Organisation name Site or unit		STANDARD OPERATING PROCEDURE Cardiac follow-up and risk reduction plan	
Document ID	CAR-SOP-003	**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-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 56.5

At a glance

- Each patient leaves with a written follow-up and risk reduction plan (CAR-FRM-003).
- The follow-up appointment is booked and confirmed before the patient leaves.
- Advice on risk factors (smoking, weight, blood pressure, activity) is given and recorded.
- Devices and antithrombotic therapy are reviewed at the set interval (ANT-REG-001).
- Stop and get help straight away if: a patient leaves a cardiac procedure with no written plan or no booked follow-up.

1. 1. Purpose

To make sure cardiac patients leave with a plan for follow-up and risk reduction (56.5).

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 patients leave with a plan for follow-up and risk reduction (56.5).

5. 5. Responsibilities

Role	Responsibility	Competence
Cardiologist	Writes the plan and sets the follow-up	Clinical lead
Cardiac nurse	Gives the advice and books the follow-up	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. Plan.

- Write the follow-up and risk reduction plan with the patient (CAR-FRM-003).

Key point: Planned.

Step 2. Book.

- Book and confirm the follow-up appointment before the patient leaves.

Key point: Booked.

Step 3. Review.

- Review devices and antithrombotic therapy at the set interval.

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
Patients with a written plan and booked follow-up at discharge	100%	Monthly	Clinical lead	Book before the patient leaves
Follow-ups attended or chased	95%	Monthly	Clinical lead	Contact the patient within 7 days

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-FRM-003	Cardiac follow-up and risk reduction plan record	Record
ANT-REG-001	Anticoagulant use and reversal register (existing, reused)	Register

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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