# **REMINDERS FOR WHEN ISSUING BP MACHINES**

1. When issuing equipment to participants
	1. Always complete a loan form including patient details and the monitor number.
	2. If it is a new recruit, please also complete the contact details form.
	3. Please email these forms to our confidential email address which is: orh-tr.oxvasc@nhs.net as soon as possible.
	4. If fitting a 24 hour BP monitor to a participant, please issue a diary sheet, cardboard box and envelope to the patient. The diary sheet must be returned with the equipment as it allows us to correctly identify which participant wore it.
	5. Please obtain a test readings when the monitor has been fitted to the patient and write this on the patient’s diary sheet. You can find instructions for this on the PROHIBIT website: [www.prohibit-ich.org.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.prohibit-ich.org.uk%2F&data=02%7C01%7C%7C4dc82eda4ecc4ea2071308d756c9cccb%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637073297031963114&sdata=twII6T4kRwAF0274PLuc6frgwbqhCs5%2F%2FdmaPEO51qw%3D&reserved=0)
	6. We advise that staff members do not obtain a test reading on themselves prior to patient use as this will have an effect on the patient’s results.

1. Please check your equipment / batteries regularly.
	1. If the 24 hour BP monitor is unused / stored without batteries it may lose settings (E00 displayed or a blank screen). If you find E00 please
		1. Notify the Oxford team of the problem so they know you are returning the equipment. Please label the equipment so we know which site has sent it.
		2. When the monitor has been received back to the site please insert normal batteries (not rechargeable) and check for a digital clock on the display.
		3. Store the monitor with normal batteries in and fit to the patient when required.
		4. Notify the Oxford team of its receipt - Thank you!
2. **The address for returning equipment is:**

Oxford Blood Pressure Monitoring Team,

Wolfson Centre for the Prevention of Stroke and Dementia (CPSD), Wolfson Building

John Radcliffe Hospital Site, Headley Way,

Headington, Oxford,

OX3 9DU

1. **Our phone number is:** 01865 231601

1. **Our email address is**: orh-tr.oxvasc@nhs.net
2. **Please look on the website for copies of any paperwork required at:** [www.prohibit-ich.org.uk](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.prohibit-ich.org.uk%2F&data=02%7C01%7C%7C4dc82eda4ecc4ea2071308d756c9cccb%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637073297031973107&sdata=ARy9QqJB9A4FxSMAr2EixLe9zNUJ7Jf9bQ6WRUMcer4%3D&reserved=0)

Thank you for your co-operation

The Oxford Monitoring Team