

Workshops

Standard Operating Procedures (SOP)

About the Workshop:

This workshop provides an entertaining introduction to the development, implementation and evaluation of SOPs in the practice. Candidates will be able to understand what SOPs are, the importance of SOPs and the information which should be included in an SOP.

Workshop Structure:

- Introduction to SOPs: Includes the information required for SOPs and why they are necessary
- Workshop activity - writing an SOP for a task set by the facilitator
- Duration - 2.5 hours approx
- Course leaders are Buttercups Training Assessors

At the end of the workshop students will be able to:

- Decide on an appropriate format for SOPs
- Write good SOPs which will be of use i.e. not a set of documents designed to sit on a shelf and become dusty!
- Write SOPs that will be able to be used for training
- Understand how SOPs can contribute to incident/error investigations

All subjects covered meet the requirements of the Dispensary Services Quality Scheme.

To book please contact Buttercups on: 0115 937 4936 or email: training@buttercups.co.uk with your details.

Courses can also be run within your practice or at a venue close to you; please email us with your contact details and preferred location, as courses can be organised.



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