# Who should use this template?

Only authors who want to provide information on NSCHT or external services for other professionals should use this template.

# Before you use this Template

We recommend that you take a look at the relevant service content already on the Portal, for [NSCHT services](https://combinedwellbeing.org.uk/da-our-services/) or [external services](https://combinedwellbeing.org.uk/da-partners-and-affiliates/). The [content contributors page](https://combinedwellbeing.org.uk/content-creator) also provides lots of support for creating content.

# How to fill out this Template

Complete the below template along with the [Front sheet](#_NSCHT_Portal_Professional). On the Front sheet you will need to indicate whether your content needs to be ‘**Private’**. Private means that only those with sign in privileges can see this page (i.e. other professionals). For example, some phone numbers may not be intended for the public.

# Structuring your content

The template is split into sections to help structure your content. We have provided the **Main Service Content** headings (service name, main contact number, links, service based at, service hours, and about the service)**.** We have also provided some suggestions for **Optional content** (referral criteria, referral routes, how should a referral be made, and who we work with).

# **NSCHT Portal Service Content**

|  |  |
| --- | --- |
| **Service Title** |  |
| **Content Author(s) & Role** |  |
| **Service Applicable To:** |
| **CYP** | **Adult** | **LD** |
|[ ] [ ] [ ]

|  |
| --- |
|  |
| **Support - If you require any further clarification on the processes** **Portal Topics** PortalTopics@combined.nhs.uk |
|  |
|

|  |  |
| --- | --- |
|  | Date ***(Digital Team to Complete)*** |
| Published: |  |
| To be Reviewed: |  |

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|  |

# A Quick Guide to this Template

**✍** **=** indicates where you need to add text

📷🔉📼 **=** indicates where you can add images, audio, and videos

# Graphical user interface, text, application  Description automatically generatedMain service content

This the key content about the service to be provided.

| Headings | Notes | Add your content |
| --- | --- | --- |
| Service name | There is the option to include a logo later on in the template. | ✍  |
| Main contact number | Can also include an email address | ✍ |
| Links | We can include a link to your website for people to click on to be directed straight to it. For NSCHT services you could include a link to an area on the main Trust website where there is already additional detail about the service.  | ✍ |
| Service based at  |  | ✍ |
| Service hours |  | ✍ |
| About the service | You might want to use bullet points to help break up long pieces of text. | ✍ |

# Optional content

These are some suggested **optional** fields to complete, which you can include if relevant for your service.

* You can add further sections if there is other relevant information about the service that you would like to include.

| Sections | Notes | Your content |
| --- | --- | --- |
| Logo | Please ensure you have permission to use any logos.  | 📷  |
| What we do | You might want to use bullet points for lists or to help break up long pieces of text. | ✍  |
| Referral criteria |  | ✍  |
| Referral routes |  | ✍  |
| How should a referral be made? |  | ✍  |
| How you can refer to us? |  | ✍ |
| Who we work with |  | ✍  |