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| **TITLE:** | | | | | |
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| **Document Category:** | **CLINICAL; (or FINANCE; GOVERNANCE; HUMAN RESOURCES etc)** | | | | |
| **Document Type:** | **STANDARD OPERATING PROCEDURE** | | | | |
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| **Keywords:** | words ***not*** in the published title but thought useful when using the intranet search engine to help find the document | | | | |
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| **Version:** | | **Issue Date:** | | **Review Date:** | |
| 1.0; 1.1 etc | | Date/ month/ year  (date published/ uploaded to intranet or issued to staff to access) | | Maximum of 3 years following month of approval (Month/ Year) | |
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| **Supersedes:** | Version X.X, Title of document if changed, Issue Date Month Year to Review Date Month Year or Not Applicable - NEW | | | | |
| **Approved by (committee/group):** | Record name of trust committee/ group | | | **Date Approved:** | Record date of approval meeting (dd/mm/yyyy) |
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| **Scope/ Target Audience:**  (delete as applicable and/ or describe) | **Trust-wide** (for the majority) **OR**  **Divisional OR**  **Specialty/ Department** (for the minority) | | | | |
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| **Evidence Base/ References:** | If long/ large evidence base – add section header and simply refer to it from here (e.g. See Section 7) | | | | |
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| **Lead Division:** |  | | | | |
| **Lead Specialty/ Department:**  **(Or Division if ‘divisionally’ owned)** |  | | | | |
| **Lead Author:**  **(position/ role and name)** |  | | | | |
| **Co-Author(s):**  **(position/ role and name if applicable)** | Not Applicable | | | | |
| **Sponsor (position/ role):** |  | | | | |
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| *Name the documents here or record not applicable* | | | | | |
| *(these are documents which are usually developed or reviewed/ amended at the same time – ie a family of documents)* | | | | | |
| Associated Policy | | |  | | |
| Associated Guideline(s) | | |  | | |
| Associated Procedure(s) | | |  | | |
| Associated Pathway(s) | | |  | | |
| Other associated documents  e.g. documentation/ forms | | |  | | |
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| **Consultation Undertaken:** | * Record the individuals, groups of staff (e.g. matrons) and trust committees/ groups consulted during the development or review/ amendment of the document. Also consider consultation with junior staff/ students. * If long/ large consultation – add section header and simply refer to it from here (e.g. See Section 8 or See page XX) | | | | |
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| **Template control:** | v2.0 September 2023 | | | | |

* *To ensure you have selected the correct template for your document, see definitions in the trust’s* [*Development, Approval, Implementation and Review of CLINICAL procedures, guidelines, SOPs and Pathways - PROCEDURE*](https://sfhnet.nnotts.nhs.uk/departments/clinicalguidelines/deptbrowse.aspx?recid=1007&homeid=5586)
* *This document type (standard operating procedure) usually provides detailed instructions on how to perform a specific operational task in a certain way*
* *The above procedure provides information on the process for developing new documents and for reviewing/ amending current documents*
* *Throughout – apart from the front sheet, amendment table and flow charts (if font reduced to fit on one page), wherever possible: use Arial 12; either single or 1.15 line spacing; and either left align or justify. Ensure reduced font size is used sparingly*
* *DRAFT or other similar watermark to remain on documents until issued for use in practice.*
* *An Equality Impact Assessment is not required for this document type, but a Privacy & Security Impact Assessment may be needed, if unsure please liaise with Information Governance (and if one is needed it does not need to be copied into/ attached to this document)*
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* *SOPs* *do not usually cover the clinical management or treatment of a condition or disease (guideline) nor have the intension of determining, measuring or diagnosing a patient condition/ parameter (procedure) – a SOP is ‘operational’*

**Amendments from previous version(s)**

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| **Version** | **Issue Date** | **Section(s) involved**  **(author to record section number/ page)** | **Amendment**  **(author to summarise)** |
|  |  | E.g. – Whole document – planned review undertaken | * No changes in practice * Evidence base updated |
|  |  | E.g. – Not Applicable | * NEW document |