



Sleep Heart Health Study

**Blood Pressure Examination
& Anthropometry Quality Control
Supervisor Checklist**

Field Center: _____

Technician ID#: _____

QC Supervisor ID#: _____

Date form initiated: __-__-200__

For each item circle "Y" or "N" (yes or no) to indicate whether the procedure is performed appropriately. Record any comments in the blank space between that item and the next. For certain items, specific parts of the procedure which are important are listed separately. Items are presented in the sequence of the examination, but may require confirmation before or after the examination.

Blood Pressure Examination

Procedures to be completed prior to measurement

- Y N Technician sets up equipment
- Y N Technician verifies that a chair is available

The following items apply throughout the procedure

- Y N Participant is kept warm relaxed and comfortable
- Y N Participant is discouraged from talking, except to voice discomfort or confusion about instructions
- Y N Technician maintains a consistently calm, patient, and reassuring disposition

Preparatory Steps

- Y N Measures arm circumference appropriately
- Y N Assists participant in sitting in chair (if necessary)
- Y N Applies appropriate size cuff to arm

Seated Blood Pressure Measurement

- | | | |
|---|---|---|
| Y | N | Measures the systolic blood pressure using the standard manometer |
| Y | N | Inflates cuff quickly to maximal inflation level |
| Y | N | Deflates at 2mmHg/second to appearance of systolic pressure |
| Y | N | Deflates cuff quickly and completely |

Weight Measurement

- | | | |
|---|---|--|
| Y | N | Scale is positioned at zero |
| Y | N | Participant is not wearing shoes |
| Y | N | Participant's weight is equally distributed on both feet |
| Y | N | Participant is not supporting himself or herself |
| Y | N | Examiner's eyes are level with the point of measurement |
| Y | N | The measurement is recorded to the nearest 0.1 kilogram |

Neck Circumference Measurement

- | | | |
|---|---|--|
| Y | N | Participant is sitting upright with the head in the Frankfort Horizontal Plane |
| Y | N | The tape is applied around the neck just below the laryngeal prominence |
| Y | N | The measurement is made perpendicular to the long axis of the neck |
| Y | N | The tape is not too loose or too tight, but enough to maintain skin contact |
| Y | N | The measurement is completed in less than 5 seconds |
| Y | N | The measurement is recorded to the nearest 0.5 cm, rounding up |

Overall Comments of Supervisor

Instructions to Technicians / Corrective Actions

Signature, Quality Control Supervisor