

### Standard Operating Procedures (SOPs)

SOPs do not fall under the Health PEI Policy Process. This means the Health PEI Policy Office (Policy Office) does not assist in the development, review or approval of these documents. Although SOPs do not fall under the Health PEI Policy Process, the Policy Office has been tasked by the organization to develop and house a standard SOP template with placeholders for mandatory information that must be captured and a SOP informational one-pager.

Based on evidence-based practices, the Policy Office defines SOPs as detailed step by step actions or tasks which are carried out routinely with little or no variation. SOPs are ideal for repetitive work processes or procedures which must be carried out the same way every time and **do not require the use of clinical judgement**.

#### Development

SOPs can be developed as standalone documents or to support policy documents. Unlike policy documents, SOPs:

- Can include as much information and detail as developers like (i.e. when to complete hand hygiene, when to don sterile gloves, specific details on where to locate supplies).
- Can be housed/located outside the PDMS.
- Are not subject to the Health PEI Policy Process (which includes Policy Office review/formatting).

When creating SOPs, developers can obtain the template from the home page of the [PDMS](#). Users can modify the template to suit their needs, however, the Health PEI logo and the mandatory information below must remain for record and accountability purposes. These areas include:

- title of document,
- division/facility/service area,
- effective date,
- updated effective date,
- next review date,
- SOP developer
- Owner,
- And approver.

Divisions/areas developing SOPs are responsible for the record information management (RIM) process for these documents.

#### Location of SOPs

The Policy Office can house developed SOPs on the PDMS (but this does mean they are accessible to everyone with PDMS access). If this is of interest to your division/area please reach out the [Policy Office](#) and request the *Housing of Standard Operating Procedures document*. This document outlines the process as well as the roles and responsibilities of the requestor and the Policy Office.