



Standard Operating Procedures



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Name of Policy:	Writing & Submitting a Policy	Departments:	All
Category & No.:	MISC 1	Effective by:	February 2, 2024
Version No.:	2	Revision History:	February 2, 2024

Purpose: The purpose of this guide is to provide a launching point for writing a new policy. Here you should write 1-3 sentences explaining the intent of the protocol. Keep it concise.

Prerequisite(s): List any prerequisites here, if any. Example: Tech level 3, completion of X training

Background Information: Optional, if applicable. Provide any relevant information that will highlight the importance/relevance of the policy.

Definitions: Optional, if applicable. Provide any relevant definitions that will add to the reader's comprehension of the policy.

Materials Required: Optional, if applicable. List materials needed such as medical instruments, materials, staff support required, computer programs or software, etc. Provide photo of set-up for any materials needed.

Procedure:

1. Copy the template and start editing your copy.
2. Name your SOP at the top left-hand side of the page right above the words "Insert" and "Layout".
3. Fill out table at the top of the document as best you can. Category & number will be determined by Policies & Procedures Committee (PPC).
4. Write the policy using the provided outline. Delete any sections not needed. [Click here for a helpful guide to writing effective policies.](#)
5. Be clear, concise and to-the-point.
 - a. Avoid wordy explanations and use language that can be comprehended easily by your target audience.
6. Photos and infographics are highly recommended to use when able, especially for our visual learners.
7. If you want to get really fancy, you can [hyperlink](#) to other policies when referencing them.
8. Submit your policy for approval [to this page](#). Please allow up to 30 days for it to be reviewed & published.

References: If you used published resources, such as textbooks, research/published information from online institutions, etc. please list them here. Always cite your sources and never plagiarize.