

Healthcare SOP Audit-Readiness Checklist

A focused assessment for clinical and compliance teams.

9-point self-assessment · 3 categories · sopstudio.io

Clinical and operational ownership

- ☒ Every critical procedure has a current owner and a backup reviewer.
- ☒ Care delivery, support, and administrative SOPs are separated clearly enough for staff to find the right version quickly.
- ☒ High-risk workflows have a defined review cadence and escalation path when updates are overdue.

Acknowledgments and training follow-through

- ☒ Teams can identify which staff still need to acknowledge updated SOPs.
- ☒ Procedure updates that affect compliance or patient safety are tracked through acknowledgment completion.
- ☒ Reviewers can show when a procedure changed, why it changed, and who approved it.

Audit and survey readiness

- ☒ You can export current procedures and approval history without pulling from multiple systems.
- ☒ Leadership can see which SOPs are approved, in review, or overdue for refresh.
- ☒ Compliance teams can connect documentation changes to a defensible audit trail.

Book a walkthrough: sopstudio.io/book-demo | Email: demo@sopstudio.io