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INSTRUMENT STANDARD OPERATING PROCEDURE MANUAL

College of Medicine



SAFETY AND LABORATORY COOMMITTEE, C.O.M, K.F.U.

Prepared by

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Document History

Document Section	Details of Amendments	Date	Modified by (Initials)
SOP	<input type="checkbox"/> First Draft on SOP for the operation of ECG Cardioexpress SL12		

1.OBJECTIVE:

- ☐ The document describes the operation of ECG Cardioexpress SL12



2.OVERVIEW OF INSTRUMENT:

The CardioExpress SL12A is a twelve-channel ECG recorder designed for high volume use in busy departments. It features advanced design and ergonomics to enable the operator to quickly and easily control the unit for individual requirements.

The SL12 offers storage of 200 ECGs, external archiving to the Sentinel Cardiology Information Management System (CIMS), and Barcode Reader.

Featuring advanced design and ergonomics to enable the operator to quickly and easily control the unit for individual requirements.

3.RESPONSIBILITIES:

- ☐ It is the responsibility of designated personnel in the lab to train new staff and students on this procedure and to ensure adherence to this procedure under supervision.
- ☐ It is the responsibility of designated personnel (staff or Student) to follow the instructions of this procedure under supervision.
- ☐ The head of the physiology department must resolve any problem with the process and difficulties in using this SOP.

4.REFERENCES:

- ☐ Operations Manual 070-2724-00 Rev A, Spacelabshealthcare.

5.DEFINITIONS:

ECG:Electrocardiograph

HR:Heart Rate

aVF:Left Foot Augmented Lead

aVL:Left Arm Augmented Lead

aVR:Right Arm Augmented Lead

LA:Left Arm

LL:Left Leg

RA:Right Arm

RL:Right Leg

ID:Identification

AC:Alternating Current

BP:Blood Pressure

6.SAFETY PRECAUTIONS:

- ☐ Wear gloves, a lab coat.

7.PROCEDURE FOR OPERATING of ECG Cardioexpress SL12

7.1.Turning on the instrument:

- 1-Connect the power cord.
- 2-Connect the earth wire (when necessary).
- 3-Load the recorder paper.
- 4- Connect the patient cable to the patient cable socket on the right side of the unit.
- 5- Connect the lead wires of the patient cable to the electrodes.
- 6- Press switch on.
- 7- Clean the electrode areas on the body surface with 75% alcohol.
- 8- Daub the electrode areas with gel evenly.

9- Attach all the electrodes to the patient.

7.2.Entering Patient Information:

Press F1 below Patient to open the Patient Information window

A. Typing Patient Information:

1) Press Tab to move the cursor to the textbox, and then fill in the textbox.

2) Pressing Tab can go to the next field, and pressing Shift + Tab can go to the previous field.

B. Selecting an Option:

1) Press Tab to highlight the dropdown.

2) Press the UP or Down arrow to select an option.

C. Closing the Patient Information Window:

1) Press Enter to save the information and exit the window.

2) Press Esc to close the window without saving the information.

7.3. Printing an Auto ECG Report:

1) Press MODE to select AUTO. The hint AUTO is displayed on the LCD screen. 2) Press PRINT/STOP to print an ECG report.

3) Pressing PRINT /STOP again can stop printing the report.

7.4. Turning off the Instrument:

1) Closing Interfaces Press Enter to exit any interface and save the information.

2) Press Esc to exit any interface without saving the information. Navigation Tips.

3) Press switch off.

7.5.Warning:

In order to use the Electrocardiograph safely and effectively, and avoid possible dangers caused by improper operation, please read through the user manual and be sure to be familiar with all functions of the equipment and proper operation procedures before use.

Safety and Laboratory Committee, COM, KFU