

<b>Standard Operating Procedure (SOP)</b>		
<b>Title</b>	BPAS REFERRAL PATHWAY FOR EMA	
<b>Date</b>	03/01/2023 V2	
<b>Review Date</b>	03/01/2025	
<b>Scope of the Procedure</b>	To ensure all Clinical staff working in the EMA Service are aware of the key aspects required to ensure the above process is carried out in-line with RCOG / NICE Guidelines	
<b>Qualifications Required</b>	Registered Nurse / Doctor EMA Training	
<b>Risks and Countermeasures</b>	<b>Risks</b>	<b>Countermeasures</b>
	Client exceeding time frame for EMA Treatment ( 9 + 6 ) Referral sent for Clients outside SHSCT	Daily access to BPAS secure email referrals
<b>Step No</b>	<b>Instruction</b>	
<b>1</b>	<b>Care Planning prior to Assessment</b>	<ul style="list-style-type: none"> <li>• All referrals via secure email checked daily by Admin / Registered Nurse / Doctor.</li> <li>• Only Staff working in EMA Service access to Secure email.</li> </ul>
<b>2</b>	<b>Administration</b>	<ul style="list-style-type: none"> <li>• All referrals sent checked for clients name / Telephone Number / DOB /Address/ Postcode /GP/ Gestational Age / Interpreter. If in doubt cross check N.I Postcode list.</li> <li>• Requirement / Any additional information.</li> <li>• If Clients is not SHSCT postcode return email to Referrer stating which Trust service user is in..</li> <li>• If client over Gestational Limit 9+6 contact and signpost back to BPAS</li> <li>• Remove referral from inbox to DEALT WITH</li> </ul>