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| **Standard Operating Procedures Template** |

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| **Approval Committee**  | **Version** | **Issue Date** | **Review Date** | **Document Author** |
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# 1. Definitions/ Glossary of Terms

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| **Definition:****Glossary of Terms:**

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| **Term** | **Meaning for this Procedure** |
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**2. Purpose**

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**3. Scope**

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# 4. Responsibilities

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| **Who is Responsible?**  | **Responsibility**  |
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| **Caution Required:** |
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# 5. Procedure

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# 6. Training

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# 7. Monitoring

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| **Audit –****Data and information will be captured regarding: -**  |

# 8. References

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# 9. Version Control and Change History

The document will be scrutinised on a two-yearly basis and updated accordingly. However, where there are changes in evidence-based practice these changes will be added as they occur before this date if necessary.

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| **Version** | **Date** | **Author** | **Section** | **Principle Amendment Changes** |
|  |  |  |  |  |

# 10. Consultation

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| **Version** | **Date** | **Author** | **Level of Consultation** |
|  |  |  |  |

**Appendices**

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| Any appendices must be clearly complementary to the main document, sequentially numbered and with a clear indication of the date and source of material included. |