

GP LAPL Workflow



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GP LAPL Workflow

Contents

1.0	CAA LAPL Portal	3
1.1	Access the GP LAPL portal	3
1.2	Enter GMC Number	4
1.3	Complete the mandatory fields	5
1.4	Log In	6
2.0	Examination Report Form for LAPL	7
2.1	Start Examination Report Form for LAPL	7
2.2	Work through each section of the Examination Report Form for LAPL	8
2.3	Where applicable, complete the Visual Acuity	9
2.4	Complete Investigation Section	
2.5	Complete Recommendation section - Fitness and Medical class	11
2.6	Complete Declaration	12
2.7	Complete Examination Report Form for LAPL	13
2.8	End Examination Report Form for LAPL	14
3.0	Select class of certificate and whether initial/renewal/ revalidation	15
3.1	Complete Outcome of certificate including limitation, if required	15
3.2	Generate Certificate	16
3.3	Print the certificate	17
Log	Out	

1.0 CAA LAPL Portal

1.1 Access the GP LAPL portal via link: <u>https://medical.caa.co.uk/caalapl/</u>

User Details							
Note : You will require the Medical form for LAPL along with the CAA reference number to proceed further 🕄							
GMC number*	GMC Number						
Given Name*	Given Name						
Family Name*	Family Name						
Email*	Email Address						
Mobile Number	S Mobile Number						
Practice Name*	Practice Name						
	48 51 51 8						
Enter the above code*	E Enter above code						
	Log In						

1.2 Enter GMC Number

When the user enters the GMC number; this will auto-populate the following fields:

Given Name and Family Name.

The user needs to add:

- Email,
- mobile number
- Practice Name.

Lastly, enter the verification code to Log In.

User Details								
Note : You will require th	Note : You will require the Medical form for LAPL along with the CAA reference number to proceed further 🕄							
GMC number*	♣ 7521708							
Given Name*	& Muntarin							
Family Name*	🔹 Kakita							
Email*	Email Address							
Mobile Number	V Mobile Number							
Practice Name*	Practice Name							
	48 51 51 8							
Enter the above code*	E Enter above code							
	Log In							

1.3 Complete the mandatory fields

Please ensure that all the mandatory fields are populated. Login will not be completed if mandatory fields have not been answered.

User Details									
Note : You will require the Medical form for LAPL along with the CAA reference number to proceed further 🕄 Please fill all mandatory fields *									
GMC number*	a 752170								
Given Name*	& Muntarin								
Family Name*	💩 Kakita								
Email*	Email Address								
Mobile Number	Solution Mobile Number								
Practice Name*	Practice Name								
	48 51 51 8								
Enter the above code*	E Enter above code								
	Log In								

These details will then be verified.

	he Medical form for LAPL along with the CAA reference number to proceed further
GMC number*	au 7521708
Given Name*	🚵 Munterin
Family Name*	au Kakita
Email*	shivana.balkaran@riomed.com
Mobile Number	C Mobile Number
Practice Name*	Muntarin
Please wait. It m	hay take a few minutes to verify your details
Enter the above code*	
	Log In

The user will receive an email containing their username and password to access Cellma.

Note : You will requir	e the MED 160 form along with the CAA reference number to proceed further $oldsymbol{6}$
GMC number*	7521708
Given Name*	🖧 Muntarin
Fail Details succe Your login deta	essfully verified ×
Мор	ок
Practice Name*	
Enter the above code*	1888838

1.4 Log In

The user must now enter the GMC Number, Password, and CAA Reference Number to login into their account. Once entered, select Log In.

	User D	etails		
Note : Merrori GM Gř	Lead vice the Medical form for LADL along to Login to You	JIF Accor	unt	record further 🕄 X
Fan	GMC Number* Password*	1	7521708	
Mob	CAA Reference Number*		abcd	•
Prac			Log 1	ſn
Enter the above o	code* 🖾 4851518			

2.0 Examination Report Form for LAPL

2.1 Start Examination Report Form for LAPL

You will then be directed to the Examination Report Form for the LAPL assessment within the applicant record.

Along the top of the assessment screen, you will see the name of the assessment.

The assessments are divided into 3 areas:

- 1. The Navigation Area at the top of the assessment displays the categories within the assessment; these change colour depending on their status:
 - Orange: Sections that have been completed;
 - Green: Section the user is currently working in;
 - White: Sections that are incomplete.
- 2. The main assessment screen displays questions relevant to the assessments.
- 3. Extra Details screen; this displays on the right-hand side of the main assessment section.

BLOGGS, J	lo (Mr)	Born 19/05/1 9	992(28y) Ger	der Male		Identifier 1234568		
Address: 427 Burgess	Phone: 02380 Em	nail: joblog	Admission Details	Patient Ide	entifiers	Fit Status: Fit Limitations: Yes		Commu
Assessments Exam	nination Report F	Form for LAF	PL 18/01/202	L	You are	logged in as Munta	rin Kakita, GP	
START Exam Phy Sign Clinic	Ex Visual Ac Hearing Inv	estiga	A Declara				END	
Category Patient Details Search Othe	ers	Clear						
(201) Exa	mination Category							
Initial	Revalidation/Renewa	d i						
Clear		Next						

2.2 Work through each section of the Examination Report Form for LAPL

Navigate through the assessment answering the relevant questions.

BLOGGS, Jo (Mr)	Born 19/05/1 9	992(28y) Gende	er Male	Identifier 1234568	≧
Address: 427 Burgess Phone: 02380	Email: joblog	Admission Details	Patient Identifiers	Fit Status: Fit Limitations: Yes	Centra
Assessments Examination Repor	t Form for LA	PL 18/01/2021	You are	logged in as Muntarin Kakita, GP	
START Exam Phy Sign Clinic Ex Visual Ac Hearing	iii O Investiga Recommed Con	A Declara		END	
Category Patient Details	Clear				
(201) Examination Category	ſ	(201) Examin	ation Category:Initial Examinat	ion	
Initial Revalidation/Ren	ewal				
Clear	Next	Notes	Save		



BL				
Address: 397, Burges :		Clinical Exam (LAPL)		Allergies
Assessments		12/10/2019		
START R	(211) Ears, drums, eardrum motility*	(212) Eyes-orbit & adnexa, visual field* 🔹 🕐	(215) Lungs, Chest, Breasts* (?	
Exam Phy Sign	Normal	Nomal Abnormal	Normal Abnormal	
Categories Category				
Examination •	(216) Heart*	(218) Abdomen, hernia, liver, spleen*	(222) Upper & lower limbs, joints*	
Clinical Even (LADI)	Normal	Normal	Normal	
Clear				
	(223) Spine, other musculoskeletal*	(224) Neurologic - reflexes, etc.*	(225) Psychiatric* (?	
	Normal Abnormal	Normal	Normal	
	(227) General systemic* (?			
	Normal			

2.3 Where applicable, complete the Visual Acuity

						_	8 23456789		Cacoline Sacoline
		Visual Acuity	Exam (LAPL)				al Signs		Genne
Assessments Examination Repo		12/10/20	19				as Amel	Iftikhar, GP	
Category Examination • Visual Acuity Visual Acuity Visual Acuity Clear	(229) Distant Vision at 5m/6m (229) Right Eye Uncorrected [56 • • (229) Left Eye Uncorrected [56 • • (229) Both Eyes Uncorrected [56 • • (229) Right eye corr. Spec [56 • • (229) Right eye corr. C.Lenses [56 • • (229) Left eye corr. Spec [56 • •	12/10/20 (230) Internet N14 at 100cm Both Eyes Unco Yes (233) Conta Yes (233) Type [Please select	diate vision rrected No cted No ct lenses No	(231) Ne N5 at 30-50cn Both Eyes Und Yes Both Eyes Con Yes (232) Spy Yes (232) Type [Please select	ar vision orrected No ectacles No		END		
	(229) Left eye corr. C.Lenses [5]6 • • (229) Both eyes corr. Spec [5]6 • • (229) Both eyes corr. C.Lenses [5]6 • •	Sav	re						

Under the Visual Acuity, ensure that where applicable, the extra details are completed.

					Cellma
Address: 427 Burgess Phon			Eth Charles Eth Linstenkin	🗵 🖲 Known Allergies 🗌	9000000
Assessments Examinal	Ref	raction (LAPL)		rin Kakita, GP	
START Exam Phy Sign Clinic Ex Via	18	/01/2021		END	
	Right eye	Left Eye			
Category	Sphere	Sphere			
Examination ~	0	0			
	Cylinder	Cylinder			
Visual Acu	0	0			
Visual Acuity Exam (LAPL)	Axis	Axis			
Clear	0	0			
	Near (add)	Near (add)			
	0	0			
		Court			
		Save			

BLC	DGGS, Jo	Born	03/04/1975(44y)	Gender	Male	Identifier	123456789		 Socellma
Address: 397, Burgess	Phone:	Email:	Admission	Details	Patient Identifiers	TID and Phy	sical Signs	Known Allergies	
Assessments	Examination Rep	oort Form fo	or LAPL 12/10/	2019	Yo	u are logged i	n as Amel I	ftikhar, GP	
START Exam Phy Sign	Clinic Ex Visual Ac Hearing	Investiga	Comments Declara				END		
Categories									
Category									
Examination •		Clear 🕚		(234) Hearing	: Right Ear				
	(234) Hearing		Description: (when	239/241 not perform with back turne 12/10/201	ed): Conversational voice test d to examiner-Right ear 9	t at 2m			
Right ear	Left ear		Vec	1	No				
Clear		Next		Save					

2.4 Complete Investigation Section

Ensure you have completed Urinalysis and then select Status i.e. Completed or Not Done; also, select Outcome i.e. Abnormal or Normal.

BLOGGS, Jo Born O	3/04/1975(44y)	Gender Male		Identifier 123456789		Cellma
Address: 397, Burgess Phone: Email:	Admission Deta	ails Patien	t Identifiers	TID and Physical Signs	Known Allergies	
Assessments Examination Report Form for	LAPL 12/10/20	19	You are	logged in as Amel I	ftikhar, GP	
START	Comments Declara			END		
Categories Category Investigation • Clear						
(235) Urinalysis		(235) Urinalysis]		
Urinalysis	State wheth Description: appropriate	er result of urinalysis is norma box. If no abnormal constitu each appropriate box	al or not by ticking ents, state NIL in			
Clear Next			Ø			
		12/10/2019				
	Status Reque	ested Completed	Not Done			
	Reason Aid Dia	gnosis Monitor Tx	Baseline			
	Outcome Abno	rmal No <mark>5</mark> mal	Not Specified			
	Results	Review On				
	Anticipated Duration Hours	Completed Date*	12/10/2019			
	Imaging		Lab Request			

2.5 Complete Recommendation section - Fitness and Medical class

Under the Recommendations section, add the applicant's fitness recommendation and medical class.

BLOG	GS, Jo	Born	03/04/1975(44y)	Gender	Male	Identifier	123456789		Cellma
Address: 397, Burgess	. Phone:	Email:	Admission I	Details	Patient Identifiers	TID and Phy	sical Signs	Known Allergies	
Assessments	Examination Repo	rt Form fo	r LAPL 12/10/2	2019	You are	logged i	n as Amel I	Iftikhar, GP	
START Exam Phy Sign	Clinic Ex Visual Ac Hearing In	vestiga	Comments Declara				END		
Categories									
Category					AME Recommendation: LAPI				
Recommendations •		Clear	0						
					Review On				
	(247) AME Recommend	lation							
Fit	Unfit	•	pplicant referred						
	Medical Certificate Cl	ass			1				
LAPL									
Clear			Next		Save				

BLO	GGS, Jo	Born 03/04	4/1975(44y)	Gender	Male	Identifier	123456789		<mark>∂</mark> Socellma
Address: 397, Burgess.	. Phone:	Email:	Admission Details		Patient Iden	tifiers TID and Ph	ysical Signs	Known Allergies	
Assessments	Examination Report	rt Form for LAF	PL 12/10/2019			You are logged	in as Amel I	ftikhar, GP	
START	Clinic Ex Visual Ac Hearing Inv	II O A	A Declara				END		
(248) Comments, limitatio	🌺 🏹 🌪 💌 🕷		\$]] () @ 🖃 (. E				
Nothing to report									
Clear					2		Next		

2.6 Complete Declaration

Acknowledge the declaration which can be found at the end of the assessment.

BLOGGS	6, Јо (Мг)	Born 19,	/05/1992(28y)	Gender	Male	Identifier 1234568		A cellma
Address: 427 Burgess	Phone: 023	80 Email: jobl	og Admission D	etails	Patient Identifiers	Fit Status: Fit Limitations: Yes	Nown Allergies	Comma
Assessments Ex	amination R	eport Form fo	or LAPL 18/01	L/2021	You are	e logged in as Muntai	in Kakita, GP	
START	Sinic Ex	earing Investiga	Comments Declara				END	
(249) AME/GP declaration								
I hereby certify that I hav completely and correctly.	e personally exan	nined the applicant	named on this medi	cal examinatio	n report and that this repo	rt with any attachment emboo	lies my findings	
Clear Copyright © 2020 RioMed Ltd.							Next	

2.7 Complete Examination Report Form for LAPL

After completing the assessment view, an overview of the information entered is displayed.

BLOGGS, Jo (Mr) Born	19/05/1992(28y)	Gender Male	Identifier 1234568	 Socellma
Address: 427 Burgess Phone: 02380 Email:	joblog Admission Details	Patient Identifiers	Fit Status: Fit Limitations: Yes 🕭 Known Allergies	
Assessments Examination Report Form f	or LAPL 18/01/2021	You a	are logged in as Muntarin Kakita, GP	
START R Phy Sign Clicic Ex Visual Ac Hearing Envestige Recomm	d Comments Declara		END	
	Examination	n Report Form for LAPL		
	Click to	o view details entered		
Examination Type: (201) Examination Category:Initial Examination Clinical Examination: Clinical Exam (LAPL)				
(211) Ears, drums, eardrum motility	(218) Abdomen, hernia, liver, s	spleen	(224) Neurologic - reflexes, etc.	
Normal	Normal		Normal	
(212) Eyes-orbit & adnexa, visual field	(222) Upper & lower limbs, join	nts	(225) Psychiatric	
Normal	Normal		Normal	
	(_
(215) Lungs, Chest, Breasts	(223) Spine, other musculoske	letal	(227) General systemic	
				_
(216) Heart				_
Normal				

2.8 End Examination Report Form for LAPL

Click End again to exit the assessment.

Address: 437 Burgass Bhone: 03290	Empil: ioblog Admission Details	Patient Identifiers Fit Status: Fit Limitations: A Known Alleraise	Scellm
Address. 427 Burgess Prione. 02380	Effail. Jobiog Admission Details	Yes Ves	
ssessments Examination Rep	bort Form for LAPL 18/01/2021	You are logged in as Muntarin Kakita, GP	
START Exam Phy Sign Clinic Ex Visual Ac Heart	ng Investiga	END	
	Examination Repo	ort Form for LAPL	
	Click to view d	etails entered	
Examination Report Form for LAPL	Click to view d	etails entered	
Examination Report Form for LAPL Answered on 18/01/2021 11:46	Click to view d	etails entered	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type:	Click to view d	etails entered	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat	Click to view d	etails entered	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Examination:	Click to view d	etails entered	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Examination: Clinical Exam (LAPL) (211) Fars. dums. eardrum motility	Click to view d	etails entered	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Exam (LAPL) (211) Ears, drums, eardrum motility Normal	Click to view d (218) Abdomen, hernia, liver, splee Normal	en (224) Neurologic - reflexes, etc. Normal	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Examination: Clinical Exam (LAPL) (211) Fars, drums, eardrum motility Normal	Click to view d (218) Abdomen, hernia, liver, splet	etails entered (224) Neurologic - reflexes, etc. Normal	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Examination: Clinical Exam (LAPL) (211) Ears, drums, eardrum motility Normal	(218) Abdomen, hernia, liver, splee Normal (222) Upper & lower limbs, joints	en (224) Neurologic - reflexes, etc. Normal (225) Psychiatric	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Examination: (211) Ears, druns, eardrum motility Normal (212) Eyes-orbit & adnexa, visual field Normal	(218) Abdomen, hernia, liver, splet Normal (222) Upper & lower limbs, joints Normal	etails entered en (224) Neurologic - reflexes, etc. Normal (225) Psychiatric Normal Normal	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Exam (LAPL) (211) Ears, drums, eardrum motility Normal (212) Eyes-orbit & adnexa, visual field Normal	(218) Abdomen, hernia, liver, splet Normal (222) Upper & lower limbs, joints Normal	etails entered en (224) Neurologic - reflexes, etc. Normal (225) Psychiatric Normal	
Examination Report Form for LAPL Answered on 18/01/2021 11:46 Examination Type: (201) Examination Category:Initial Examinat Clinical Exam (LAPL) (211) Ears, drums, eardrum motility Normal (212) Eyes-orbit & adnexa, visual field Normal (215) Lungs, Chest, Breasts	(218) Abdomen, hernia, liver, splee Normal (222) Upper & lower limbs, joints Normal (223) Spine, other musculoskeletal	etails entered en (224) Neurologic - reflexes, etc. Normal (225) Psychiatric Normal (227) General systemic	

3.0 Select class of certificate and whether initial/renewal/ revalidation

Within the Certification Module, enter the mode and class of the certificate and select Save.

Medical Certificates				
Medical Certificate				
Medical Certificate Class*	Licence Pathway Category	Initial	Mode* Revalidation	Renewal
LAPL Pilots	LAPL Pilots	۲	0	Save

3.1 Complete Outcome of certificate including limitation, if required

Using the dropdown menu, add any Limitations to the certificate, if applicable.

Refresh						
Medical Certificate						
Medical Certificate Class*	Licence Privileges	Pathway	Initial	Mode* Revalidation	Renewal	
LAPL Pilots		LAPL Pilots	۲	0	0	
Last Com Required investigations and examinations are n	pleted Valid To Outcome ot found.					
Last Examination Date 19/09/201	9					
MED 161 Assessment Completed						
					Confirm	
Limitations						
Limitations TML - Time limitation		Limit	ation Applied Limita	ation Valid to Consulte	d CAA	
Please select						
VDL (Wear corrective lenses and carry a sp	are set of spectacles)					
VML (Wear multifocal spectacles and carry	a spare set of spectacles)					
VNL (Have available corrective spectacles a	ind carry a spare set of spectacles)					
VCL (Valid by day only)				Consulte	d CAA	
Please select				0	Add	

Once you have added any Limitations, select the fitness then select Save.

Fitness				
Medical Certificate Class *	Fit	Unfit	Referred	Valid To
DATE PING		0	0	
Reason				
				Save
Certificate Status Draft				

3.2 Generate Certificate

Acknowledge Declaration on the certificate and generate the certificate. The user will then be given the options of View, Print or Logout.

Declaration		
AME Declaration		
	Acknowledge Declaration]

Certificate View/Print History		
Action		
View	Please ensure you have printed a copy of the certificate before logging out. Pint	Logout

	I	Licensing Authority:		Date Of Issue	1	XIII Code	Limitations: Description	
		САА				VDL SSL	Valid only with correction for defective distant vision Special restriction as specified:	
Civil Aviation Author by		Certificate Number: (UN state - CAA Ref No.)		18/01/2021			Functional Hearing Assessment Required within 3 months of renewal/ revalidation medical	
United Kingdom Civil		GBR- 1234568						
Aviation Authority	IV	Last and first name of holder: (Sumame, Firstname)	VII	Signature of Holder:				
United Kingdom		Bloggs, Jo						
LAPL	xiv	Date of birth: (dd/mm/yyyy)						
MEDICAL CERTIFICATE pertaining to a Part FCL Licence		19/05/1992		Signature of I	ssuing			
Issued in accordance with Part MED	VI	Nationality:						
This medical continues complian with 1040		British						
standards, except the LAPL certificate			XI	Stamp:				
					IX Expiry date of this certificate Class 1 single pilot commercial			
MED.A.020 Decrease in medical fitness	MED.A.020 Decrease in medical fitness				operations carrying passengers		N/A	
 License holders shall not exercise the pri certificates at any time when they: 	(a) License holders shall not exercise the privileges of their license and related ratings or certificates at any time when they:				Class 1 other commercial operations		N/A	
 are avane of any decrease in their medical fitness that might render them unable to safely exercise those privileges. take or use prescribed or non-prescribed medication that is likely to interfere with the safe exercise of the nortikeness of the service/safe langers or 					Class 2		N/A	
 (3) receive any medical, surgical or other (b) To addition, license holders shall without 	r treatment tha	t is likely to interfere with flight safety			LAPL		18/01/2026	
 (b) an addition leafner inders similar unitadu direct system and interact advice miner unity: (c) have commenced the regular use of any medication; (c) have commenced the regular use of any medication; (c) have suffered any significant personal injury involving incapacity to function as a member of the flight 					Last electrocardiogram (ECG)		N/A	
Crev; (4) have been suffering from any significant il flight crev; (3) are preparatt; (6) have been admitted to hospital or medical (7) first require correcting lenses		illness involving incapacity to function as a member of the al clinic; or			Last audiogram		N/A	
					Examination date		18/01/2021	

3.3 Print the certificate

If you select Logout the system will prompt you to print the certificate.

Certificate View/Print History						
Action						
Please ensure you have printed a copy of the certificate before logging out.						
View	Print Logout					
	Do you want to logout?					
	A Please ensure you have printed a copy of					
	the certificate before logging out.					
	Print Logout Cancel					

4.0 Log Out

If you have completed all the required actions, select **Logout** to be logged out of the system.

Certificate View/Print History		
Action		
View	Please ensure you have printed a copy of the certificate before logging out. Print Log	out
	Do you want to logout?	
	Please ensure you have printed a copy of the certificate before logging out.	
	Print Logout Cancel	

Please Login to Cellma				
	You have logged out of Cellma			
	Welcome!			
	Please Login Here			
	& Username			
	Password			
	Forgot Password? LOG IN			
	COPYRIGHT © 2019 RIOMED LTD.			