**ABPM Certification Checklist:**

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

Name of staff member(s) being observed:

Name of staff member observing:

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Prior to participant arriving:

* Ensures participant knows to wear a short or loose sleeve shirt so the blood pressure cuff can be placed on their bare skin.

Set up for ABPM placement:

* Verifies participant ID and confirm consent.
* Has an **ABPM Data Collection Form (ABPM\_CF) and ABPM Log**, each with the correct participant label.
* Makes sure computer with the Spacelabs Sentinel 11 software is turned on and the application is open, ready for use.
* Places new batteries in the OnTrak ABPM device monitor.
* Plugs monitor into the computer using the provided USB cable.
* Turns on the monitor and wait for the screen to say “Connected to PC”.
* Follows Sentinel 11/OnTrak instructions
* Verifies correct settings are selected (this should reflect the pre-programmed “ARIC APBM” protocol with Day starting at 07:00 and Night starting at 23:00.

ABPM Placement / Protocol:

* Confirms which arm the participant prefers for blood pressure cuff placement.
* Uses appropriate size blood pressure cuff and place on same arm as used for the seated BP.
* Places cuff over bare skin.
* Makes sure the attached tube runs up the arm and around the back of the participant. (Participant can clip this onto their clothing if preferred).
* Explains to participant that blood pressure readings are visible at first, but then hidden after the initial reading.
* Asks participant about their anticipated sleep and wake times. **Record** both answers.
* Provides participant their labeled ABPM log to take home with them.
* Instructs participant that they must log their **sleep time, wake time, and end of study time.**
* Informs participant they may remove the monitor to shower, for heavy exercise, or while driving, but instruct them to **NOT** turn off the monitor.
* Shows participant how to properly replace the blood pressure cuff if they remove it for any of the reasons explained.
* Informs patient that after they have completed 26 hours of blood pressure monitoring, they should do **one** manual measurement. To do this, instruct them to push the “action button” on the device.
* Once the manual measurement is completed, instructs participant they can remove the monitor.
* Instruct participant to remove batteries from the monitor and record the time on the ABPM log.

To initiate ABPM:

* Unplugs monitor from USB port / computer and presses action button to begin first measurement.
* Documents time, systolic blood pressure, diastolic blood pressure, and heart rate from the first measurement on the ABPM\_CF **AND** the start time on their ABPM log.
* Records anticipated end time for the participant on their log (to help facilitate the correct end time entry).
* Explains to participant that they may proceed with their ARIC visit, however they should undergo at least one successful second BP measurement before they leave (to ensure the device is correctly firing every 20 minutes).
* Reminds patient once ABPM is completed, to send back monitor and BP cuff, along with their log, via pre-paid label and envelope (specific to each field center).

*\*\*Data download to begin once the device, bp cuff, and ABPM log are mailed back to the field center. \*\**

ABPM Data Download:

* Logs into Sentinel 11
* Connects monitor to computer using provided USB cable
* Places batteries in device to turn it on
* Clicks ABP
* Confirms participant ID
* Selects “Download recording”
* Manually identifies the participant using the correct ID
* Selects “Review Test” under settings
* Selects “ARIC Report” under statistics
* Clicks “Save”
* Selects “Review Test” and then “Print”
* On the top right drop down menu, select “Report Format”, then “Full Report”
* Prints one copy of the graph
* When a small window appears, save the file at “PARTICPANTID, DD-MON-YY”
* Records day-time average from report (refer to safety algorithm below):
  + Records the percentage of successful daytime attempts, the mean daytime SBP, and the mean DBP on the ABPM\_CF within 1 week of monitor return
  + If mean daytime systolic blood pressure is ≥195 mm Hg or mean daytime diastolic blood pressure ≥115 mm Hg (based on at least 70% of successful attempts), refers to ARIC clinic guidelines for how to respond to a BP alert.
* In Sentinel, clicks on “admin” and then “Export to ART” (refer to Appendix E for more details)
* Saves .art file as “PARTICIPANTID, DD-MON-YY.art” onto desktop
* Makes sure to properly wipe down bp cuff and ABPM monitor for next participant using disinfectant wipe.

Data Transmission:

* Mails one copy of the report to the participant
* Attaches full report to CDART
* Attaches .art file with raw data to CDART
* Data enter ABPM\_CF to CDART
* Data enter ABPM\_log to CDART
* Ensures that data download and transmission occurs within **one** week of the device being returned.

*To be completed by staff member observing the ABPM 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: ­­­­**