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| **Document #:** | A white background with blue text of the Winnipeg Health Region logo. | **Standard Operating Procedure (SOP)** | **Status: v 0.0**  **Revised: Month, day, year Owner: Lead Author(s) position title** |
| **Title:** | | | Page **1** of **2** |

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| **Purpose** | * Use Calibri 11 as font for entire document * Use 1-2 sentences to describe the purpose of this document. |
| **Background** | * Include references to Regional Policy, Evidence Informed Practice Tool, etc. * Provide link to procedural document and/or SOP if applicable |

# The Process:

* For each step outline the key task followed by specific direction for which discipline or role is responsible to complete the key task.
* Provide directions in a sequential order and ensure responsible discipline or role is clearly identified.

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| --- | --- |
| **Step** |  |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |

|  |  |
| --- | --- |
| **Step** |  |
| 2.1 |  |
| 2.2 |  |

|  |  |
| --- | --- |
| **Step** |  |
| 3.1 |  |
| 3.2 |  |

|  |  |
| --- | --- |
| **Step** |  |
| 4.1 |  |
| 4.2 |  |