

**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’s text is inserted.*

***2) Font Settings***

*The preferred font to use for Section Headings is Calibri, with a font size of 16. The preferred font to use for text within sections is Calibri (Body), with a font size of 12. For ease of use, and where appropriate, the initial few words in each section has been suggested but you may amend / delete the text as you wish.*

***3) Text Justification***

*All of 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 varies widely from case to case.*

**Table of Contents**

*Where a protocol is 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’).*

## **Purpose**

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

*This section will state 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 University Policy) that the protocol seeks to meet.*

## **Scope**

This protocol applies to …..

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

## **Protocol**

The protocol for [STATE PURPOSE HERE] 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.*

## **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 and 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 the protocol. Only formal titles or positions held by individuals should be used.*

## **Definitions**

*This section may be used to define the meaning of key words or phrases used in the protocol which may not be familiar to, or might be misunderstood by, a reader.*

*The exact definition of the event which activates the protocol should be one of the key words of phrases included in this section.*

*Consideration should be given to the likely target audience for the protocol and the likelihood that they will understand technical or unit specific words or phrases. It may add to the clarity of a protocol if key words and phrases are laid out using a table similar to the one below.*

*(Additional rows can be added to the table by placing the cursor within the table, right click, select Insert, select ‘Insert Row Below’).*

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

## **Related Documentation**

This protocol should be read in conjunction with:

*This section will be used to list any other guidance material which will assist the reader in understanding or implementing the protocol e.g. any related policies, procedures, guidelines, forms, websites etc. The material can be referenced using the table below or by inserting a Hyperlink to it within the text of the protocol (e.g. on the ‘Insert Tab’ select ‘Hyperlink’).*

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

## **Frequently Asked Questions**

*This section may be used to list typical queries, and their answers, in relation to the protocol and may be useful if you foresee the protocol giving rise to a number of recurring queries.*

## **Contact**

## *Any queries re*garding 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.*

## **Version Control**

## *Ideally protocols should have a version control box similar to the one set out below. It will state the following:*

## *Protocol Name*

## *Unit Owner – the name of the DCU Unit that owns, promotes and manages the protocol.*

## *Version Reference*

1. *Original Version – ideally all protocols should have a designated reference. References begin at ‘Version 1.0’ and proceed to ‘Version 2.0’ to ‘3.0’ and so on in sequential order. A sequential number should 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. When this review is complete and only minor (non-fundamental) changes are made the revised protocol may be designated as ‘Version 1.1’, or ‘1.2’ or ‘1.3’ and so on.*

## *Approved by – the name of the University Office Holder, Committee or level of Management that approved the current version of the protocol (both the original version and, if appropriate, the reviewed version).*

## *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 for ……. |  |
| **Unit Owner**  | Student Support & Development |
| **Version Reference** | **Original Version 1.0** | **Reviewed Version 1.1** |
| **Approved by** | Head of SS&D | Head of SS&D |
| **Effective Date** | July 6th 2022 | May 23rd 2023 |

**End.**