

## Standard Operating Procedure (SOP)

<b>Title</b>	CERTIFICATE OF OPINION STORAGE	
<b>Document No</b>	V1	
<b>Revision Status</b>	<i>Review to reflect Legislation / Practice changes</i>	
<b>Date</b>	21.2.22	
<b>Review Date</b>	21.2.23	
<b>Scope of the Procedure</b>	This Standard Operating Policy (SOP ) represents current recommended good practice and will ensure the safe keeping of Client Information	
<b>Qualifications Required</b>	All Clinical Persons working within EMA Service SHSCT	
<b>Risks and Countermeasures</b>	<b>Risks</b>	<b>Countermeasures</b>
	Exposure of Confidential Client Data.	Uploaded month end and named ( COP Month/ Year ) in Designated Folder by Clinician working in EMA SHSCT  Certificate of Opinion retained for three years from the date of Termination.  ( ABORTION ( NORTHERN IRELAND REGULATIONS 2020 )
<b>Step No</b>	<b>Instruction</b>	<b>Photograph / Diagram</b>
1	Scan document double sided to email account.  When prompted for document name input Client name, date and cert of opinion.	
2	Open email with scanned attachment. Ensure double side scanned and correct Client id.	
3	<b>Save document and move to folder created ( Certificate of opinion )</b>	
4	. Delete scanned email	
5	Paper copy destroyed in Confidential waste.	
6	Nurse in Charge to remove / delete expired documents on a monthly basis	