

## SOP for SOP Management 7/10/2024

No “SOP” should be created or changed without going through the steps outlined in this SOP. In addition, any sop that contains conflicting guidance that exists outside of the [APA! SOP/Protocol Website](#) must be archived immediately and use discontinued.

### Purpose of an SOP

- SOPs are for providing basic guidance on the rules and requirements around performing a specific process or procedure.
- SOPs should NOT contain medical guidance or drug dosages - those should be on medical protocols. SOPs can link to a medical protocol as needed.
- SOPs should be
  - relatively short
  - bullet point or step by step processes
  - applicable in a variety of locations
- SOPs should avoid:
  - recommendations that are excessively complex or confusing.
  - excessive length! Multiple pages often get ignored.
  - information that is very logistically specific. Avoid phrases like “use the blue bucket located under the right hand cabinet to fill with water”. Instead say “Fill a bucket with water...”
  - extensive explanations on the why and how. Generally “how” and “why” information should be sought after in APA!Tec coursework or other training materials.

### Management of SOPs

- All SOPs will be owned as a Google doc in the learn@APA email account and have (OFFICIAL) in the title
- Links to all of the SOPs will be on the [APA! SOP/Protocol site](#) that is owned by learn@
- Internal SOPs should be shared as “view only by APA staff”. All other SOPs can be viewed by anyone with the link so they can be shared externally to our shelter partners.
- No one is allowed to edit an OP or write a new one other than through the use of the [SOP request change form](#).
- Requests for changes to SOPs will be reviewed by the appropriate directors, including the medical team,, along with appropriate supporting/affected personnel and volunteers. Final changes will be implemented by the APA!Tec to ensure any necessary changes to coursework are completed at the same time.

### Format for SOPs

- The year the SOP was last updated should be in the title.
- The date of last edit should be in the header, along with the logo and name of the SOP
- Any important links to other documents should be included.

### Research/Rationale for writing SOP

All SOPs undergo some or all of the following research prior to being written or edited:

1. Review all existing protocols, SOPs, or documents at APA related to the topic
2. Review old documents and AmPA handbooks for historical reference to the topic
3. Search VIN (veterinary information network) review expert/specialist veterinarian opinions on the topic
4. Deep dive into any existing studies or research into the topic, including lit review of any referenced materials
5. Review existing guidance from UC Davis Koret Shelter Medicine Program and University of Wisconsin’s Shelter Medicine Program
6. Consultation with private practice veterinarian(s) to see what insight/updates exist in the private practice sector
7. Review existing guidance from Maddie’s University, HumanePro, Best Friends, and other nationwide experts
8. Consultation with a variety of in-house APA! experts, Director of Medical Care, Veterinarian Medical Director, and CEO/President of APA!