

**Protocol Title**

***Please note***

***1) Text in Italics***

*Italicized instructions shown in this template are for guidance purposes only and are to be deleted when the protocol is finalised.*

***2) Font Settings***

*The recommended font to use for Section Headings is ‘Arial’ with a font size of ‘16’. For text within sections is ‘Arial’ with a font size of ‘12’. For ease of use, and where appropriate, the initial text in each section has been suggested but you may amend the text as appropriate.*

***3) Text Justification***

*The text within a protocol should be set to ‘Fully Justified’.*

***4) Sections***

*This template is designed to assist DCU staff in arranging the layout of a formal university protocol. All of the sections are therefore optional as it is recognized that the nature of what a protocol will address can vary widely from case to case.*

Table of Contents

*Where a protocol is intended to be of 3-4 pages in length then a separate table of contents at the beginning is unlikely to be needed. Where it is greater than 3-4 pages in length a separate table of contents may be appropriate.*

*When inserting a table use the inbuilt Word tool (e.g. select ‘References / Table of Contents / Automatic Table 2’). An example of a table of contents, for the purposes of this template, is set out below.*

Table of Contents

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Introduction

The University……

*This section may be used to further expand upon the context of, or on any issues related to, the protocol.*

Purpose

This protocol is intended to set out the steps to be followed in the event of …..

*This section will provide the reasons or rationale for the protocol i.e. why it exists.*

*A protocol is a defined set of actions to be taken on the occurrence of a specific defined event. The event itself must be defined so that a reader will understand exactly when the protocol is to be activated.*

*The section may also refer to any legal, regulatory, or other requirements (e.g. in support of a separate DCU Policy) that the protocol seeks to meet.*

Scope

This protocol applies to……

*This section will state the unit(s) within the University to which the protocol applies. In practice, protocol tend to apply only to a single unit (e.g. Registry, HR, Finance) but there can be exceptions.*

*Thought should be given to setting out the desired scope of a protocol in an accurate and clear manner. You may need to consult with relevant stakeholders to ensure that all parties are included, or in some cases, that certain parties are excluded, from the scope of the protocol.*

Protocol

The protocol for [STATE PURPOSE HERE - IF APPLICABLE] is as follows:

1. Step 1….
2. Step 2….
3. Etc……..

*This section will state the sequence of steps to be applied when implementing a protocol. It should be a clear statement covering the entire protocol from beginning to end. The steps should be concise, definite and without ambiguity. Ideally, a Step 1, Step 2, etc. approach to layout is recommended. Authors should ensure that whatever approach to the layout is used that it will make sense to a reader.*

Principles

When applying the protocol the following general principles are to be followed.

1. Principle # 1
2. Principle # 2 etc.

*Where considered appropriate, this section will state the overall or general principles to be followed when implementing the protocol.*

Roles & Responsibilities

The roles and responsibilities of staff engaging with this protocol are….

*This section may be used to outline the various roles and responsibilities of all the individuals involved in implementing a protocol. Only formal University titles or positions should be provided.*

Definitions

|  |  |
| --- | --- |
| **Key word or phrase # 1** | This is ….. |
| **Key word or phrase # 2** | This is…… |
| **Key word or phrase # 3** | This is……. |

*This section may be used to define the meaning of key words or phrases used in the protocol that may not be familiar to, or might be misunderstood by, a reader. Consideration should be given to the target audience for the protocol and the likelihood that they will understand technical or unit specific words or phrases.*

*It will add to the clarity of a protocol if the key words and phrases are set out using a table like the one above. Additional rows can be added to the table by placing the cursor within the table, right click, select Insert, select ‘Insert Row Below’.*

Related Documentation

This protocol should be read in conjunction with the following policies / guidelines etc……

|  |  |
| --- | --- |
| **Document Name** | This document is intended to….. |
| **Form Name** | This form is intended to…… |
| **Appendix 1** | This appendix lists the……. |

*This section will be used to list any related guidance material that will assist the reader in understanding or implementing the protocol. For example, a protocol’s related documentation could be a related policy, its guidelines & forms, procedure or internal / external websites.*

*Where considered appropriate the creation of a hyperlink (e.g. on the ‘Insert’ Tab select ‘Hyperlink’) within protocol’s text to the specific web page where the guidance is located is preferable over a direct link to the URL of the guidance itself because hyperlinks tend to break down over time. Where hyperlinks are used, they should be in short form e.g. ‘Guide on…’ as opposed to the full URL.*

*Examples of two alternative web page formats are as follows:*

* [*Policy Toolkits*](https://www.dcu.ie/hr/policy-toolkits) *as adopted by the University’s Human Resources Office*
* [*Accordion Layout*](https://www.dcu.ie/ocoo/child-protection-unit) *as adopted by the University’s Child Protection Unit.*

Frequently Asked Questions

Suggested Layout # 1

Q1: What are…..

Ans: They are…..

Q2: Who do I…..

Ans: Contact….

Or alternatively, Suggested Layout # 2

| **Question** | **Answer** |
| --- | --- |
| **Q1 – What are….** | They are…. |
| **Q 2 – Who do I…..** | Contact…… |

*This section may be used to list typical queries, and their answers, in relation to the protocol and may be used if you foresee it giving rise to a number of recurring queries. Where there are likely to be a substantial number of queries they should be listed in a separate document and a reference or hyperlink to the document’s web page location placed within this section.*

Contact

Any queries regarding this protocol should be directed to…..

*This section will be used to state the contact details for the University Unit associated with the implementation of the protocol.*

Protocol Review

This protocol will be reviewed and kept regularly updated…...

*This section will be used to state how often the protocol is to be reviewed. It is recommended to state ‘This protocol will be reviewed as and when changes are required’ rather than state a definite number of years hence.*

Version Control

*Ideally all protocols should have a version control panel like the one used below. It will state the following:*

1. *Protocol’s Name*
2. *Unit Owner – the name of the DCU Unit that owns, promotes, and manages the protocol.*
3. *Version Reference - select from i) or ii) below as appropriate*
   1. *Original Version - all protocols should have a designated reference. References begin at ‘Original Version 1.0’ and proceed to ‘Original Version 2.0’ to ‘3.0’ and so on in sequential order. A sequential number will be allocated to a protocol where it has undergone a fundamental change from the previous version.*
   2. *Reviewed Version – all protocols should be periodically reviewed. Where the review has been completed and only minor (non-fundamental) changes are made then the protocol will be designated as ‘Reviewed Version 1.1,’ or ‘1.2’ or ‘1.3’ and so on.*

*In the example below the ‘Reviewed Version’ option was used as there was only a slight change to this template. If it were a fundamental change to the template, it would be appropriate to use ‘Original Version’ option (i) above.*

1. *Approved by – the name of the University Office Holder, Committee or level of Management that approved the protocol (both the original version and, if appropriate, the reviewed version).*
2. *Effective Date – the date on which the protocol becomes effective.*

*A Version Control panel may be created by copying & pasting the example below and then amending it accordingly.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Protocol Name** | Protocol Template | |  |
| **Unit Owner** | Office of the Chief Operations Officer | |
| **Version Reference** | **Original Version - 2.0** | **Reviewed Version – N/a** |
| **Approved by** | Risk & Compliance Officer | N/a |
| **Effective Date** | August 28th 2024 | N/a |

**End.**