**HBPM Certification Checklist:**

Date**:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of staff member(s) being observed:

Name of staff member observing:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Prior to the participant arriving:

* Sets up Omron BP7450 CAN:
  + Presses “START/STOP” to turn on device
  + Sets correct date and time
  + Turns on “TruRead” mode to ensure that the monitor will take 3 blood pressure measurements each separated by 60 seconds
* Does not turn on Bluetooth or sync the monitor to any smart device
* Places ARIC participant-specific label on to the Home Blood Pressure Monitoring Data Collection Form (HDCF)

In-clinic with participant:

* Confirms consent
* Documents participant ID, arm used, dominant arm, and any blood pressure medications taken the day of the visit on the HDCF
* Records anticipated start and end date on the HDCF
* Documents the average in-clinic blood pressure and heart rate from the seated blood pressure assessment on the HDCF
* Reads HBPM script to participant
* Educates participant on appropriate technique and instructions for the 8-day monitoring
* Asks participant if he/she has any questions or concerns
* Performs single triplicate measurement for comparison with the in-clinic seated blood pressure measurement.
* Records this on the HDCF

HBPM Tracking

* Calls participant 3 times during the 10-day home blood pressure assessment (see home monitoring check-in schedule for reference if needed)
  + Records date of *check-in call 1* (Day 2): calls to check that participant has finished ABPM, plans to return it, and will start HBPM with the Omron BP7450 CAN the next day
  + Records date of *check-in call 2* (~Day 4): calls to check that participant has started HBPM and is not having any issues monitoring twice a day (morning and evening).
    - **Records participant reported start date on the HDCF**
  + Records date of *check-in call 3* (Day 8)
    - **Records participants data transmission plan (and date) on the HDCF**

Downloading blood pressure data (Data Tracking)

* Downloads OMRON connect app on smartphone or tablet
* Records date of data download on the HDCF
* If monitor cannot be synced to smartphone or tablet, then records blood pressure measurements on the manual home data collection form (all data can be found in the history of the Omron Series 10 BP7450 CAN)
* Records number of irregular heartbeats (if any) on HBPR (Home Blood Pressure Monitor Return) Form
* Records number of rows included on data set on HBPR Form
* Data is attached to the HBPR Form in CDART
* Completes Staff Observation form at the end of the HBPM protocol

*To be completed by staff member observing the HBPM assessment:*

**What did they do well?**

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**How could they improve their skills?**

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Do they need additional training and support? ¨ Yes ¨ No

If so, we will meet on \_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then another QC will occur on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Reviewer’s signature: ­­­\_\_\_­­­ ­­**

**Observed staff signature: ­­­­**