SOP · DRM-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

**Supports: 54.1**

### At a glance

- Every skin lesion is examined with a documented method, and its features are recorded (DRM-FRM-001).
- A lesion with features suspicious for malignancy is referred urgently, within the time set in this procedure.
- The referral and its date are recorded, and the patient is told the result of the referral.
- Lesions that are biopsied are tracked to a recorded pathology result.
- Stop and get help straight away if: a lesion with features suspicious for malignancy is not referred, or its referral is not recorded.

## 1. Purpose

To make sure skin lesions are examined by a set method, and that suspicious lesions reach specialist care in time (54.1).

## 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. Definitions

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

## 4. Background

To make sure skin lesions are examined by a set method, and that suspicious lesions reach specialist care in time (54.1).

## 5. Responsibilities

| Role | Responsibility | Competence |
|---|---|---|
| Dermatologist | Examines suspicious lesions and makes the referral decision | Clinical lead |
| Clinician | Records the examination and refers at once when a feature is suspicious | Dermatologist |

## 6. Materials and equipment

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

## 7. Safety

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

## 8. Before you start

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

## 9. Procedure

**Step 1. Examine.**

- Examine the lesion and record its size, colour, border and any change (DRM-FRM-001).

**Key point:** Examined.

**Step 2. Refer.**

- Refer any suspicious lesion urgently and record the date of referral.

**Key point:** Referred.

**Step 3. Track.**

- Track each biopsy to a recorded pathology result and tell the patient.

**Key point:** Tracked.

## 10. Decision points

- No decision points in this procedure.

## 11. Special situations

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

## 12. Escalation

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

## 13. Monitoring

| Measure | Target | Frequency | Owner | If not met |
|---|---|---|---|---|
| Suspicious lesions referred within the set time | 100% | Monthly | Clinical lead | Escalate to the hospital director |
| Biopsies with a recorded pathology result | 100% | Monthly | Clinical lead | Chase the result within 5 working days |

## 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. Training

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

## 16. Related documents

| ID | Title | Use |
|---|---|---|
| **DRM-FRM-001** | Skin lesion examination and referral record | Record |
| **AFT-FRM-001** | Follow-up booking before discharge (existing, reused) | Record |

## 17. Evidence

| Reference | Note |
|---|---|
| E-006 | ASF Policy Framework v1.2. Adapted. |
| E-009 | ASF Expert Committee consensus. |

## 18. Change history

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

## E-learning for this document

- **Dermatology Safety & Accreditation Standards** (AMB-17)

## 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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