How To Create Standard Operating Procedures in Healthcare

### SOP Title
How To Create Standard Operating Procedures in Healthcare

### SOP No
01

### Author
David Sanchez

### Effective Date
May 2, 2021

### Review Date
May 2, 2023

**Scope**
This section defines to whom or what the particular set of procedures applies.

**Purpose**
This is the intent of the document. It must be short yet detailed enough for end-users to quickly recognize the purpose of the SOP.

**Roles and Responsibilities**
The roles of the individuals responsible for executing this SOP document.

**References**
Relevant documents that support the procedures (policies, regulations, and other SOPs).
Definition of terms
Definitions of any jargon or terms that may be misunderstood.

Procedures
The step-by-step procedures. This section may include:
- the major steps
- individual actions
- other notes to remember.

Appendices
This section may include visual presentations (e.g., flow chart, images) of relevant information indicated in the SOPs.
How To Create Standard Operating Procedures in Healthcare

**Evaluation Criteria**
A detailed explanation of the effectiveness of the SOPs.

**Document History**
Details of the revisions made on the document
- Date of revision
- Name and signatures of authorized staff members

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<td>AUTHOR</td>
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<td>REVIEWED BY LIST OF STAFF MEMBERS WHO REVIEWED THE DOCUMENT</td>
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