



# Measure accurately

## Staff competency for semi-automated and automated office blood pressure measurement

Clinical staff should be trained and tested on measuring blood pressure (BP) accurately. It is important for staff to understand the importance of accurate BP measurement for both in-office and out-of-office settings and to be able to explain these processes in a manner the patient will understand.

Using an essential competency\* like this not only helps demonstrate that staff is trained and can effectively perform BP measurement, it also helps strengthen the education staff provides to patients who will self-measure their BP.

### How to use competency form

- Competencies should be performed no less than twice annually
- Fill in name of employee and trainer
- Follow procedures step by step and determine if employee is following them correctly
- Based on trainer’s observation, place a check mark in either the column labeled “Meets competency” or “Needs more training”
- Use the following options to document “Method of validation”:
  - If the trainer showed the employee how to do the procedure, and the employee then demonstrated the procedure, write “RD” for **return demonstration in a simulated patient setting**
  - OR
  - If the trainer observed the employee performing the procedure while providing direct patient care, write “PC” for **direct patient care observation**
- Both employee and trainer should sign and date the competency form
- Completed competency form should become part of employee’s training file

\*This clinical competency is not intended to be comprehensive. Additions and modifications to fit local practice needs are encouraged.

# Office blood pressure using semi-automated device

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Employee's name: \_\_\_\_\_

Trainer's name: \_\_\_\_\_

Procedure	Meets competency (check if "yes")	Needs more training (check if "yes")	Method of validation RD: return demonstration PC: direct patient care observation
Perform hand hygiene			
Greet patient and identify yourself to patient			
Explain procedure to patient			
Ask if patient needs to use the bathroom and allow them to do so if needed			
Have patient sit in a chair and rest			
Use correct cuff size to measure BP			
Position cuff correctly on patient's upper arm (against bare skin and properly aligned with brachial artery)			
Ensure patient is properly positioned: <ul style="list-style-type: none"> <li>• Seated in chair with feet flat on floor or stool and back supported</li> <li>• Arm supported with BP cuff in place and positioned so BP cuff is level with patient's heart</li> </ul> Ask patient not to talk, use the phone, text or email during procedure			
Press "start" button on machine			
If an error reading occurs, start over			
Remove cuff			
Perform hand hygiene			
Document BP in medical record per office protocol			
Report any abnormal results per office protocol			

Comments: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Confirmatory automated office blood pressure (AOBP)

Employee's name: \_\_\_\_\_

Trainer's name: \_\_\_\_\_

Procedure	Meets competency (check if "yes")	Needs more training (check if "yes")	Method of validation RD: return demonstration PC: direct patient care observation
Explain to patient that AOBP device will take several BP readings (each reading is one minute apart)			
Let patient know they will be left alone in the room while the AOBP device is measuring their BP			
Power AOBP device on and set to one-minute intervals			
Use correct cuff size to measure BP			
Position cuff correctly on patient's arm (against bare skin and properly aligned with brachial artery)			
Ensure patient is properly positioned: <ul style="list-style-type: none"> <li>• Seated in chair with feet flat on floor or stool and back supported</li> <li>• Arm supported with BP cuff in place and positioned so BP cuff is level with patient's heart</li> </ul> Ask patient not to talk, use the phone, text or email during procedure.			
Tell patient to remove cuff if it does not deflate after several minutes			
Position the AOBP device's screen away from patient (so patient cannot see their BP readings)			
Press "start" button on AOBP device			
Leave room (close the door), and set a timer for five minutes as a reminder of when to return			
When the timer goes off, return to the room			
Remove cuff from patient's arm			
Correctly view and then document AOBP mean numbers for BP and pulse in proper location in chart			
Report any abnormal results per office protocol			

Comments: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer's signature: \_\_\_\_\_ Date: \_\_\_\_\_