



TEMPLATE FOR THE DEVELOPMENT OF STANDARD OPERATING PROCEDURES

Instructions on how to complete the policy document template are written through this template in blue italics – please ensure you delete these instructions before the policy document is finalised and put forward for approval.

Insert Document Title (short and snappy) ending in document type i.e. Standard Operating Procedure
/
Procedure (Manual)

DOCUMENT CONTROL:	
Version:	<i>Insert version number – check previous version with Corporate Assurance Policy Officer</i>
Ratified by:	<i>Insert name of Group with authority to approve this policy – check the Procedural Documents (Development and Management) Policy.</i>
Date approved:	<i>Insert the date the policy was approved by the approving committee/group</i>
Name of originator/ Author:	<i>Insert the job title (not the name) of the document Author</i>
Name of responsible individual:	<i>Insert the name of the committee/group responsible for this document i.e. implementation and monitoring.</i>
Unique Reference Number:	<i>If not already inserted will be inserted by the Corporate Assurance Policy Officer prior to publication.</i>
Date issued:	<i>The Corporate Assurance Policy Officer will complete this box on the day the policy is loaded onto the website.</i>
Review date:	<i>Insert the month and year the policy is due for review – usually this will be 3 years from the ratified date unless otherwise agreed.</i>
Target Audience	<i>Insert an overview of who this document is for i.e. clinical or non-clinical staff, all staff, managers etc.</i>

1. AIM

(This section must be completed to outline the objectives and intended outcomes of the procedure being described).

XXX

2. SCOPE

(This section must be completed to include the target audience, relevance to specific services or staff group and the activities covered by the SOP).

XXX

3. LINK TO OVERARCHING POLICY

(This section to reference the title of the overarching procedural document that references the SOP).

XXX

4. PROCEDURE

(This section is where the actual procedural instructions are detailed in a basic step by step process. Standard operating procedures are by definition a basic description of instructions to be taken and should be restricted to one page. More lengthy procedural guidance should be considered for inclusion in the overarching procedural document).

XXX

5. APPENDICES

(If any? If none, state 'none'.)

XXX