



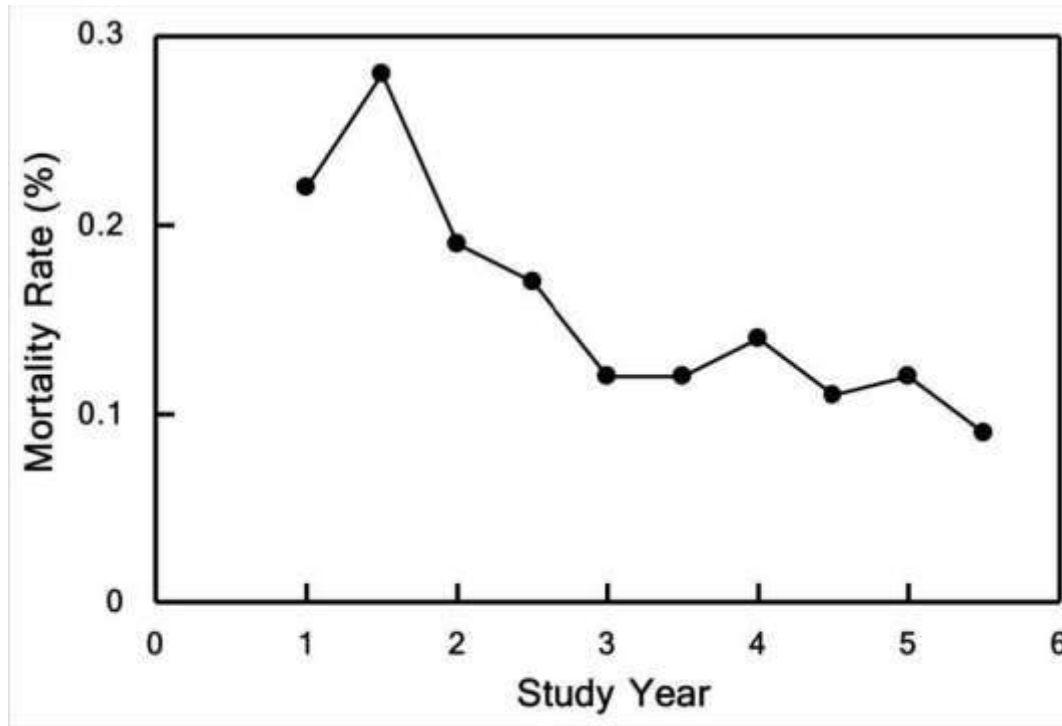
# How to process a SOP?

Andreas Brandl – Wieland Raue

Department of Surgery  
Campus Charité Mitte | Campus Virchow-Klinikum  
Charité – Universitätsmedizin Berlin  
Head: Univ.-Prof. Dr. med. J. Pratschke



# Standard Operating Procedures



# SOP

**Step-by-step instructions for routine operations**

**Uniformity of performance**

**Efficiency**

**Quality output**

**Meet legal/quality/... standards**

**Miscommunication**

# Quality Management

**Process approach**

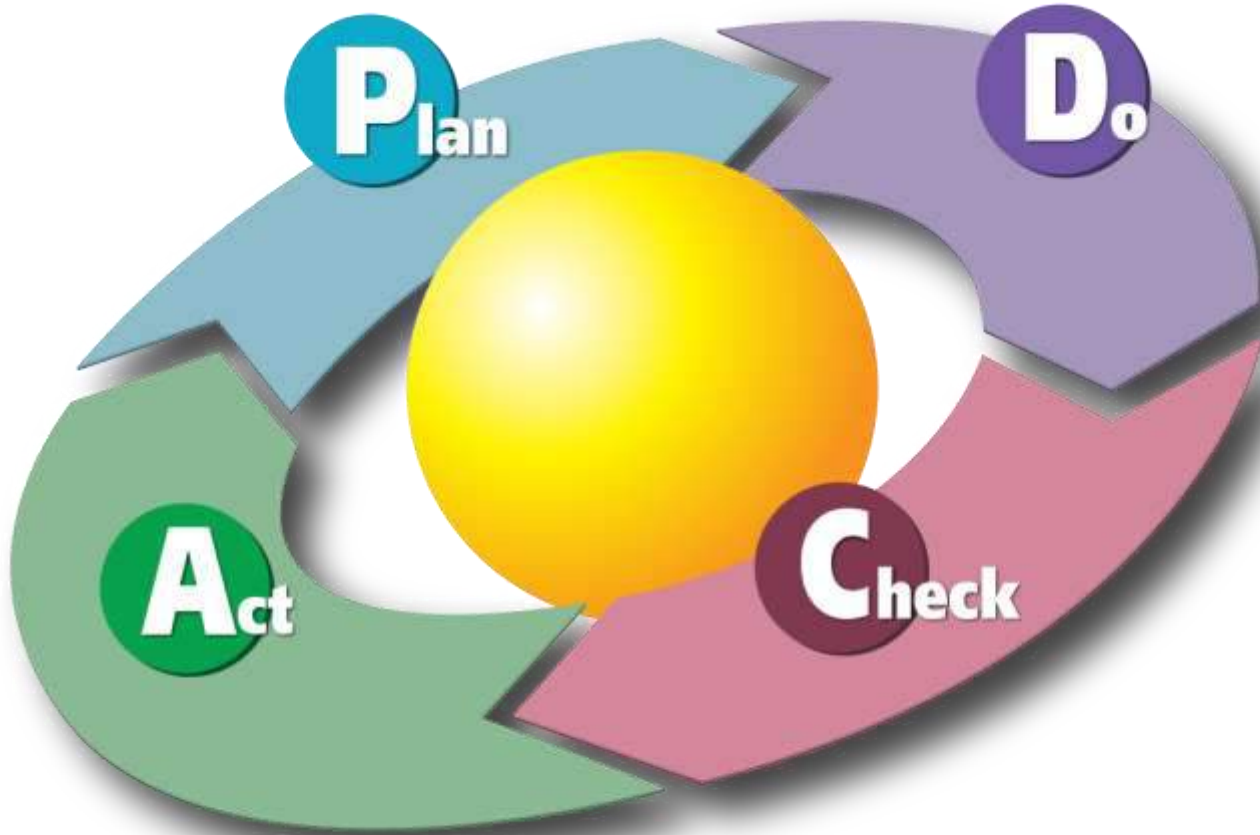
**ISO 9000**

**Evidence based decision making**

**ICH + GCP**



# PDCA-Cycle



# SOP CRS/HIPEC



# Manual CRS/HIPEC

# Stepwise approach



Follow-up

...

Postoperative analgesia

...

How to administer Chemo

...

How to perform laparotomy

Preoperative preparation

...

Risk assessment

Preoperative counseling

# How to ...

**Define single steps**

**Define goals**

**Define recipients**

**Search for weak points of organisation**

**Apply existing standards / scientific evidence**



# How to ...

**Involve:**

**Specialists**

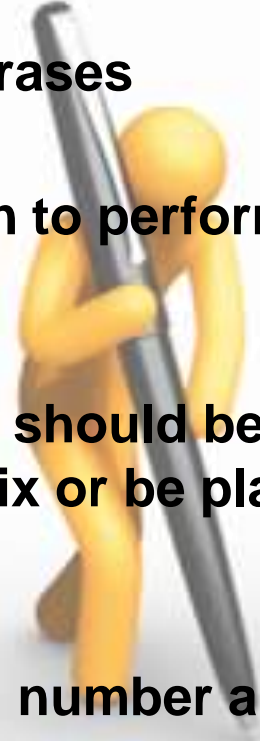
**All occupational groups**

**Professional quality managers**



# How to ...

- |                  |  |
|------------------|--|
| <b>Writing</b>   | <b>using the fewest possible words, phrases</b>  |
| <b>Complete</b>  | <b>include all the necessary information to perform the procedure.</b>   |
| <b>Objective</b> | <b>contain facts only. Extra information should be removed and placed into an Appendix or be placed into a Manual.</b> |
| <b>Coherent</b>  | <b>follow a logical thought process and number all steps to complete the procedure</b>                                 |



# How to ...

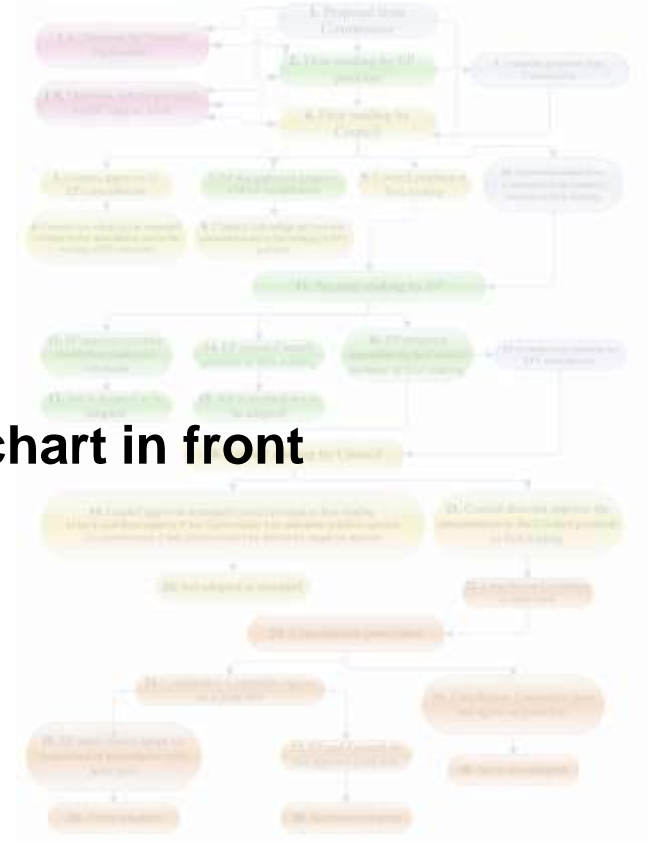
**Have a specific reader in mind**

**Make a rough flowchart**

**Write the rough draft with the flowchart in front**

**Use graphics and visuals**

**Revise the draft**



# How to ...

## Editing guidelines

**Is the SOP clear?**

**Is it written in a logical order?**

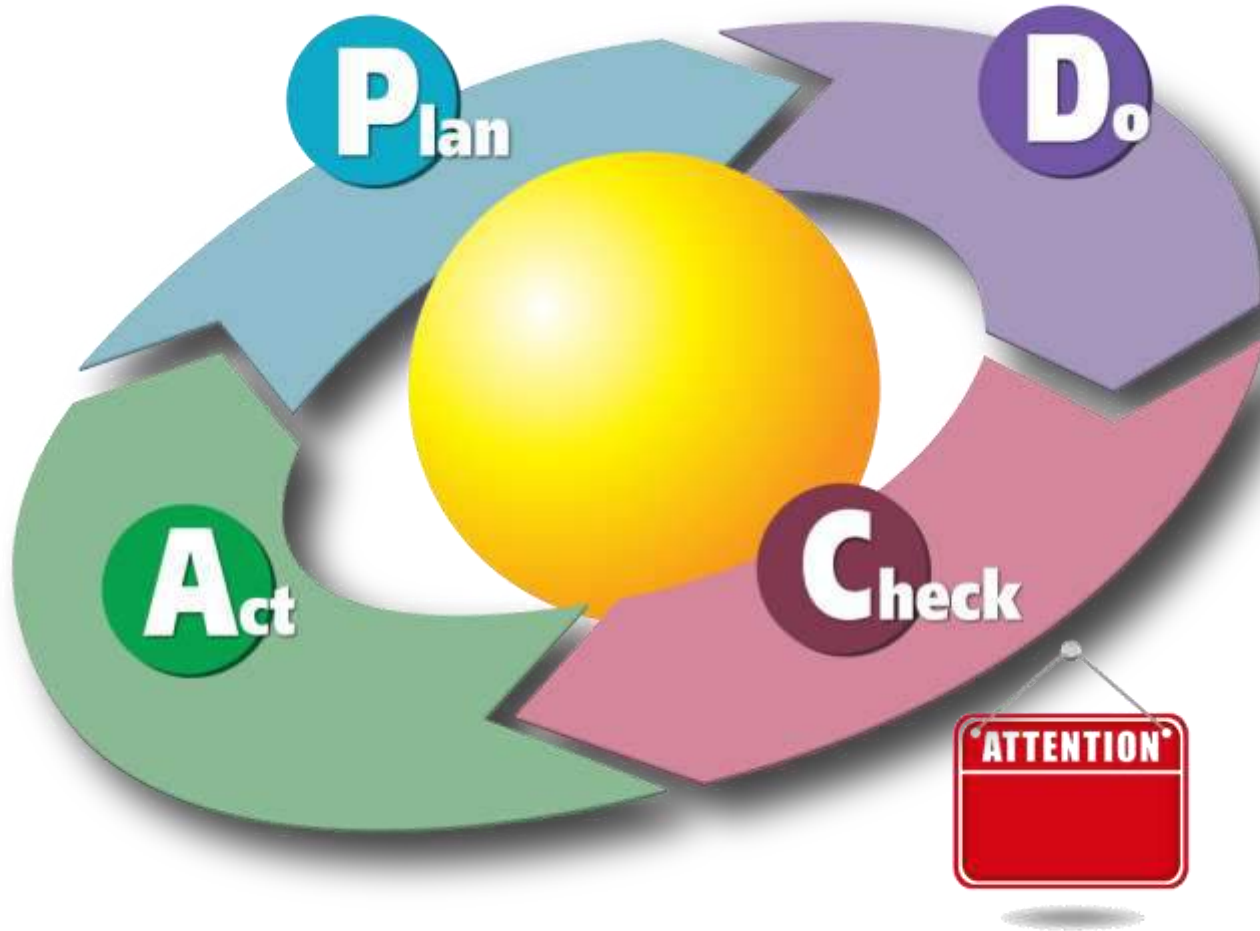
**Are any new ideas introduced and explained?**

**Are sentences too long and complicated?**

**Are any sections of the SOP vague?**



# Remember ?



# How to...



**Use simple steps**

**Use checklists**

Patientenetikette

### Checkliste zum Umgang mit Zytostatika bei HIPEC

WAS	Bemerkung	Check
Beschilderung 1. Achtung Chemotherapie 2. Vor Eintritt beim Pflegepersonal melden!	Vorhanden? An allen Türen vor OP-Beginn angebracht?	<input type="checkbox"/> <input type="checkbox"/>
Wäschesäcke mit Folienschutz	Vorhanden?	<input type="checkbox"/>
Augenschutzbrillen	Vorhanden?	<input type="checkbox"/>
Flüssigkeitsdichte Kittel	Vorhanden?	<input type="checkbox"/>
Spezialhandschuhe steril (DermaShield)	Vorhanden?	<input type="checkbox"/>
Nitrilhandschuhe unsteril, langer Schaft (Nitra-touch, DermaShield)	Vorhanden?	<input type="checkbox"/>
Zytostatika	Vorhanden?	<input type="checkbox"/>
Unterlagen Fußboden	Vorhanden? Vor Beginn der HIPEC saugfähige Unterlagen im Bereich des OP-Tisches ausgelegt?	<input type="checkbox"/> <input type="checkbox"/>
Zytostatikaabfalltonnen	Vorhanden?	<input type="checkbox"/>
Notfall- / Reinigungsset, <a href="#">Spillkit</a>	Vorhanden?	<input type="checkbox"/>

Datum:

Unterschrift:



**Thank you for your attention**