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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) |
|  |
| **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):** |  |
|  |
| *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)*
* *A contents table with suggested/ best practice section headings is not provided as this document type needs to include the requirements on an individual ba**sis. Section headings/ sub-section headings can be applied and may be particularly useful for longer documents thus a contents table may also be useful.*
* *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
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