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.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>SOP #</th>
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<tbody>
<tr>
<td>Title of Procedure</td>
<td>Effective Date: xx/xx/xxxx</td>
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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.

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**Reviewed and Approved**

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