

Standard Operating Procedure (SOP)		
Title	EMA ASSESSMENTS.	
Date	19/04/22 V2	
Review Date	19/04/25	
Scope of the Procedure	This Standard Operating Policy (SOP) represents current, recommended good practice and will ensure the proper action to take in the clinical delivery of EMA	
Qualifications Required	Registered Nurse / Doctor working within EMA Services SHSCT. EMA Training / Knowledge	
Risks and Countermeasures	Risks	Countermeasures
	Failure to identify and act on potential contraindications to treatment.	Detailed history taking.
Step No		
1	<p>Access Lillie Diary. Highlight client (R Click) Flag as arrived from drop down arrow, select referred by self or Gp, log attendance. Flag as started (R Click) and accept. F12 Highlight, select Assessments on Left of page and (L Click) Move Icon to NO ENTERIES R Click to select NEW DYNAMIC ASSESSMENT FORM select EMA Patient Assessment Form create.</p>	
2	<ul style="list-style-type: none"> • Nurse / Doctor Contacts client by telephone x 2 if no answer text maybe sent stating- failure to make contact and asked if wishes to proceed with Assessment. • Detailed history taken as per Lillie Template. • Counselling options reinforced – ICNI & Common Youth • Confirms client meets EMA Criteria. If USS Required refer as per USS SOP • Pre – existing conditions /interaction medications assessed if there is a query discuss with EMA Doctor if Intervention / further referral required • Save Template 	
3	<ul style="list-style-type: none"> • Full counselling of procedure and aftercare discussed with client as per RCOG / NICE Guidelines • Client asked if wishes to proceed. • Appointment date / time & location confirmed. • Clients that do not speak English – Appointment for Assessment and Treatment arranged Face to Face with Interpreter present. • Email sent to Connie requesting Interpreter Services, detailing client name, dob, mobile number HCN, location date and time for Treatment • Save • Enter Episode Codes and save • Flag as finished • Move client to Diary slot for Treatment (copy & paste) Change Icon to follow up 	