



## INSTRUCTIONS FOR BLOOD PRESSURE FORM BPF, VERSION 1.0 (QxQ)

### I. GENERAL INSTRUCTIONS

The Blood Pressure Form is filled out by the study coordinator at each visit.

**Header Information:** The header information consists of key fields which uniquely identify each recorded instance of a form.

**FORM DATE:** Record date this is being completed. Select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

**INITIALS:** Record the staff code of the person entering the data on this form. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data please contact the GIC in order to receive your own individual staff code.

### II. DETAILED INSTRUCTIONS FOR EACH ITEM

Have the participant sit with his/her arm supported. Always take the blood pressure from the right arm unless circumstances do not allow you do so. This would include cases such as any history of lymph node dissection, any history of radiation therapy to the left axilla (armpit), amputation, rashes, small gauze/adhesive dressings, casts, are withered, puffy, have tubes, open sores, hematomas, wounds, arteriovenous (AV) shunt, or any other intravenous access device.

Item 1. If the participant matches any of the criteria listed above for not using his/her right arm select 'No' and give an explanation in item 1a. If the blood pressure will be taken from the right arm select 'Yes' and proceed to Item 2.

Item 2. Measurements are taken with a Gulick II measuring device.

To measure the participant's arm circumference first find the center of the upper arm. Have the participant stand with the right arm hanging and bending the elbow so that the forearm is parallel to the floor; then measure from the back of the arm starting at the top of the shoulder and ending at the bottom of the elbow. Mark the halfway point on the participant's arm and use this spot to measure the arm circumference. Use the study provided Gulick measuring tape.

To take a circumference measurement, pull an appropriate amount of tape out of the white plastic housing. Next, wrap the tape once around the patient's arm at the center mark you made when measuring the length. Pull the tape measure taut to the calibration point between the two red balls while aligning the tapes "zero line" along side of the tape graduations. (**Note: you have pulled the proper amount when you see one red ball and the edge of the silver disk, if you see both red balls and the silver disk in between them, then you have pulled too far.**) The correct measurement is the measurement where the "0" lines up (i.e., record the measurement next to the tape's "zero line"). Use centimeters.

Item 3. Select the cuff size used to measure the blood pressure based on the arm circumference taken in item 2.

Item 4. Count the participants respirations for 30 seconds and multiply by 2 to get the respiration rate.

- Item 5. Ask the participant to sit quietly with their feet on the floor and with their arm resting in their lap. Place the cuff on the arm and activate the automated BP device.
- Systolic. Record the systolic blood pressure on the form in mm Hg.
  - Diastolic. Record the diastolic blood pressure on the form in mm Hg.
  - Heart rate. Take the patient's radial pulse for 30 seconds. Multiply the pulse rate by 2 and record the beats per minute on the form.
- Item 6. Repeat the measurements as taken in item 5. Coordinators will take three consecutive measurements with 30 second intervals between each measurement.
- Systolic. Record the systolic blood pressure on the form in mm Hg.
  - Diastolic. Record the diastolic blood pressure on the form in mm Hg.
  - Heart rate. Take the patient's radial pulse for 30 seconds. Multiply the pulse rate by 2 and record the beats per minute on the form.
- Item 7. Repeat the measurements as taken in items 5 and 6. Coordinators will take three consecutive measurements with 30 second intervals between each measurement.
- Systolic. Record the systolic blood pressure on the form in mm Hg.
  - Diastolic. Record the diastolic blood pressure on the form in mm Hg.
  - Heart rate. Take the patient's radial pulse for 30 seconds. Multiply the pulse rate by 2 and record the beats per minute on the form.