The Clinician Journey at KT Healthcare

Referral

A patient must first contact their GP and ask for a Right to Choose autism referral to be made to KT Healthcare. Information on how to make a referral can be found **here**.

Referral is Processed

Our referrals team then process the referral. Our referrals team check the referral contains the required ICB contractual information. They will reject any referrals which meet our exclusion criteria. If we have everything we need then the referrals team marks the patient as "**new**". The referrals team may need to gather more information from the GP and a label of "**(GP) awaiting further info**" is added.

Questionnaires

A questionnaire pack will then be sent out to the patient via Semble. We aim to process all referrals and issue questionnaires within **one month** of receipt. Adults are required to complete an adult questionnaire and must have an informant complete a relative questionnaire. Children and young people must have a parent or guardian complete the parental questionnaire. Once we receive the school or home educators contact details then a school or home education questionnaire is sent out within **2 weeks**. Labels of "**questionnaire sent**" and "**school q sent**" are added.

Join Waitlist

Once all questionnaires are received patients then join our waitlist which is approximately **14-16 weeks**. The label "**awaiting screening**" is added.

Screening

As part of the waitlist process, one of our clinical team will review all the information and check if the patient is suitable to access our service. They may require a call to gather further information from a clinician, labelled "**risk call required**". Some cases are taken to a screening and risk panel for consideration. Patients may be rejected at this stage. If a patient is suitable for the service, then the label of "**waitlist**" is added.

Appointment Booking

Once patients reach the top of the waitlist they will then get a phone call to book them in for 2 appointments: **1 ADI-R and 1 ADOS**. Both appointments should take place within **2 weeks** of each other.

MDT

Both clinicians then meet in an MDT setting to reach an outcome. If clinicians are unable to contact another clinician to arrange an MDT, they should contact clinician support for assistance. We aim for the MDT to be completed within **2 weeks** of the final appointment. If clinicians are unable to reach a conclusion, or if both clinicians are from the same professional background, they should seek further support by emailing the complex cases team. An MDT outcome will then be agreed, and an "**MDT**" label is added.

Feedback

The clinician should complete the feedback within **48 working hours** of the MDT. Patients will be informed that they will receive their feedback within **3-4 weeks** after the final appointment. The clinician should call the patient within this timeframe to discuss the outcome of the assessment and provide an opportunity for the patient, or their parent/carer, to ask any questions.

Reports

Within **4-5 weeks** of the feedback call being completed, the patient should receive their report. Reports should be finalised within 2 weeks of the MDT being completed and sent to KTHC Reports. For newly trained clinicians, reports should be submitted within 1 week of the MDT meeting to allow sufficient time for quality assurance and review before finalisation. Reports should be sent to both the patient and their GP at the same time. If any amendments are requested, the report is reviewed and, where appropriate, a revised version is issued to both the patient and their GP.