



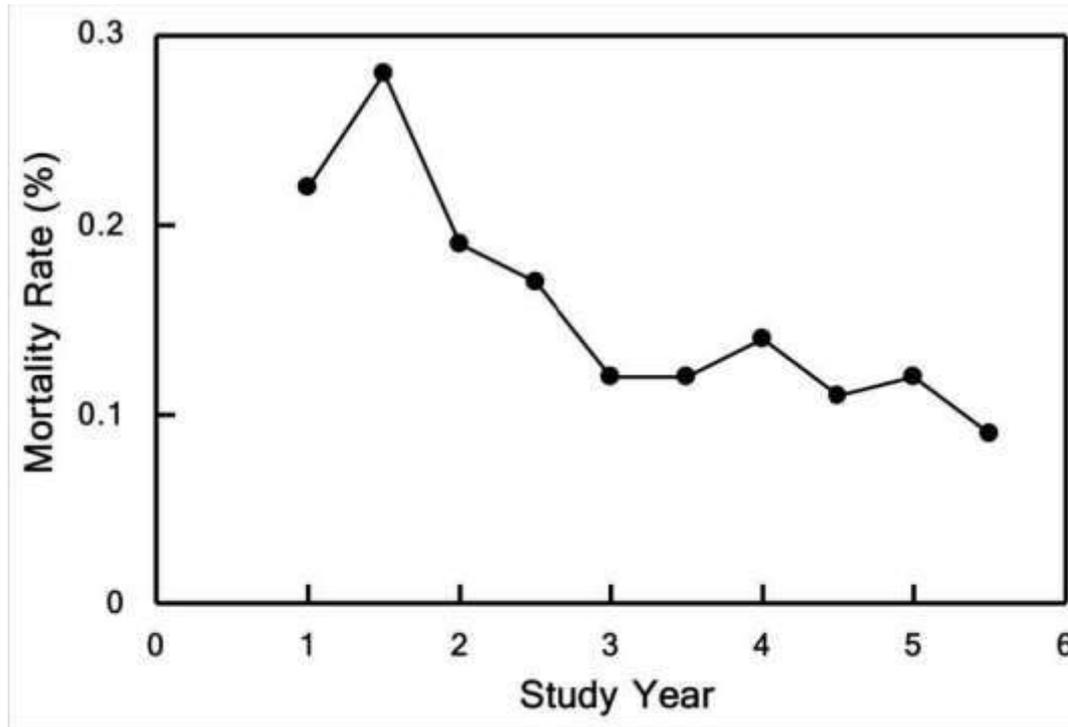
How to process a SOP?

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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

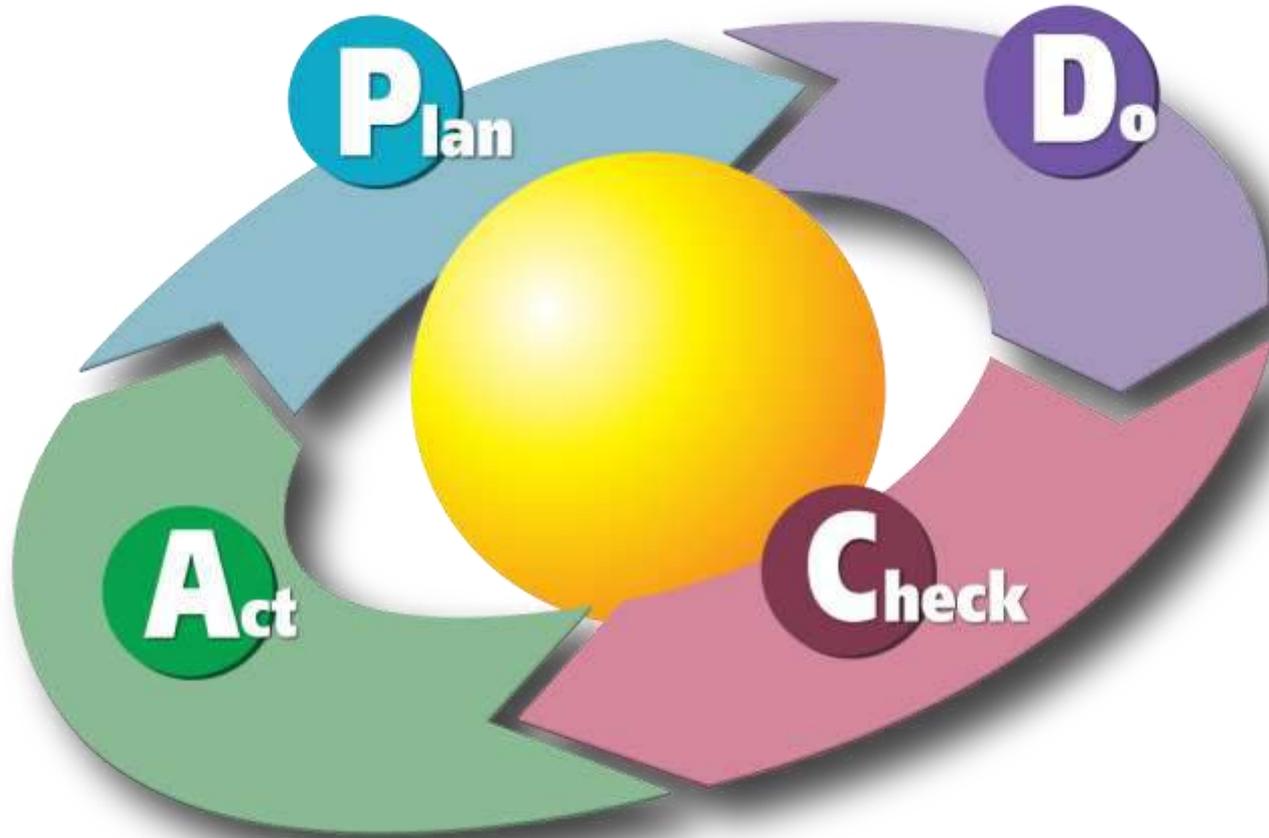
ISO 9000

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 ...

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



How to ...

Editing guidelines

Is the SOP clear?

Is it written in a logical order?

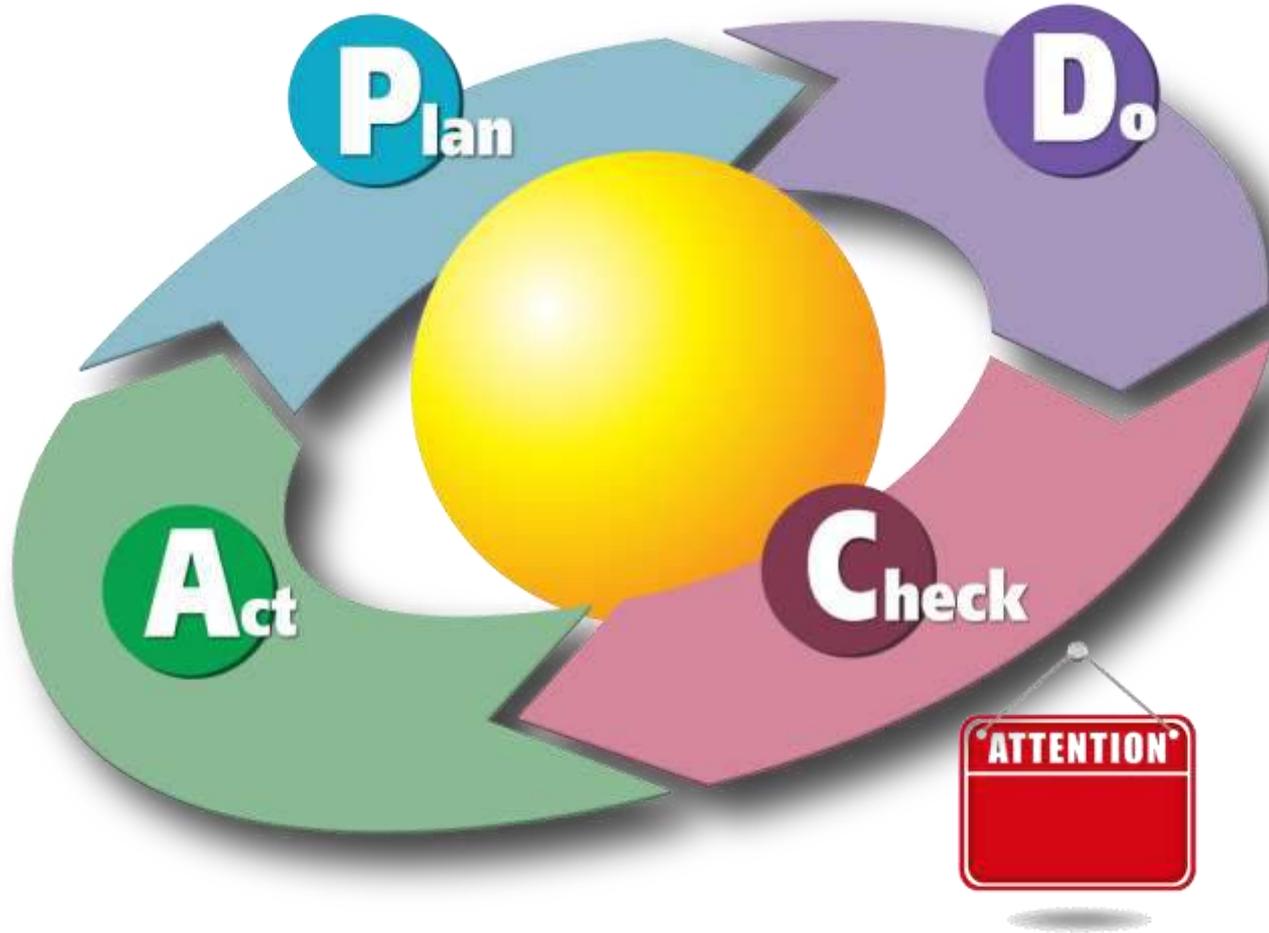
Are any new ideas introduced and explained?

Are sentences too long and complicated?

Are any sections of the SOP vague?



Remember ?



How to...



Use simple steps

Use checklists

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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, Spillkit	Vorhanden?	<input type="checkbox"/>

Datum:

Unterschrift:



Thank you for your attention