



GP LAPL Workflow



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1.0 CAA LAPL Portal

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

User Details

Note : You will require the Medical form for LAPL along with the CAA reference number to proceed further 

GMC number*


Given Name*

Family Name*

Email*

Mobile Number

Practice Name*



Enter the 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 the Medical form for LAPL along with the CAA reference number to proceed further ⓘ

GMC number*

Given Name*

Family Name*

Email*

Mobile Number

Practice Name*

Enter the above code*

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*

Given Name*

Family Name*

Email*

Mobile Number

Practice Name*

Enter the above code*

These details will then be verified.

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*

Given Name*

Family Name*

Email*

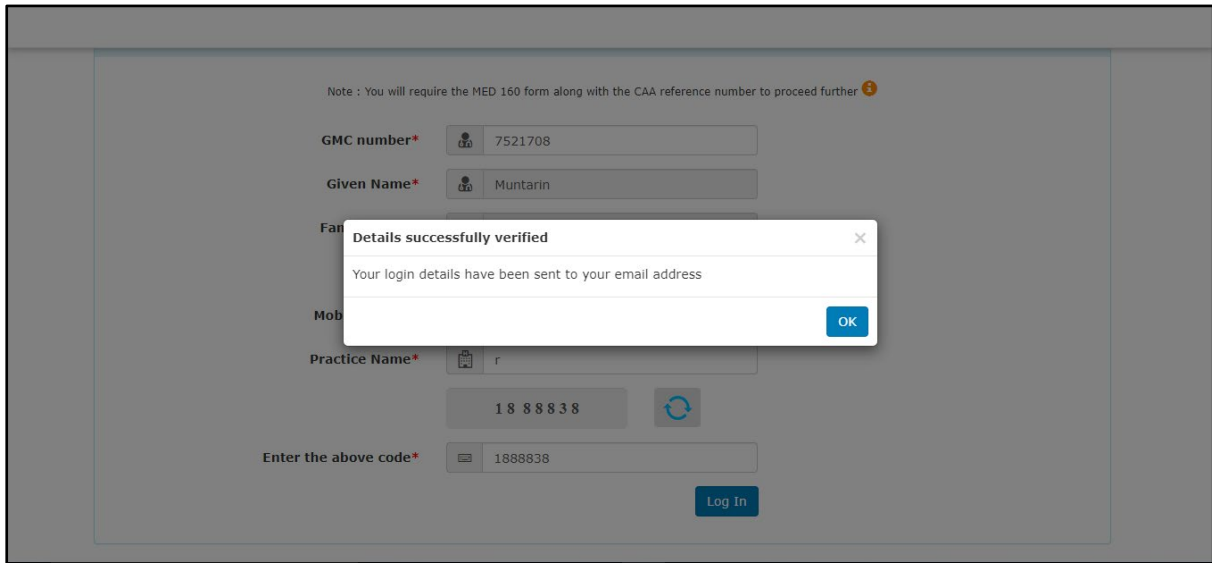
Mobile Number

Practice Name*

Please wait. It may take a few minutes to verify your details

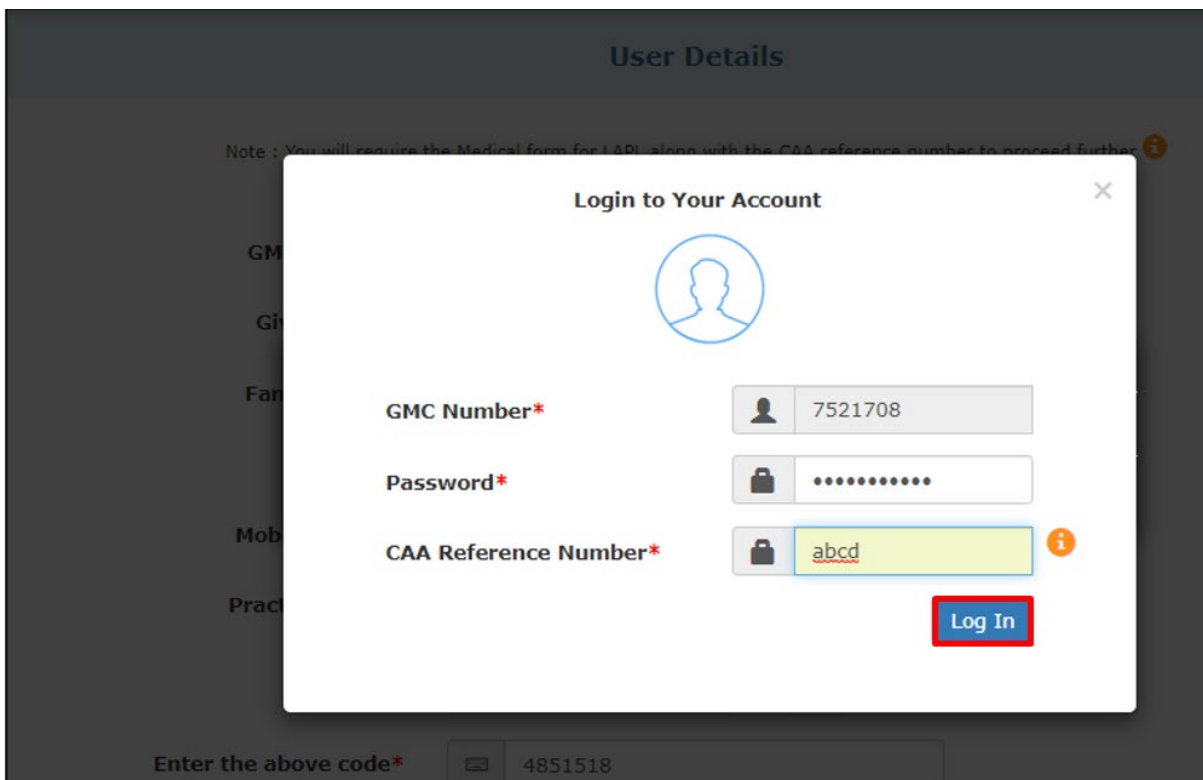
Enter the above code*

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



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**.



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.

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 19/05/1992(28y) Gender Male Identifier 1234568

Address: 427 Burgess ... Phone: 02380... Email: joblog... Admission Details Patient Identifiers Fit Status: Fit Limitations: Known Allergies Yes

Assessments Examination Report Form for LAPL 18/01/2021 You are logged in as Muntarin Kakita, GP

START END

Category: Patient Details [] Clear

(201) Examination Category

Initial [✓] Revalidation/Renewal []

Clear Next

Description: Initial examination for a LAPL medical certificate

Notes []

Save

BLOGGS, Jo (Mr) Born 19/05/1992(28y) Gender Male Identifier 1234568

Address: 427 Burgess ... Phone: 02380... Email: joblog... Admission Details Patient Identifiers Fit Status: Fit Limitations: Known Allergies Yes

Assessments Examination Report Form for LAPL 18/01/2021 You are logged in as Muntarin Kakita, GP

START END

All | BMI | Vital Signs

Physical Signs	07/05/2020	11/07/2020	09/08/2020	12/08/2020	24/12/2020	24/12/2020	Avg (last 3)
Height	158	165	165	151	142	152.7	152.7
Weight	89	80	80	80	95	102	92.4
BMI	35.7	29.4	29.4	29.4	41.7	50.6	40.6
Systolic	120	120	120	120	129	141	130.0
Diastolic	85	80	80	80	101	110	97.0
Pulse Rate	80 (R)	85 (R)	85 (R)			102 (R)	90.7

Height (cms) 142 Weight (kg) 102 BMI (kg/m²) 50.6 Systolic (mmHg) 141 Diastolic (mmHg) 110 Pulse Rate (bpm) 102

Next

Clinical Exam (LAPL) 12/10/2019

(211) Ears, drums, eardrum motility* Normal [✓] Abnormal []

(212) Eyes-orbit & adnexa, visual field* Normal [✓] Abnormal []

(215) Lungs, Chest, Breasts* Normal [✓] Abnormal []

(216) Heart* Normal [✓] Abnormal []

(218) Abdomen, hernia, liver, spleen* Normal [✓] Abnormal []

(222) Upper & lower limbs, joints* Normal [✓] Abnormal []

(223) Spine, other musculoskeletal* Normal [✓] Abnormal []

(224) Neurologic - reflexes, etc.* Normal [✓] Abnormal []

(225) Psychiatric* Normal [✓] Abnormal []

(227) General systemic* Normal [✓] Abnormal []

2.3 Where applicable, complete the Visual Acuity

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

Visual Acuity Exam (LAPL)
12/10/2019

(229) Distant vision at 5m/6m	(230) Intermediate vision	(231) Near vision
(229) Right Eye Uncorrected N14 at 100cm Both Eyes Uncorrected Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(230) Intermediate vision N14 at 100cm Both Eyes Uncorrected Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(231) Near vision N5 at 30-50cm Both Eyes Uncorrected Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(229) Left Eye Uncorrected Both Eyes Corrected Yes <input type="checkbox"/> No <input type="checkbox"/>	(230) Intermediate vision Both Eyes Corrected Yes <input type="checkbox"/> No <input type="checkbox"/>	(231) Near vision Both Eyes Corrected Yes <input type="checkbox"/> No <input type="checkbox"/>
(229) Both Eyes Uncorrected	(233) Contact lenses Yes <input type="checkbox"/> No <input type="checkbox"/>	(232) Spectacles Yes <input type="checkbox"/> No <input type="checkbox"/>
(229) Right eye corr. Spec	(233) Type Please select	(232) Type Please select
(229) Right eye corr. C.Lenses		
(229) Left eye corr. Spec		
(229) Left eye corr. C.Lenses		
(229) Both eyes corr. Spec		
(229) Both eyes corr. C.Lenses		

Save

Refraction (LAPL)
18/01/2021

Right eye	Left Eye
Sphere 0	Sphere 0
Cylinder 0	Cylinder 0
Axis 0	Axis 0
Near (add) 0	Near (add) 0

Save

Examination Report Form for LAPL 12/10/2019

(234) Hearing: Right Ear

Right ear Left ear

Description: (when 239/241 not performed): Conversational voice test at 2m with back turned to examiner-Right ear
12/10/2019
Yes No

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 **03/04/1975(44y)** Gender **Male** Identifier **123456789**

Address: **397, Burgess...** Phone: Email: Admission Details Patient Identifiers TID and Physical Signs Known Allergies

Assessments Examination Report Form for LAPL 12/10/2019 You are logged in as **Amel Iftikhar, GP**

START Exam Phy Signs Clinic Ex Visual Ac Hearing Investiga Recommend Comments Declara **END**

Categories
 Category
 Investigation **Clear**

(235) Urinalysis

Urinalysis ✓

Clear **Next**

(235) Urinalysis

Description: State whether result of urinalysis is normal or not by ticking appropriate box. If no abnormal constituents, state NIL in each appropriate box

12/10/2019

Status	Requested	Completed	Not Done
Reason	Aid Diagnosis	Monitor Tx	Baseline
Outcome	Abnormal	Normal	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.

The screenshot shows the 'Recommendations' section of the 'Examination Report Form for LAPL 12/10/2019'. The patient information at the top includes: BLOGGS, Jo, Born 03/04/1975(44y), Gender Male, Identifier 123456789. The user is logged in as Amel Iftikhar, GP. The 'Recommendations' section has a 'Category' dropdown set to 'Recommendations'. Below this, there are three options: 'Fit' (highlighted with a red box and a green checkmark), 'Unfit', and 'Applicant referred'. Underneath these is the 'Medical Certificate Class' dropdown, which is set to 'LAPL' (also highlighted with a red box and a green checkmark). To the right, there is a 'Review On' field with a date picker and a 'Save' button. A 'Next' button is at the bottom right.

The screenshot shows the 'Comments, limitations' section of the 'Examination Report Form for LAPL 12/10/2019'. The patient information at the top is the same as in the previous screenshot. The user is logged in as Amel Iftikhar, GP. The 'Comments, limitations' section has a title '(248) Comments, limitations' and a large text area containing the text 'Nothing to report'. There are 'Clear' and 'Next' buttons at the bottom of the section. A copyright notice 'Copyright © 2019 RioMed Ltd.' is visible at the bottom left.

2.6 Complete Declaration

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

BLOGGS, Jo (Mr) Born **19/05/1992(28y)** Gender **Male** Identifier **1234568**

Address: **427 Burgess ...** Phone: **02380...** Email: **joblog...** *Admission Details* *Patient Identifiers* *Fit Status: Fit* *Limitations: Yes* *Known Allergies*

Assessments **Examination Report Form for LAPL 18/01/2021** You are logged in as **Muntarin Kakita, GP**

START Exam Phy Sign Clinic Ex Visual Ac Hearing Investiga Recommended Comments Declara **END**

(249) AME/GP declaration

I hereby certify that I have personally examined the applicant named on this medical examination report and that this report with any attachment embodies my findings completely and correctly.

Clear **Next**

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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

Address: 427 Burgess ... Phone: 02380... Email: joblog... Admission Details Patient Identifiers Fit Status: Fit Limitations: Yes ^ Known Allergies

Assessments Examination Report Form for LAPL 18/01/2021 You are logged in as Muntarin Kakita, GP

START Exam Phys Sign Clinic Ex Visual Ac Hearing Investiga Recommended Comments Declara **END**

Examination Report Form for LAPL
[Click to view details entered](#)

Examination Report Form for LAPL
 Answered on 18/01/2021 11:46

Examination Type:
 (201) Examination Category: Initial Examination

Clinical Examination:
 Clinical Exam (LAPL)

(211) Ears, drums, eardrum motility Normal	(218) Abdomen, hernia, liver, spleen Normal	(224) Neurologic - reflexes, etc. Normal
(212) Eyes-orbit & adnexa, visual field Normal	(222) Upper & lower limbs, joints Normal	(225) Psychiatric Normal
(215) Lungs, Chest, Breasts Normal	(223) Spine, other musculoskeletal Normal	(227) General systemic Normal
(216) Heart Normal		

2.8 End Examination Report Form for LAPL

Click **End** again to exit the assessment.

BLOGGS, Jo (Mr) Born 19/05/1992(28y) Gender Male Identifier 1234568
cellma

Address: 427 Burgess ... Phone: 02380... Email: joblog... Admission Details Patient Identifiers Fit Status: Fit Limitations: Yes Known Allergies

Assessments Examination Report Form for LAPL 18/01/2021 You are logged in as Muntarin Kakita, GP

START

Exam

Phy Sign

Clinic Ex

Visual Ac

Hearing

Investiga

Recomm

Comments

Declara

END

Examination Report Form for LAPL

[Click to view details entered](#)

Examination Report Form for LAPL
Answered on 18/01/2021 11:46

Examination Type:
(201) Examination Category: Initial Examination

Clinical Examination:
Clinical Exam (LAPL)

(211) Ears, drums, eardrum motility Normal	(218) Abdomen, hernia, liver, spleen Normal	(224) Neurologic - reflexes, etc. Normal
(212) Eyes-orbit & adnexa, visual field Normal	(222) Upper & lower limbs, joints Normal	(225) Psychiatric Normal
(215) Lungs, Chest, Breasts Normal	(223) Spine, other musculoskeletal Normal	(227) General systemic Normal

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**.

The screenshot shows the 'Medical Certificates' form. At the top, there is a 'Medical Certificate' dropdown menu. Below it, the 'Medical Certificate Class*' is set to 'LAPL Pilots'. The 'Licence Category' and 'Pathway' are also 'LAPL Pilots'. The 'Mode*' is set to 'Initial'. There are radio buttons for 'Initial', 'Revalidation', and 'Renewal'. A 'Save' button is visible at the bottom right.

3.1 Complete Outcome of certificate including limitation, if required

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

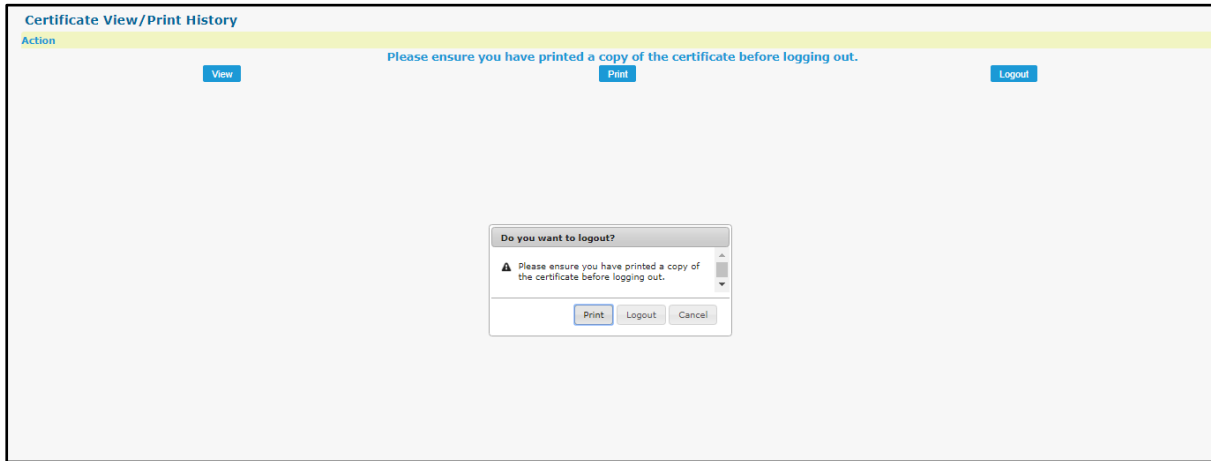
The screenshot shows the 'Medical Certificate' form with the 'Limitations' section expanded. The 'Medical Certificate Class*' is 'LAPL Pilots'. The 'Licence Privileges' and 'Pathway' are 'LAPL Pilots'. The 'Mode*' is 'Revalidation'. The 'Last Examination Date' is '19/09/2019' and the 'MED 161 Assessment' is 'Completed'. A 'Confirm' button is at the bottom right. The 'Limitations' section has a dropdown menu open with options: 'Please select', 'VDL (Wear corrective lenses and carry a spare set of spectacles)', 'VML (Wear multifocal spectacles and carry a spare set of spectacles)', 'VNL (Have available corrective spectacles and carry a spare set of spectacles)', and 'VCL (Valid by day only)'. There are fields for 'Limitation Applied', 'Limitation Valid to', and 'Consulted CAA' with 'Add' buttons.

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

The screenshot shows the 'Fitness' form. The 'Medical Certificate Class*' is 'LAPL Pilots'. The 'Fit' radio button is selected. There are radio buttons for 'Unfit', 'Referred', and 'Valid To'. A 'Reason' text area is below. A 'Save' button is highlighted with a red box at the bottom right. The 'Certificate Status' is 'Draft'.

3.3 Print the certificate

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



4.0 Log Out

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

