

SOP Academy

Module 2 – Summary Sheet

What is SOPHIA?

SOPHIA is a platform designed to best support the implementation of optimised and digitised SOPs. SOPHIA is designed to be as user-friendly and intuitive as possible and empowers users to record, optimise and digitise any process. SOPHIA allows users to easily add in screenshots, flowcharts, forms, policies, checklists and more to support colleagues in completing their day-to-day processes.

Why is digitisation necessary?

- ✓ Improved accessibility
- ✓ Real time updates
- ✓ Improved version control
- ✓ Easy search and navigation
- ✓ Better for the environment
- ✓ Supports multi-skilling and training of staff
- ✓ Supports monitoring and auditing

Team Lead vs Team Member users

Team Leads build processes and are able to:

- ✓ Edit SOPs, checklists and policies
- ✓ Request process identifiers and signatures
- ✓ Publish optimised SOPs and assign SOPs to specific teams

Team Members are able to:

- ✓ Access SOPs, checklists and policies relevant to their role
- ✓ Contact the SOP or policy author
- ✓ Abandon a process for various reasons

How organisations implement SOPHIA

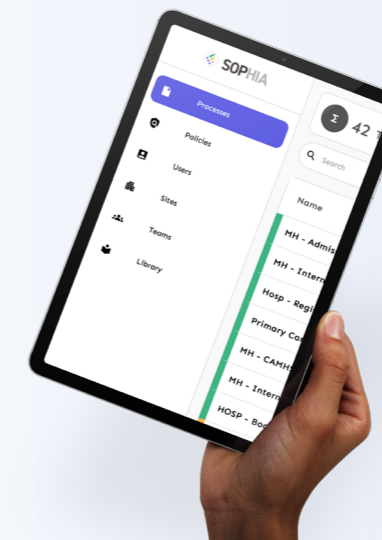
SOPs can be deployed in line with a bespoke implementation plan, containing a combination of the following expectations

- ✓ SOPs to be used when the process changes
- ✓ SOPs to be used for training
- ✓ SOPs to be used on a regular basis
- ✓ SOPs to be used as a refresher



When deciding on how staff should use the SOPs, consider:

- ✓ How much clinical risk is involved in the process?
- ✓ Is this process time-critical?
- ✓ How often does the process happen (on a daily/weekly/monthly basis)?



Need a refresher?

Access courses here:

WWW.SOPACADEMY.UNIVERSITY.COM