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

Supports: 54.2

At a glance

- Biopsies, excisions and other minor skin procedures use sterile technique (PRO-SOP-005).
- Hand hygiene is done before each procedure (HH-SOP-001).
- Instruments are single-use or sterilised to the standard, and sharps are disposed of at once.
- Each procedure is audited for technique (PRO-FRM-005).
- Stop and get help straight away if: a skin procedure is started without sterile technique, or reusable instruments are used without sterilisation.

1. Purpose

To make sure minor skin procedures are done with sterile technique, to prevent infection (54.2).

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. Definitions

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

4. Background

To make sure minor skin procedures are done with sterile technique, to prevent infection (54.2).

5. Responsibilities

Role	Responsibility	Competence
Dermatologist	Carries out procedures under the technique and audits them	Clinical lead
Nurse	Sets up the sterile field and checks the instruments	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. Prepare.

- Do hand hygiene and set up the sterile field.
- Check that instruments are single-use or sterilised.

Key point: Prepared.

Step 2. Procedure.

- Carry out the procedure with sterile technique and dispose of sharps at once.

Key point: Done.

Step 3. Audit.

- Audit a sample of procedures each month (PRO-FRM-005).

Key point: Audited.

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
Procedures with sterile technique observed	100%	Monthly	Clinical lead	Retrain and re-audit
Instruments sterilised or single-use	100%	Each procedure	Nurse	Stop the procedure

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
PRO-SOP-005	Sterile technique and infection control in procedures (existing, reused)	SOP
PRO-FRM-005	Sterile technique audit record (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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