

## Glasgow Clinical Trials Unit Standard Operating Procedure

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Title			

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SOP category	17 NHS GG&C Clinical Research Facility - Clinical				
Staff category	<b>Staff Category</b>	<b>R</b>	<b>A</b>	<b>C</b>	<b>I</b>
	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

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 current NHS Greater Glasgow & Clyde Hand Hygiene Policy.
- 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.
- If required the skin should be prepared by cleaning or shaving to ensure good electrode contact.
- Ensure electrodes are not outwith expiry date and still viable
- Use a study specific ECG machine if required as part of the protocol

#### 3.2. Procedure

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- 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 manufactures instruction.

### 3.3. Recording of ECG

- Ensure the individual is as relaxed as much 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.
- Review ECG, (Who reviews any clinically significant abnormal ECG 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

## 4. Referenced documents

- NHS GG&C Hand Hygiene Policy

## 5. Related documents

None

## 6. Document history

Version	Date	Description
Draft	10/10/07	Creation of SOP
1.0	22/11/07	Release of v1.0
1.1	19/05/08	Released to staff
1.2	30/09/09	General update
2.0	25/11/13	Periodic review & change of author
3.0	15/07/16	SOP restructure Update SOP template v1.4 Minor process and admin changes
4.0	26/08/2019	Minor change to move study specific ECG machine reference from 5.2 to 5.1
5.0	18/08/2023	Update to GCTU SOP template v2.0 Addition of RACI matrix

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