**Figure 1: Session Guidelines for CBT Nurses**

When initiating a request, it is crucial to adhere to the following protocol:

1. Introduce yourself.

2. Confirm with the applicant that it’s a suitable time for the conversation and that privacy is ensured. If not, agree on a date and time that works for both the applicant and yourself.

3. Obtain the following information from the applicant, with their consent:

 - Age

 - Marital status

 - Support system (family, friends or other therapists)

 - Current or past mental health treatment (psychotherapy or medication)

 - Any history of mental disorder

 - Reason for seeking help

 - Specific areas in which the applicant seeks assistance

4. Determine when the problem initially arose.

5. Inquire about any changes in sleep patterns, nutrition, social interactions, occupational function, leisure activities or other areas of life.

6. If the applicant is receiving assistance from other therapists, encourage them to inform you to ensure coordinated care.

7. Provide an explanation for the meeting’s process and structure, emphasising anonymity.