**N.B. Your Trust may have its own preferred SOP template.**

**Background**

Insert a brief introduction to the SOP. Include and reference any legislation, standards or guidance which may have led to its development.

**Objectives**

List objectives which describe what you intend to achieve, include any standards which are to be met.

**Scope**

Describe the purpose of the process and who it applies to. Include its limits and if there are any areas in which this SOP specifically does NOT apply, these should also be mentioned.

**Definition**

When appropriate, a list of definitions should be included for terms used in the SOP. Acronyms and abbreviations should generally be explained at the point of use within the SOP and not listed in this section.

**Responsibility**

Include a summary of the responsibilities of each role holder for the procedures detailed in the SOP. The details of the responsibilities should be a brief list of the key tasks performed.

**Stages of the process**

Describe the procedure to be followed. If possible use a numbered list which can be followed step by step, or consider using a flowchart for more complicated procedures.

Include sufficient detail to enable a trained person to perform the procedure without supervision and make the process clear, unambiguous and jargon free.

**References**

Reference:

* Other related policies and procedures
* Associated templates or forms
* Texts or key documents referenced in the body of the SOP

**Appendices**

Insert each appendix as a new section