

Standard Operating Procedures (SOPs)

SOPs are not in scope for the Health PEI Policy Office (Policy Office), meaning they do not fall under the Health PEI Policy Process and we do not assist in the development, review or approval of these documents. Although SOPs are out of scope, the Policy Office has received inquiries on this document type so we have developed this informational one-pager and SOP template to assist divisions and/or areas who are developing SOPs.

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**.

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 use our generic [SOP template](#) and modify it to suit their needs or create their own. This generic template has the Health PEI logo and headings for information which the Policy Office feels should be captured for record purposes. These areas include:

- title of document,
- division/facility/service area,
- effective date,
- updated effective date,
- and next review date.

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

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.