



## **British Antarctic Survey Medical Unit process**

This is a step-by-step guide to obtaining and submitting your medical documentation to BASMU. This document is intended for use by all deploying BAS staff and station visitors.

If you require further information or need assistance submitting your forms, please contact BASMU on [basmu.admin@nhs.net](mailto:basmu.admin@nhs.net), Tel: +44 (0) 1752 438621, or by contacting BAS HR.

### **1. Inform BASMU of your intent to deploy by completing the BASMU-1 (registration form)**

Access the BASMU-1 and 2 forms from the BAS website [Medical guidelines and forms - British Antarctic Survey \(bas.ac.uk\)](http://Medical%20guidelines%20and%20forms%20-%20British%20Antarctic%20Survey%20(bas.ac.uk))

Complete the registration form on the BASMU 1 and send to BASMU via email to [basmu.admin@nhs.net](mailto:basmu.admin@nhs.net)

Please note - BAS staff must re-submit the registration form for all subsequent deployments.

British Antarctic Survey Medical Unit  
Infectious Diseases Research Centre  
Research Unit  
Plymouth Science Park  
Plymouth, PL4 8BQ  
Tel: 01752 438622  
Mob: 07742713702 (Office use only)  
Email: [basmu.admin@nhs.net](mailto:basmu.admin@nhs.net)

Please ensure you have read BASMU 1 and 2 available on BAS website.  
Please complete details below for any upcoming deployment.  
All fields MUST be completed. BASMU will then email the relevant forms.  
Do you have a passport to food? YES/NO  
Do you carry an EpiPen? YES/NO

Surname	
First name	
Date of birth	
Email address	
Mobile number	
Name of dental practice	
Contract number	
NHS number	

**Annual requirements**  
BASMU 1 will be forwarded to you via email.  
BASMU 1 or 2 Dental form will be forwarded to you via email.  
BASMU 1 - Medical completion frequency below. A BASMU 1 may also be requested outside of these periods if there are any changes in your health condition or at the discretion of BASMU. This will be emailed for you to share with the person completing the medical.

Up to 35 years	Every 5 years
35 years to 50 years	Every 3 years
50 and above	Annually (including an annual ECG)

Name of surgery or private practice completing medical (BASMU 4)	
Email address	
Contact number	
BAS office (optional)	Supplier    Visitor

I declare that I have read the BASMU 1 and 2 and am aware of the conditions that may cause concern.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

British Antarctic Survey  
 NHS  
University Hospitals Plymouth  
NHS Trust

*BASMU 1 registration form*

BASMU will use this information to create your patient record on BASMU's Private Practice System (PPS). Through the PPS, BASMU will email you secure, individual links to the relevant medical forms you will be required to complete.



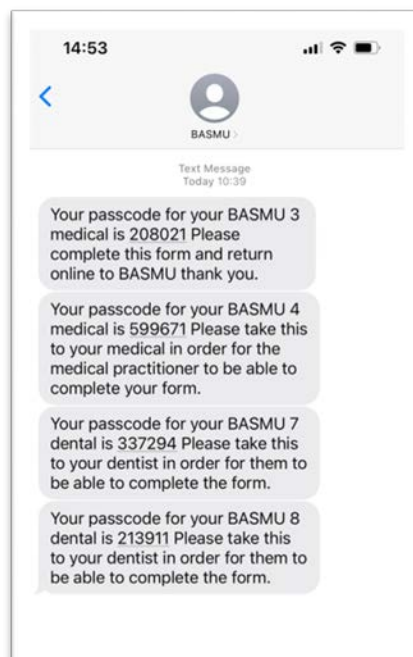
## 2. BASMU-3 (self-assessment)

BASMU will email you a link to your secure online BASMU-3 form, followed by a passcode via text that will allow you to access the form and securely enter your data.

The BASMU-3 takes approximately 20 minutes to complete. **Please note – the form does not autosave, therefore allow time to complete in one session.** Please provide as much information as possible.

The electronic form allows you to free-hand a signature using your cursor or track-pad. Click submit on the form once **all** fields are complete. This will automatically return the form through BASMU's secure Private Practice System.

*Screenshot of BASMU-3 signature field and submit button*



*Screenshot of example passcodes*



### 3. BASMU-7 (summer staff dental) / BASMU-8 (overwinterer's dental)

It is important to inform BASMU (via the BASMU-1) of the duration of your deployment, as this will determine the level of dental checks required, and which dental form you are sent to complete.

BASMU will email you a link to your secure online BASMU-7 or 8 form, followed by a passcode via text that will allow access to the form.

**You must forward the link to the dental form to your chosen dental practitioner for them to complete at your appointment. You will need to take the passcode with you at the time of your dental examination.**

*N.B* – BASMU-8 requires you to obtain X-rays. BASMU's PPS does not yet support image transfers. Please email images of your X-rays to BASMU via email [basmu.admin@nhs.net](mailto:basmu.admin@nhs.net)

### 4. BASMU-4 (medical screening form)

BASMU will identify whether you are required to complete a medical examination and will email you a link to your secure online BASMU-4 form, followed by a passcode sent via text.

**Once you have identified a medical practitioner and secured an appointment, you must forward the link to the doctor who will be carrying out your examination. You must take the passcode with you to the appointment so that the doctor can access the form.**

The medical examiner will complete the online form and will click submit to securely transfer your medical notes back to BASMU via BASMU's Private Practice System.

BASMU's PPS does not yet support image transfers. Please email any additional documents, such as ECGs, to BASMU via email [basmu.admin@nhs.net](mailto:basmu.admin@nhs.net)

*N.B* – BASMU's doctors have direct access to the Private Practice System, so if your BASMU-4/ Screening appointment is with a BASMU doctor on-site at BAS Cambridge, you do not need to forward the form link.



You will receive automatic reminders if your forms remain outstanding.

If there are any issues, please do not hesitate to contact us at

British Antarctic Survey Medical Unit  
Diving Diseases Research Centre  
Research Way  
Plymouth Science Park  
Plymouth. PL6 8BU  
Tel: 01752 438621  
Mob: 07342713701 (office hrs only)  
Email: [basmu.admin@nhs.net](mailto:basmu.admin@nhs.net)