

Example SOP

Standard Operating Procedure (SOP)

Title	e.g. Pelvic Examination	Department	Gynaecology
Version	1.0	Effective Date	YYYY-MM-DD
Approved By	Name / Role	Review Date	YYYY-MM-DD

1. Purpose

Describe the objective of this procedure and the clinical indication.

2. Scope

Define who performs the procedure (e.g. doctor, midwife, nurse) and in which setting.

3. Responsibilities

- Responsible clinician
- Assisting staff
- Documentation responsibility

4. Required Equipment

- Gloves
- Speculum
- Lubricant
- Ultrasound (if required)
- Documentation form

5. Procedure

Step	Action
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1	Verify patient identity and obtain informed consent.
2	Explain the procedure to the patient.
3	Prepare equipment and ensure privacy.
4	Perform examination according to clinical standard.

6. Documentation

Record findings in patient file. Document complications and follow-up plan.

7. Risks & Safety Considerations

- Infection prevention
- Bleeding risk
- Patient discomfort

8. References

WHO guidelines / National guidelines / Internal clinical policy.

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