Organisation name Site or unit		STANDARD OPERATING PROCEDURE Cardiac procedure safety standard	
Document ID	CAR-SOP-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 56** › **Standard operating procedures (SOPs)**

SOP · CAR-SOP-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 56.2

At a glance

- Each cardiac procedure follows the written protocol for access, sedation, contrast and radiation (CTR-SOP-001, RAD-POL-001).
- A cardiac emergency team is available for each procedure, and the emergency plan is in place (FW-PLN-001).
- Each procedure is logged with its key steps and outcome (CAR-REG-001).
- Each adverse event is recorded and reviewed (PRO-FRM-006).
- Stop and get help straight away if: a cardiac procedure starts without the emergency team and equipment ready, or without a recorded pre-procedure check.

1. 1. Purpose

To make sure cardiac procedures are done under a defined safety standard, with an emergency team ready (56.2).

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility

When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. 4. Background

To make sure cardiac procedures are done under a defined safety standard, with an emergency team ready (56.2).

5. 5. Responsibilities

Role	Responsibility	Competence
Interventional cardiologist	Leads each procedure under the protocol	Clinical lead
Cath lab nurse	Checks the team and equipment and logs the procedure	Interventional cardiologist

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. 9. Procedure

Step 1. Prepare.

- Check the team, the emergency equipment and the contrast and radiation plan before the procedure.

Key point: Prepared.

Step 2. Procedure.

- Carry out the procedure under the protocol and record the key steps (CAR-REG-001).

Key point: Done.

Step 3. Review.

- Record any adverse event (PRO-FRM-006) and review it.

Key point: Reviewed.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
Procedures with the pre-procedure check recorded	100%	Monthly	Clinical lead	Stop the procedure until checked
Adverse events recorded and reviewed	100%	Monthly	Clinical lead	Review at once

14. 14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. 16. Related documents

ID	Title	Use
CAR-REG-001	Cardiac procedure log	Register
CTR-SOP-001	Contrast media safety protocol (existing, reused)	SOP

17. 17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.

E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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