

# SOP: Step-by-Step Instructions for Presenting Consent Forms to Patients

This SOP provides **step-by-step instructions for presenting consent forms to patients**, ensuring clear communication of necessary information, confirmation of patient understanding, and proper documentation of consent. It covers preparation of forms, explanation of procedure risks and benefits, addressing patient questions, securing signatures, and maintaining accurate records to comply with legal and ethical standards.

## 1. Preparation

1. Ensure you have the correct and most up-to-date consent form for the specific procedure or treatment.
2. Review the consent form for completeness and clarity prior to patient interaction.
3. Gather supporting materials (e.g., procedure brochures, fact sheets) that may assist patient understanding.
4. Arrange for a qualified interpreter if the patient is not fluent in the language used on the consent form.

## 2. Patient Introduction

1. Introduce yourself and your role to the patient.
2. Confirm the patient's identity using two identifiers (e.g., name and date of birth).
3. Explain the purpose of the consent form and the importance of informed consent.

## 3. Procedure Explanation

1. Describe the nature and purpose of the proposed procedure or treatment in clear, non-technical language.
2. Discuss the potential risks, benefits, and alternatives, including the option to decline or defer treatment.
3. Use visual aids or diagrams as appropriate to enhance understanding.

## 4. Addressing Questions and Concerns

1. Encourage the patient to ask questions about the procedure, risks, and alternatives.
2. Answer all questions thoroughly and ensure the patient has no remaining concerns.
3. Assess and confirm the patient's understanding by having them restate key information in their own words.

## 5. Obtaining Consent

1. Ensure the patient has had sufficient time to consider the information provided.
2. Ask the patient to read the consent form or read it aloud for them as needed.
3. Verify that all relevant sections of the consent form are completed.
4. Request the patient's signature and date on the consent form.
5. If the patient is unable to sign, obtain consent from a legally authorized representative according to policy.
6. Countersign the form as a witness, noting the date and time.

## 6. Documentation and Record Keeping

1. File the signed consent form in the patient's medical record immediately.
2. Document in the patient's chart that informed consent was obtained, detailing the information provided and any patient questions.

3. Retain copies according to institutional policy and relevant legal requirements.

## **7. Follow-Up**

1. Provide the patient with a copy of the signed consent form if requested.
2. Remain available to answer further questions prior to the procedure whenever possible.

## **References and Compliance**

- Follow all applicable legal, ethical, and institutional requirements regarding consent.
- Refer to clinical guidelines for best practices and updates.