



SOP

Complete and finish a panel including a video meeting

Purpose: to create an outcome document with the conclusion of the panel and have the panel archived

- ☐ Wait until all experts have accepted (or refused) their invitations, or accept them yourself;
- ☐ Complete your patient data;
- ☐ Respond on requests and comments from the other panel members;
- ☐ Schedule a video meeting if not already done and invite the members;
- ☐ Record contributions by panel members;
- ☐ Reach a conclusion during the video meeting;
- ☐ Record outcome document with your panel members;
- ☐ Close and archive your panel