**Name of staff member being observed: \_\_ \_\_\_ \_\_\_\_\_\_ Name of staff member observing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

**Prior to the participant arriving:**

* Ensures that the Omron HEM-907XL is set to “AVG” mode and programmed to obtain 3 blood pressure measurements separated by 30 seconds each.
* Places ARIC participant-specific label onto Orthostatic Hypotension Data Collection Form (OHDCF) and Orthostatic Hypotension Symptom Questionnaire (OHSQ).

**Prior to the OH assessment (with participant in room):**

* Confirms participant’s ID and code (using label on OHDCF and OHSQ)
* Confirms consent (OH is incorporated into the standard ARIC consent form)
* Determines appropriate BP cuff size (measures arm circumference if necessary)
  + Documents cuff size, arm used, and participant’s dominant arm on OHDCF.
* Asks participant to stand and pre-positions armrest table so the participant’s arm will rest comfortably outstretched at 70-80 degrees from his/her torso.
  + Inquires about participant comfort lying flat and offers to use a pillow underneath participant’s arm to ensure comfort
  + Pays attention to whether the participant may need assistance to stand of if he/she has safety concerns
* Asks participant to sit back down on the bed and administers the OHSQ
  + Reads all questions and possible answers
  + Accurately documents participants answers
* Asks participant to lie down on the clinic bed
  + Provides pillow under participant’s knees or head for comfort
* Read the OH Introduction Script
* Starts stopwatch
* Leaves room for 4 minutes

**Supine OH Assessment:**

* Re-enters room after 4 minutes and ensures participant is lying properly (arms at his/her side)
* Ensures that the participant is not sleeping
* Connects cuff to OMRON device and places cuff on participant’s bare arm (non-dominant or same arm that participant has been using for all previous ARIC BP measurements)
* Turns on Omron HEM-907 XL
* **Ensures Omron HEM-907XL is in AVG mode programmed for 3 measurements separated by 30 seconds each**
* At 5 minutes, reads script and begins the blood pressure assessments and push Omron “start” button
* Records systolic blood pressure, diastolic blood pressure, and heart rate, along with the **average** on the OHDCF and ensures correct transcription
* **Changes the OMRON mode from AVG to single**

**Standing OH Assessment**

* Reads script that gives the participant instructions for standing up and instructs them to “start”
* Begins stopwatch immediately as they say “start” to record time required to go from supine to standing – records on the OHDCF
* Monitors safety concerns as participant is standing
* As soon as participant is standing, presses “START” on Omron and “lap” on the stopwatch
* Presses “START” on Omron at 1 minute, 2 minutes, 3 minutes, 4 minutes, and 5 minutes to record BP measurements
* Records all blood pressure measurements and heart rate on the OHDCF
* At minute 6 on stop watch (after the 6th BP measurement), asks the participant the two symptom questions and records answer on the OHDCF
* Completes Staff Observation section on the OHDCF

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

**What did they do well?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: ­­­­**