Process for GPs referring working age patients to Oxleas NHS Foundation Trust in the Bexley directorate

1. Is the patient at such risk that immediate admission or crisis care is required?
   - Yes → Immediate admission or crisis care may be needed:
     - There is a high suicide risk
     - There is a substantial risk to others
     - The patient is seriously endangering their own health
   - No → Is it during office hours? (Monday to Friday, 9am to 5pm)

2. If during office hours:
   - Yes → Short Term Intervention Team (SIT)
     - Erith Centre
     - Tel: 01322 356101
     - Fax: 01322 356103
     - Team Leader: Susan Sturdy
   - No → Post/fax referral to the Duty Teams - we screen patients within two working days of receipt of a satisfactory referral and can assess within 10 working days.

3. If outside office hours:
   - Phone Queen Mary’s Hospital. Ask for the Psychiatric Emergency Assessment Team (PEAT) or the duty psychiatrist 020 8302 2678

4. Can the patient wait ten days to be seen?
   - Yes
   - No → Post/fax referral to the Duty Teams - we screen patients within two working days of receipt of a satisfactory referral and can assess within 10 working days.

5. We need to know:
   - What is the problem? - signs, symptoms, impact on functioning, duration
   - Are there any risks to self or others?
   - What treatment is the patient having?
   - Are there major physical health issues?
   - Does the patient need an interpreter?
   - Address and phone number

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