	Title:	Standing Height and Weight Measurement		
	Version Date:	2016-APR-18	Document Number:	SOP_DCS_0006
	Effective Date:	2016-MAY-31		
Data Collection Site (DCS)	Version:	2.3	Number of Pages:	4

1.0 Purpose:

The purpose of this document is to describe the standardized procedure for measuring the weight and standing height of the participant.

2.0 Scope:

This document is to be used by the DCS staff when measuring the weight and standing height of the study participant.

3.0 Responsibilities:

It is the responsibility of the DCS staff to perform the procedures as described in the current and approved version of the standard operating procedure.

4.0 Related Documents:

Not applicable

5.0 Definitions:

Not applicable

6.0 Equipment:

- 140-10 Healthweigh Digital Physician Scale
- Seca 213 stadiometer

7.0 Supplies:

- Alcohol or disinfectant wipe

8.0 Procedure Steps:

Contraindications:

- Unable to stand unassisted (Contraindication Questionnaire);
- Please make a note in the 'Any other comments' section in Onyx of any other condition that would affect the measurement of standing height or weight (e.g., unable to fully straighten back).

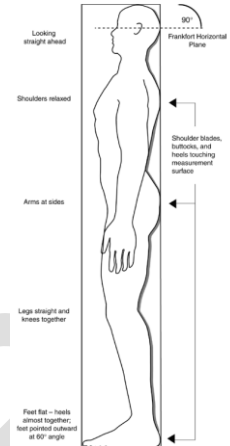
Standing height

Step 1: At the *Interview Tab* in Onyx, look for Standing Height in the list of stages. Then select **Start** in that row.

Step 2: The "Standing height: Start" window will pop up. Enter your **password**.

Step 3: Scan the Interview ID barcode then click on **Continue**.

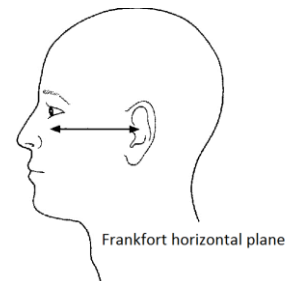
Step 4: Ask the participant to step on the platform. Facing away from the pole, have the participant slowly back in toward the pole until they feel their heels, buttocks and shoulder blades touch the pole (see Figure). Depending on the overall body shape of the participant, all points may not touch the scale simultaneously. If this is the case, make sure the participant's trunk is vertical above the waist.



Step 5: If adjustment is required, ask the participant if it is okay to position their head. Place your fingers on the bony prominence of the skull just behind the lower part of the ear (the mastoid bones) and your thumb on the posterior point of the bony prominence of the jaw. Adjust the head until it is aligned in the Frankfort horizontal plane.

Step 6: Ask the participant to take a deep breath in. This will allow the spine to straighten, yielding a more consistent measurement of stature. The participant must hold this position while the measuring arm is brought down to the top of the head. Sufficient pressure should be applied to the measuring arm to fully compress the hair.

Step 7: Take the measurement at the red arrow markers in metric units. Read the measurement at eye level. Click **Add** button to add the values manually. Record the measurement to the nearest tenth of a centimeter (0.1) in Onyx and click **OK**



Step 8: Repeat **Steps 4 to 7**.

Step 9: After 2 measurements, lift the measuring arm and ask the participant to step away from the stadiometer. Click **Next**.

Step 10: The conclusion screen will appear, indicating that you have completed the measurements.

Step 11: Click **Finish**. The "Standing height: Finish" window will pop up. Onyx will generate an average measure.

Step 12: Indicate in the **comment** field in Onyx if there was anything that may have affected or influenced the measurement. Ensure that comments do not contain any personally identifying information.

Step 13: Click **Continue** to return to the status page

Weight

If a participant weighs more than 550lbs or 250kg, the scale will not be able to produce an accurate measure because this will exceed the maximum weight the scale can measure. Instead you will receive two possible error messages (a reading of 999.9 or the display message will read STOP). If this is the case, you will not be able to measure the participants' weight. Record this as the reason why the measure was not taken.

Step 14: At the *Interview Tab* in Onyx, look for Weight in the list of stages. Then select **Start** in that row.

Step 15: The "Weight: Start" window will pop up.

Step 16: Scan the Interview ID barcode then click on **Continue**.

Step 17: Click on the **Start** button to start an automatic measure.

Step 18: Ask the participant to remove his/her shoes and any headwear (e.g., hats), with the exception of religious headwear. Have the participant remove any excess layers of clothing (i.e., sweaters, sweatshirts, wallet, cellphone etc.).

Step 19: Use an alcohol wipe to clean the measuring arm and those portions of the scale that may make contact with the participant, including the platform.

Step 20: Ask the participant to stand on the platform of the scale facing the wall, placing their weight evenly on both feet. When the weight is registered it will be indicated with a beep.

Step 21: Click on **Save** to record the weight measurement in Onyx.

Step 22: Ask the participant to step off the platform – then repeat steps 20 and 21.
If nothing happens, try pressing zero on the scale.

Step 23: After 2 measurements, ask the participant to step off the platform and click **Next**. NB: Click Refresh button if required.
If two measurements don't upload, then press refresh in the Onyx window.

Step 24: The conclusion screen will appear and indicate that you have completed the measurements.

Step 25: Click **Finish**. The "Weight: Finish" window will pop up. Onyx will generate an average measure.

Step 26: Indicate in the **comment** field in Onyx if there was anything that may have affected or influenced the measurement. Ensure that comments do not contain any personally identifying information.

Step 27: **Scan** the participant ID and click **Continue** to return to the status page.

Step 28: Wipe the stadiometer with an alcohol or disinfectant wipe.

9.0 Documentation and Forms:

- **CRF_DCS_0006** - Height and Weight Case Report Form

10.0 References:

- McDonald K. OHS Standard Operating Procedures for Physical Measures Data Collection. Version 1.2. OHS; 2009 Mar 20.

Baseline Revision History:

New Version #	Revision Date	Revision Author	Content Approval
2.3	2016-APR-18	Lorraine Moss	Mark Oremus
Summary of Revisions			
Step 28: Wipe the stadiometer with an alcohol or disinfectant wipe.			
Added disinfectant wipe to cleaning supplies.			
New Version #	Revision Date	Revision Author	Content Approval
2.2	2014-NOV-04	Lorraine Moss	Mark Oremus
Summary of Revisions			
Step 7: Record the measurement to the nearest tenth of a centimeter (0.1) in Onyx and click OK.			
New Version #	Revision Date	Revision Author	Content Approval
2.1	2014-JUL-10	Lorraine Moss	Mark Oremus
Summary of Revisions			
SOP formatting updated.			
Wording of Scope, Purpose and Responsibilities updated and clarified.			
Step 18: Ask the participant to remove his/her shoes and any headwear (e.g., hats), with the exception of religious headwear. Have the participant remove any excess layers of clothing (i.e., sweaters, sweatshirts, wallet, cellphone etc.).			
Changed the order of SOP to height and weight			
New Version #	Revision Date	Revision Author	Content Approval
2.0	NA	NA	NA
Summary of Revisions			
Version skipped due to clerical error.			
New Version #	Revision Date	Revision Author	Content Approval
1.1	2012-Nov-09	Lorraine Moss	Mark Oremus
Summary of Revisions			
Updated format to comply with CLSA standards.			
Grammatical correction throughout document.			