

Guide to Preparing a Written Procedure

The following is a description of elements/sections of a written procedure. Some examples of possible text are provided in italics.

Name of Facility Title of Procedure	SOP # Effective Date: xx/xx/xxxx
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Purpose: Describe what the procedure is intended to accomplish.
{This procedure provides instructions for the separation of autologous platelet-rich plasma for}

Principle of Procedure: Briefly describe the principle of the procedure.
{A sample of the patient's blood is drawn and separated by centrifugation to obtain platelet-rich plasma. The platelet-rich plasma is administered to the same patient using sterile techniques. The remaining blood product is discarded.}

Equipment/Materials: List all requisite equipment and materials including device, kits, and antiseptics used to prepare the venipuncture site prior to blood collection.

Sample Collection: Describe how the sample should be obtained and mixed with anticoagulant, if applicable. A table with the blood/anticoagulant ratio, if any, would be included here.
{Blood is drawn by aseptic technique using the 50 mL syringe included in the PRP kit.}

Special Safety Notes/Warnings/Precautions: Describe precautions to be used.
{All patient samples should be handled with the assumption that infectious agents may be present. Staff should wear gloves when handling human blood.}

Quality Control: Describe any quality control requirements for equipment/materials.
*{**** is responsible for verifying the revolutions per minute (RPM) of the centrifuge annually.}*

Procedure: Describe in detail each step of the procedure, clearly defining areas of personnel responsibility by title, e.g., equipment set-up, arm preparation for blood collection.

1. *Verify the patient's identity using the patient's name and date of birth.*
2. *Document the verification on the *** sheet.*
3. *Prepare the venipuncture site with antiseptic.*
4. *Using the 50 mL syringe included in the PRP kit, aseptically draw 50 mL of the patient's blood.*
5. *Label the syringe with the patient's name and date of birth.*
6. *Centrifuge the syringe at **** RPMs for ** minutes.....*

Documentation: Attach copies of forms and reports, and provide instructions for their completion, clearly defining areas of personnel responsibility by title.

Reporting Requirements: Describe requirements for reporting to state or federal agencies.
*{All errors or accidents during processing or reinfusion procedures that may pose a substantial risk to the patient will be reported to the NYSDOH Wadsworth Center by **** staff, with sufficient detail to facilitate evaluation and investigation, within seven calendar days of the error or accident, or its discovery.}*

References: List appropriate scientific literature and references, including manufacturer's instructions. A copy of all references should be readily available to staff.

Reviewed and Approved

Director	Signature	Date