking, breast examination, cervical smears for example, which are specifically for people with learning disabilities. Check www.ld4u.org.uk</li> </ul>
10		Quality	<ul> <li>Include people with learning disabilities in all your "quality" initiatives for example Diabetes, CHD, asthma.</li> <li>Heart Disease / hypothyroidism and osteoporosis are all underdiagnosed in people with learning disabilities.</li> </ul>

Produced by: North Somerset Community Team for People with Learning Disabilities March 2016 More information and contact details on our website: www.ld4u.org.uk