

Guidance for staff making a referral to the Personality Disorder Clinical Network

**Where can I find information?**

The Personality Disorder Clinical Network (PDCN) offers a range of services to people within the city of Leeds. Information about these services can be found on our website or by contacting the team on 0113 8557950. We now have some short films on our website which give a useful oversight of the services. You can also access our service leaflets, which are available to download.

To access our website go to [www.leedsandyorkpft.nhs.uk](http://www.leedsandyorkpft.nhs.uk). Select ‘Our Services’ and click on ‘Personality Disorder Managed Clinical Network (Leeds)’

**How do I make a referral?**

At the moment referrals for our care co-ordination service can **only** be made by a professional working with the service user.

Service users can choose to refer themselves to DBT Skills Groups or The Journey Programme, or a referral can be made by a professional working with them.

Carers wishing to attend the 6 week carers group should contact the office on 0113 85 57951 or email [PDcarers.lypft@nhs.net](mailto:PDcarers.lypft@nhs.net) to book a place on the course. There is no referral form to complete.

All of our referral forms are available on our website. Alternatively you can contact the team on 0113 8557950 to request one. You can also request a referral form by emailing [pdreferrals.lypft@nhs.net](mailto:pdreferrals.lypft@nhs.net)

**What happens after I make a referral?**

Referral forms received are discussed at the team’s weekly referral meeting. At the meeting the team considers each referral and agrees on an outcome and a plan to contact the referrer. All parts of the service are represented at the referral meeting (i.e. DBT, Journey and Care co-ordination). If it is felt from the information provided that a different service within the network may be more appropriate than the one referred to, this will be discussed with the referrer. We may conclude that we are not the right service to help some individual’s with their difficulties at the time the referral. Where this is the case we will seek to make alternatives recommendations to support the service user to access appropriate help.

We will try and contact you as promptly as we can to let you know the outcome of your referral. We aim to do this within 4 weeks.

**Is anything else required?**

For professionals making a referral to the service please be aware we may contact you for further information if this is felt needed. Please try to get back in touch promptly to avoid unnecessary delays in processing referrals.

**For all referrals from professionals within LYPFT**, there should be an up to date FACE risk assessment (completed within the last 3 months) available on PARIS. Referrers need to refer to the appropriate team on PARIS (see below) **and** complete a referral form for the relevant part of the service (care co-ordination, DBT, Journey). DBT referrals can be made by completing the referral form embedded within PARIS as an alternative to completing a paper based form if preferred.

To refer on PARIS please use the relevant team name for the service being referred to. These are:

‘PD- LEEDS PERSONALITY DISORDER’ (for referrals for care co-ordination)

‘PD – JOURNEY’ (for referrals to The Journey Programme)

‘DBT CITYWIDE TEAM’ (for referrals to DBT Skills Group)

**For all referrals external to LYPFT**, please provide a completed referral form and include a copy of a FACE risk assessment or alternative appropriate risk assessment where available.

Ellen Scroop

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Updated December 2018