SOP number	**17.008**	Version	**6.0**
Title	**Recording an Electrocardiograph (ECG)**		

Prepared by	Anne-Marie Munro
Approved by	Lynn Prentice
Released by	Jesse Dawson

SOP category	17 NHSGGC Clinical Research Facility - Clinical

Staff category

Staff Category	R	A	C	I
Nursing	X			
GCRF Manager		X		
GCRF Associate Director				X
Senior R&I Manager				X

1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Facility (GCRF).

2. Purpose

To describe the procedure for recording an Electrocardiograph (ECG) on patients and volunteers participating in a research study ensuring standardisation in the conduct of the procedure.

3. Procedures

3.1. Preparation

- Identify and prepare equipment required for procedure.
- Explain the procedure to the participant and obtain verbal consent prior to starting procedure.
- Follow Hand Hygiene Policy in NHSSS Prevention and Control of Infection Manual.
- Recognise and take appropriate action to meet cultural requirements of the participant.
- Ask the participant to remove any clothing that may restrict access to the upper body or limbs and lie on their back on the bed/examination couch in a comfortable position.
- Ensure ECG is carried out in a clinically appropriate setting with privacy.
- If required the skin should be prepared by cleaning or shaving to ensure good electrode contact.
- Ensure electrodes are not out with expiry date and still viable
- Use a study specific ECG machine if required as part of the protocol

3.2. Procedure

- Plug in and check that the ECG machine is working as per manufacturer's instructions.
- Input participant information as defined in study specific procedures.
- Apply disposable electrodes to the participant.
- Attach ECG cables to the electrodes in the correct order, referring to manufacturer's instruction.

3.3. Recording of ECG

- Ensure the individual is as relaxed as possible before recording.
- Ask the participant to remain as still as possible for the ECG recording.
- Start ECG tracing and print/save when good clear quality tracing is confirmed.
- Check the ECG is complete; repeat if necessary.
- Ensure ECG is reviewed, signed and dated by qualified person. Document any clinically significant findings and respond accordingly (may require immediate action and medical intervention)
- Once the ECG is completed remove electrodes and leads allowing the participant privacy to dress.
- Document and complete procedure as described in study protocol
- Maintain source data, Case Report Form and patient health records
- Photocopy ECG and ensure copy is clearly marked as a copy, initialled and dated.

4. Referenced documents

- NHSSS Prevention and Control of Infection Manual.

5. Related documents

- None

6. Document history

Version	Date	Description	Retrospective Implementation
Draft	10/10/07	Creation of SOP	No
1.0	22/11/07	Release of v1.0	No
1.1	19/05/08	Released to staff	No
1.2	30/09/09	General update	No
2.0	25/11/13	Periodic review & change of author	No
3.0	15/07/16	SOP restructure Update SOP template v1.4 Minor process and admin changes	No
4.0	26/08/2019	Minor change to move study specific ECG machine reference from 5.2 to 5.1	No
5.0	18/08/2023	Update to GCTU SOP template v2.0 Addition of RACI matrix	No
6.0	26/10/2026	Transferred to new R&I SOP template 1 Prepared by and released by updated Minor administrative corrections Addition of step to photocopy and sign ECG prints Clarification of ECG review and documentation Referenced documents updated	No

This SOP is a controlled document. The current version can be viewed on the R&I website, GCTU website and R&I's Q-Pulse account.

Any copy reproduced from the website may not, at time of reading, be the current version.