

APPENDIX D

SAMPLE OUTLINE FOR A CLINICAL STANDING OPERATING PROCEDURE

D-1. General

Paragraph 3-14 of this manual discusses CSOPs and recommends that each established DTF have a CSOP. Unlike the TSOP, the CSOP discusses only that information relating to the operation of the DTF. The CSOP primarily covers policies and procedures. Policies are generally dictated through the dental technical chain and are not usually subject to a great deal of interpretation. Procedures selected for inclusion in the CSOP are those which best suit the needs of that particular DTF. As with the TSOP, there is no prescribed format for a CSOP; however, the information contained in the remainder of this appendix offers a suggested outline and format.

D-2. Publication Format

The best format for the CSOP is a loose-leaf binder arrangement. Clinical policies and procedures are subject to frequent change, and a loose-leaf arrangement is easily updated. It is also relatively inexpensive and easily produced in multiple copies at the unit level.

D-3. Organization

Annexes with supporting appendixes and tabs are easy to change and update; therefore, maximum use of annexes in a CSOP is advisable. The CSOP should be organized as follows:

- Directive.
- Table of contents.
- Record of changes and corrections.
- Annexes, appendixes, and tabs.

D-4. Directive

The directive should be the first page of the CSOP. The directive is the letter order signed by the DTF OIC which directs implementation of the CSOP. The directive should be on unit letterhead in memorandum format as shown below (Figure D-1).

SAMPLE FORMAT

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR Personnel Assigned to the (DTF Designation) of the (Unit Designation)

SUBJECT: (DTF Designation) Clinical Standing Operating Procedure (CSOP)

1. **PURPOSE:** One sentence statement of purpose.
2. **APPLICABILITY:** DTF to which the CSOP applies.
3. **GENERAL:** Any administrative information concerning the CSOP deemed necessary such as the distribution of copies, where the CSOP is to be located, and the procedure for posting corrections and changes. The scope and content of this paragraph is a matter of preference; however, it should be of a length which allows the entire directive to be no more than a single page.
4. **POINT OF CONTACT:** Statement denoting which individual is the point of contact for recommendations for changes and other matters relating to the CSOP. Within the DTF, the most likely point of contact is the DTF OIC.

Figure D-1. Letter order which directs implementation of the CSOP.

D-5. Record of Changes and Corrections

Since information in the CSOP is subject to frequent change, include a page in the front of the binder to

record changes and corrections. This allows the user and the DTF OIC to easily audit that particular copy of the CSOP. A single page formatted as follows will serve this purpose (Figure D-2).

SAMPLE FORMAT

RECORD OF CHANGES AND CORRECTIONS

(DTF Designation) of (Unit Designation) CSOP

NUMBER	DESCRIPTION	AUTHORITY	DATE	ENTERED BY
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Figure D-2. Format for changes and corrections.

D-6. Annexes

Information in the CSOP is incorporated into annexes dealing with general areas. Annexes are supported by appendixes and tabs which deal with more specific issues. Information in annexes and supporting appendixes and tabs should not be redundant nor voluminous. However, there should be sufficient detail to ensure proper performance of the task addressed or compliance with the policy prescribed. As with the TSOP, annexes to the CSOP are directive and address who, what, where, when, and how. Annexes are attached in alphabetical order after the body of the table of contents, with appendixes (numerical) and tabs (alphabetical) following their supported annexes. Annexes are generally formatted in the same manner prescribed for the TSOP (see paragraph *E-7a*); however, as a matter of expediency and economy, some material may be incorporated as an appendix or tab in its original form simply by adding a tab or appendix designator. Some examples of this method are manufacturer’s instruction manuals, military technical manuals, or written policy directives from higher headquarters.

D-7. Content

The information contained in annexes is variable and will depend on the type of unit and, of course, guidance and policy from the unit commander and his higher headquarters. The followings an outline of annexes, appendixes, and tabs recommended for inclusion in a generic CSOP.

- ANNEX A—Organization. A general statement of the mission and organization of the DTF.
- APPENDIX I—Dental Treatment Facility Layout. Line diagram of the suggested DTF layout similar to those in Chapter 3 of this manual.
- TABs-Vehicle Load Plans. Load plans for the DTF’s personnel and equipment.
- APPENDIX 2—Personnel. Organization of personnel assigned to the DTF and delineation of duties.

- TABs—Duty Description. Detailed description of individual and special duties as necessary.

- ANNEX B—Equipment. Listing of equipment assigned to the DTF.

- APPENDIX 1—Operation and Maintenance. Statement of DTF policy for equipment operation and operator maintenance.

- TABs—Individual Major Items. Manufacturer’s operator manual or service technical manual, if available, for each major item of equipment to include vehicles and generators.

- APPENDIX 2—Maintenance Support Procedures. Prescribe procedure for obtaining maintenance support.

- ANNEX C—Supply.

- APPENDIX I—Class VIII Medical Supply. Statement of procedure for ordering, receiving, storing, and issuing Class VIII medical supplies.

- APPENDIX 2—Property Control. Hand receipt procedure for maintaining accountability of DTF TOE and CTA property.

- APPENDIX 3—Precious Metals Control, Procedure for control of precious metals and finished fixed prosthodontic cases, if appropriate.

- ANNEX D—Patient Care Operations.

- APPENDIX 1—Patient Treatment Policy. Statement of treatment policy to include priority of care, if appropriate.

- TABs-Policy letters from higher headquarters.

- APPENDIX 2—Patient Flow. Prescribe patient flow.

- APPENDIX 3—Patient Records. Prescribe procedure for preparation and maintenance of patient records.

- APPENDIX 4--Work Load Reporting. Prescribe procedure for work load data accountability and reporting.

- APPENDIX 5--X-Ray Operations. Prescribe procedure for x-ray operations.

- APPENDIX 6—Preventive Dentistry. Describe and define responsibilities for the DTF preventive dentistry program.

- APPENDIX 7—Prosthodontic Care. Prescribe procedure for provision of prosthodontic care, if appropriate.

- APPENDIX 8—Referrals. Prescribe procedure for referral and evacuation of patients for treatment available at other DTFs.

- ANNEX E—Contingency Operations.

- APPENDIX 1—Reaction to Medical Emergency. Prescribe procedure to be followed in the event of a medical emergency.

- APPENDIX 2—Reaction to Enemy Action. Prescribe the DTF response in the event of enemy action, to include handling of patients within the DTF.

- TAB A—NBC Response.

- TAB B—Ground Attack.

- TAB C—Air Attack.

- APPENDIX 3—Mass Casualty Response. Prescribe DTF responsibilities in the event of mass casualties.

- ANNEX F—Infection Control. Statement of required infection control procedures.

- APPENDIX 1—Personal and Patient Protection. Prescribe procedure for protection of health care provider and patient.

- APPENDIX 2—Sterilization of Instruments.

- APPENDIX 3—Disposal of Infectious Waste.
- APPENDIX 4—Treatment of High-Risk Patients.
- ANNEX G—Relocation. Procedures for emplacement and displacement of the DTF.
- APPENDIX 1—Dental Treatment Facility Setup.
- APPENDIX 2—Dental Treatment Facility Takedown.
- APPENDIX 3—Provision of Dental Treatment During Relocation. Prescribe procedure for provision of emergency dental treatment during relocation.

- ANNEX H—Safety. Statement of safety policies and procedures.
- APPENDIX 1—X-Ray Safety.
- TAB A—Radiation Exposure Monitoring.
- APPENDIX 2—Fire Safety.
- APPENDIX 3—Hearing Conservation.
- APPENDIX 4—Hazardous Material Handling.
- ANNEX I—Physical Security. Statement of physical security plan for the DTF.