

SOPREADYTEMPLATES SOP SAMPLE

Adverse Event Reporting

Read-only preview

OWNER

Clinical Lead

CADENCE

As reported

PURPOSE

Standardize intake, documentation, investigation, and escalation for reported events.

Sample procedure sections

1. Scope and responsibilities for the workflow owner.
2. Step-by-step procedure with evidence expectations.
3. Exception handling, escalation, and documentation rules.
4. Training acknowledgement and revision-control prompts.

Compliance note

Templates are starting points. Adapt them to your pharmacy, state, accreditation standards, and qualified counsel guidance.

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