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

Supports: 60.1

At a glance

- Each surgeon has documented privileges for the procedures they perform (SSC-REG-001).
- The operating list is checked against privileges before each session.
- A short-notice addition is checked and approved before it is done.
- Stop and get help straight away if: a procedure is started by a surgeon with no privileges for it.

1. Purpose

To make sure surgeons operate only within their granted privileges (60.1).

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 surgeons operate only within their granted privileges (60.1).

5. Responsibilities

Role	Responsibility	Competence
Clinical director	Grants and reviews privileges	Hospital director
Theatre coordinator	Checks each operating list against the register before the session	Clinical director

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. Register.

- Record each surgeon’s privileges for each procedure (SSC-REG-001).

Key point: Registered.

Step 2. Check the list.

- Check each operating list against the register before the session.

Key point: Checked.

Step 3. Approve additions.

- Check and approve any short-notice addition before it is done.

Key point: Approved.

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
Operating lists checked before the session	100%	Monthly	Clinical director	Stop the session until checked
Procedures done within privileges	100%	Monthly	Clinical director	Review the surgeon’s privileges

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
SSC-REG-001	Surgeon privileges register	Register
SPM-REG-002	Clinician qualification and scope register (existing, reused)	Register

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

- **Credentialing, Competence and the Training Matrix** (T-14)

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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