

Step 1	Notice the signs	Recognise clinical, social and behavioral indicators
Step 2	Ask sensitively	Respect confidentiality and patient comfort Use framing statements
Step 3	Respond respectfully	Be empathic, non-judgmental and non-blaming
Step 4	Action plan	Be collaborative, respectful, appropriate in considering risks and safety
Step 5	Provide options and referral pathway	Know the options Consider internal and external referral pathways
Step 6	Document	Be factual, succinct and ensure the safety of patient records

