SOP number	**17.025**	Version	**4.0**
Title	**Initialising the 24 hour BP monitor**		

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SOP category	17 NHS GG&C Clinical Research Facility – Clinical				
Staff category	**Staff Category**	**R**	**A**	**C**	**I**
	Nursing	X			
	Principal Investigator	X			
	Clinical Research Fellow	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

The purpose of this Standard Operating Procedure (SOP) is to instruct the user in the process for initialising the 24 hour ambulatory blood pressure (ABP) monitors.

3. Procedures

It is essential that each monitor is initialised with a unique patient identifier prior to the start of patient monitoring.

3.1. Equipment

- ABP monitor
- AA batteries x 3/4
- PC with Cardio- Navigator software
- PC interface cable

3.2. Preparing the ABP Monitor

- Ensure access to a PC which has Cardio-Navigator software.
- Switch on PC.

- Click on the 'Cardionavigator analyzer' icon  on desktop.
- Password is 'password'.
- Open the Cardio-Navigator programme by double clicking on the Cardionavigator icon on the screen.
- Create a new patient folder by clicking on the first folder icon at the top of the screen.
- Select 'new patient'.
- Enter the mandatory subject ID, patient number, last name, D.O.B and sex fields and any other fields as required by the study protocol.

3.3. Connecting the ABP monitor to the PC

- Insert three/four new AA batteries in the ABP monitor prior to each use.
- Attach the PC interface cable (grey box) to the ABP monitor (arrow to arrow).
- Switch on ABP monitor.
- Once the monitor is recognised by the PC, a series of numbers will appear on the ABP monitor. The correct patient ID will be highlighted on the PC (If not, double click the patient ID).
- A dialogue box will appear requesting confirmation of patient detail. Click 'ok' to confirm.
- Select red arrow icon (space labs ABP Configure) from the top of the screen on the toolbar. A dialogue box will appear. Complete required fields as appropriate:
  a) Start time – enter the time
  b) Time intervals (day and night) – select from drop-down box
  c) Display pressure limits and mode – tick to confirm if required by study protocol.
- Click on "send protocol and ID". A dialogue box may appear stating the BP unit contains recordings. This will be deleted when you click, ok
- A box will appear on screen to tell you that the Protocol and ID have been sent – confirm by selecting ok
- Once complete, the monitor can be disconnected from the PC.

3.4. Preparation for patient use

- A record of the monitor ID number and patient details must be kept with the relevant study documentation.
- Label the initialised monitor with the patient's ID.

The ABP monitor is ready for use. Provide the patient with appropriate documentation / patient instruction sheet (SOP 17.026, appendix 1, 24 hour ambulatory blood pressure monitoring Patient Instruction Leaflet).

4. Referenced documents

- SOP 17.026 – Use of Ambulatory Blood Pressure Monitoring Machines
- Spacelabs Medical, Inc Instruction Manual Model number 90207/90217
- Delmar Reynolds Instruction Manual

5. Related documents

None

6. Document history

Version	Date	Description
1.0	23/02/2012	First Version
2.0	15/07/16	SOP restructure Updated to SOP template version 1.4. Minor admin changes Change to approved and released by
3.0	27/09/2019	Icon removed from section 5.3 Description of process for clarity
4.0	18/08/2023	Update to SOP template v2.0 Addition of RACI matrix