



The Police Treatment Centres

18 January 2012

Dear Colleague,

Subject: Updated PTC User Guide – January 2012

The annual review of the PTC User Guide has been completed and the updated version has been uploaded on to the PTC Website.

Whilst some of the changes are relatively minor there are others which are more significant and this letter highlights a number of additions and changes which have been based upon patient and user feedback as well as the operational needs of the Charity.

Email address:

The email to now use for all enquiries is enquiries@thepolicetreatmentcentres.org. This will now provide a 'one stop shop' in respect of all enquiries. The previous email addresses of bookings@ and reception@ should no longer be used.

Cancellation and Change of admission date (page 15):

Notwithstanding that they may have notified their in-force arrangements, the applicant themselves must notify the PTC in writing (an email will suffice).of any cancellation or requested change of admission date and also provide 'dates to avoid' within the following twelve weeks to help with re-arranging their admission date.

Timeliness of admission date (Page 16):

When the admission date that the PTC can offer, whether first, second or third offer, is more than 12 weeks since the date of the original application further enquiries will normally be undertaken to assess the current clinical need to attend for treatment.

Those further enquiries may include the provision of advice about what other treatment or activity could be undertaken in the intervening period before any potential admission. The advice may also include referral to more local provision in appropriate cases e.g. force local provision; NWPBF - St Michael's/Mather Avenue; N Ireland – PRRT.

In some cases it may be necessary, because of the passage of time, to require a further application to be submitted with up to date information of the current clinical condition and treatment need.

Companions (Page 16):

Following a number of matters arising during 2011 it has been necessary to introduce a process to assess, as well as support for, the attendance of patients 'companions'.

In all such cases the applicant must also submit a Companions Application Form providing sufficient information upon which to make a decision to allow a companion to also attend the Centre. This is particularly important where the 'companion' themselves may have clinical or special needs that should be taken account of e.g. accommodation, diet, etc.

All applicants requesting to be accompanied by a 'companion' will be contacted by one of the Charity's nurses to verify the need to be accompanied.

Revised IN-patient and Out-patient Application Forms:

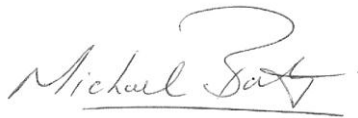
The Application Forms have been updated and are contained within the PTC User Guide are completed examples of the revised In-inpatient and OUT-patient Application Forms so that you can see the level of detail we require to process an application efficiently.

Two examples of the Companions Application Form are also shown and cover where the companion is providing support and also where the companion themselves is the individual requiring support.

PLEASE NOTE:

The revised application forms replace all previous forms and should be taken into use forthwith. All the application forms can be downloaded from our website or you can request a copy of the pdf file for your force and office use.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Michael Baxter". The signature is written in a cursive style with a large, stylized initial 'M'.

Michael Baxter, QPM
Chief Executive