

SOP: Explanation of Procedure/Treatment to Patient

This SOP details the process of **explaining procedure or treatment to patient**, ensuring clear communication of the purpose, steps, potential risks, benefits, and alternatives involved. It emphasizes obtaining informed consent, addressing patient questions, and providing information in a compassionate, understandable manner to promote patient engagement and trust in their care journey.

1. Purpose

To ensure patients are fully informed regarding medical procedures or treatments, understand all aspects of their care, and provide valid informed consent.

2. Scope

This SOP applies to all healthcare professionals who are responsible for discussing procedures or treatments with patients in clinical settings.

3. Responsibilities

- **Physicians/Providers:** Lead explanation, answer all patient queries, confirm patient understanding, obtain informed consent.
- **Nursing Staff:** Support explanation as needed, provide additional resources, reinforce understanding.
- **Interpreters:** Ensure communication in preferred language, if required.

4. Procedure

1. Preparation

- Review the patient's medical record and planned procedure/treatment.
- Prepare patient information materials and consent forms.
- If needed, arrange for interpreter services.

2. Initiate Discussion

- Introduce yourself and all team members present.
- Ensure privacy and a comfortable, quiet environment.

3. Explain Procedure/Treatment

- Clearly state the diagnosis or condition prompting the procedure/treatment.
- Describe the purpose, steps, expected outcomes, and duration.
- Discuss potential risks, complications, side effects, and how they will be managed.
- Outline expected benefits and likelihood of success.
- Present alternatives, including opting for no treatment, and associated risks/benefits.

4. Check Understanding

- Encourage patient questions and address concerns compassionately.
- Ask the patient to repeat key points in their own words (â€œteach-backâ€ method).

5. Obtain Informed Consent

- Present the consent form, answer any remaining questions.
- Ensure the patient (or their legal representative) signs the consent.

6. Document

- Record details of discussion, questions asked, patient/surrogate understanding in the patient record.
- Note that informed consent was obtained and filed.

7. Provide Written Materials

- Give the patient any available brochures or educational resources for reference.

5. Documentation

- Record the conversation, patient understanding, materials provided, and signed consent in the patient's medical record.

6. References

- Institutional policies on informed consent
- Local laws and regulations on patient rights and consent

7. Review/Revision History

Date	Revision	Description
2024-06-20	1.0	Initial SOP format created