Key Issues for development of Standard Operating Procedures

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Objectives

1. To present some key considerations for the development of SOPs
   - Purpose of SOPs
   - Common elements
   - Examples of SOPs

2. To practice developing a basic SOP to share with colleagues
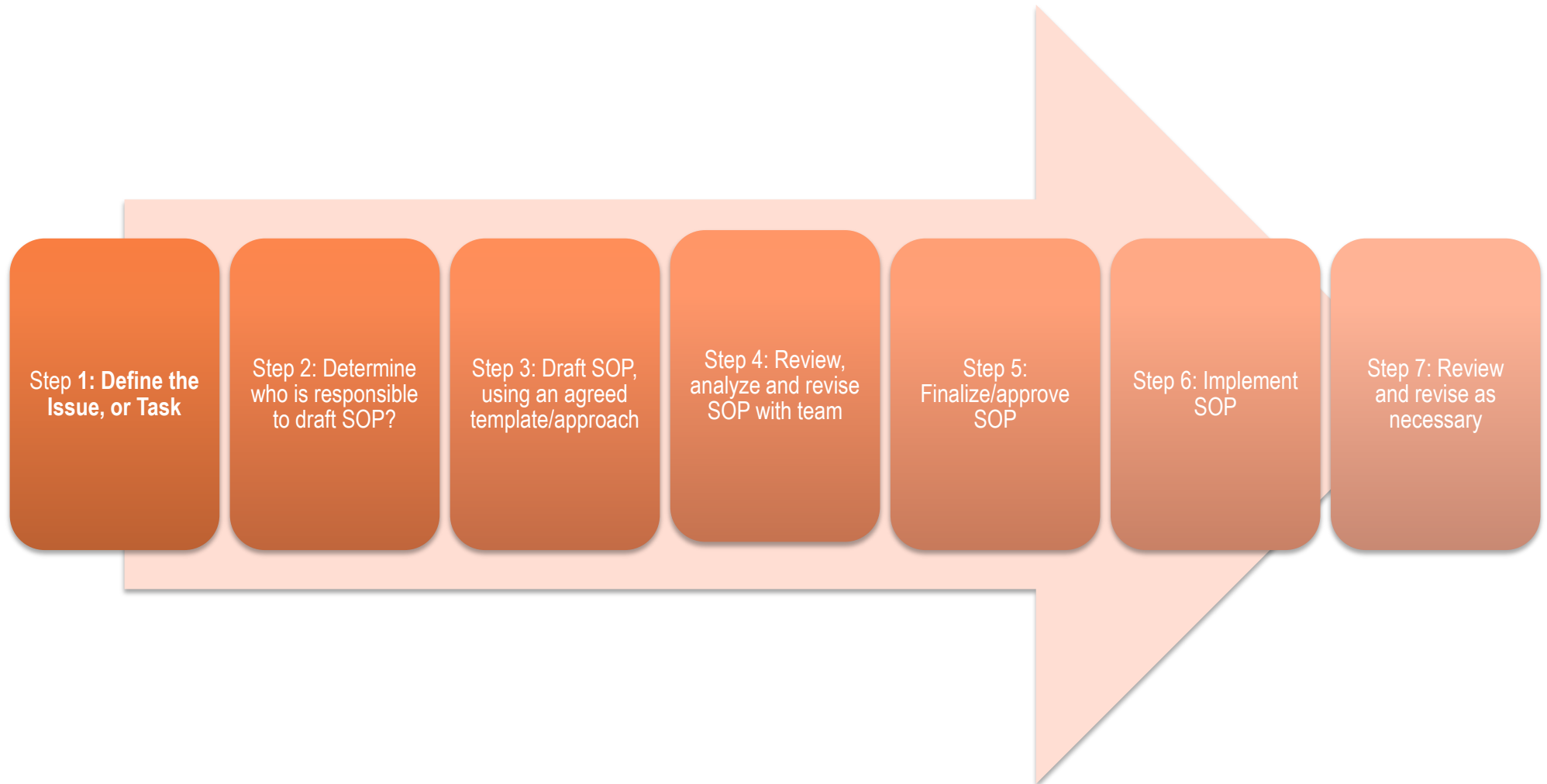
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Why have SOPs?

- The purpose *is to carry out the operations correctly and always in the same manner.*

- Clearly define and standardize specific procedures

- Provide comparable results and data from the activity

- Use during training on the procedures

- Meet health and safety provisions

Standard Operating Procedures

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Process for developing an SOP

Step 1: Define the Issue, or Task

Step 2: Determine who is responsible to draft SOP?

Step 3: Draft SOP, using an agreed template/approach

Step 4: Review, analyze and revise SOP with team

Step 5: Finalize/approve SOP

Step 6: Implement SOP

Step 7: Review and revise as necessary

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Common elements of SOPs

**An SOP is _not_ a generic document, but should be written to reflect specific conditions of the work
e.g. Primary Screening during Exit Screening at Airport X**

- Purpose

- Introduction

- Scope

- Applicable regulations or guidelines

- Definitions

- Responsibilities

- Specific Procedure

- Monitoring

- Forms to be used

- References and links to other SOPs

- Change history

A SOP should be available at the place where the work is done

Sample SOP – HACCP program (Hazard Analysis Critical Control Points)
Personal Hygiene in Food Establishment

PURPOSE: To prevent contamination of food by foodservice employees

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

Train foodservice employees on using the procedures in this SOP.

Follow State or local health department requirements.

Follow the Employee Health Policy. (Employee health policy is not included in this resource.)

Report to work in good health, clean, and dressed in clean attire.

Change apron when it becomes soiled.

Wash hands properly, frequently, and at the appropriate times.

Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.

Avoid wearing artificial fingernails and fingernail polish.

Wear single-use gloves if artificial fingernails or fingernail polish are worn.

Do not wear any jewelry except for a plain ring such as a wedding band.

Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.

Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.

MONITORING:

A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.

The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

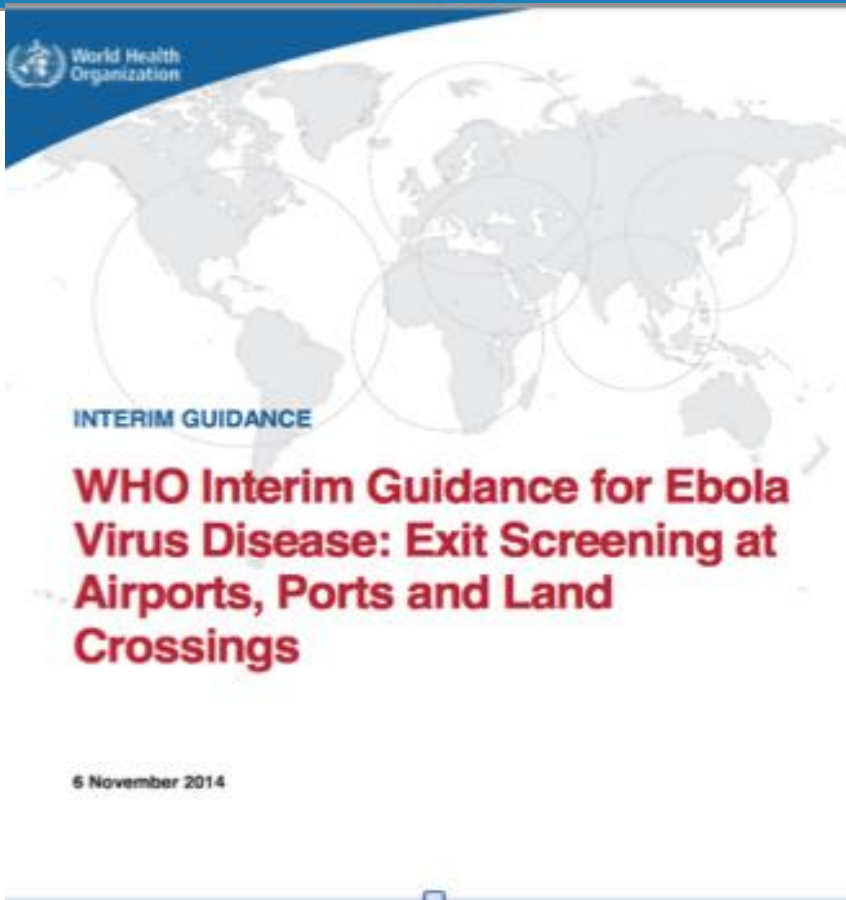Retrain any foodservice employee found not following the procedures in this SOP.

Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____   **BY:** _____

Reference: http://sop.nfsmi.org/HACCPBasedSOPs.php

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INTERIM GUIDANCE

WHO Interim Guidance for Ebola Virus Disease: Exit Screening at Airports, Ports and Land Crossings

6 November 2014

Appendix One: Summary Checklist

Prior to Implementation:

☐ **Develop SOP for primary screening**

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Primary Screening in EVD Exit Screening (example)

Elements	Description
Purpose	
Introduction	
Responsibilities	
Scope	
Applicable regulations or guidelines	
Definitions	
Specific Procedure	
Monitoring	
Forms to be used	
References and links to other documents	
Change history	

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Primary Screening in EVD Exit Screening (example)

Elements	Description
Purpose	Detail all activities conducted during primary screening for Ebola Virus Disease
Introduction	Reference to IHR Emergency Committee recommendations, EVD status in State Party/border countries, implementation of exit screening, etc.
Responsibilities	Port health, primary screening personnel, Port operator and other PoE stakeholders
Scope	This SOP applies to PoE X, during the 2014-15 EVD public health emergency of international concern
Applicable regulations or guidelines	State Party Quarantine or Public Health Act, health and safety regulations, other guidance documents
Definitions	Screening, travel restrictions, calibration, etc.
Specific Procedures (to be detailed)	All Primary Screening activities: how to distribute and review declaration forms: how to visually observe travellers: how to conduct temperature measurement: how to complete primary screening log: when to refer to secondary screening: health and safety procedures (PPE) and personal hygiene
Monitoring	Supervisor of primary screening personnel
Forms to be used	Traveller Public Health Declaration, Primary Screening Log, etc.
References and links to SOPs	WHO Guidance on Exit Screening: SOP for Secondary Screening
Change history	Date approved/subsequent dates revised

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Key points for SOPs

- Specific to the task and workplace
  - not just screening at a PoE, but *Primary Screening for EVD at PoE X during EVD PHEIC, 2014-5*

- Have a separate SOP for each logical group of staff (i.e. do not include primary, secondary and medical referral/transport in one SOP). Have one SOP each for
  - Primary screening procedures
  - Secondary screening procedures
  - Medical referral/transport to health facility

- Concise, practical and easy for workers to understand

- Limit use of acronyms or define in document

- Maintain SOP in the workplace for easy reference

- Reviewed and revised as necessary during activation

- Links to public health emergency response plans, other SOPs (e.g. Secondary Screening, Medical Referral)

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Questions and Exercise

A topic related to Public Health preparedness planning will be   1.
assigned to your group.
Draft a SOP that can be shared with your colleagues.   2.
Present in plenary   3.

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