



SV2  
ID: \_\_\_\_\_

### SV2 Visit Form

**DONE?**

Check visit window.....

Informed consent (if applicable) .....

Complete SV2 Blood Pressure Form..... **eligible** 1  
**ineligible** 2

Complete Baseline Medication Use Questionnaire ..... **eligible** 1  
(including medications review and clinician review) **ineligible** 2

Collect non-fasting blood specimen.....

Distribute 24-hour urine materials .....

Distribute Food Record and review instructions.....

Review SV1/SV2 Activity Fact Sheet .....

Complete Local Lab Worksheet ..... **eligible** 1  
**ineligible** 2

SV2 Visit Outcome ..... **eligible** 1  
**ineligible** 2  
**refused** 3

SV3 Visit Date: \_\_\_\_\_

Reviewed by (staff ID): _____
Entered by (staff ID): _____

# SV2 Visit Form Training Manual and Coding Instructions

## Overview

The SV2 Visit form is filled out by clinic staff and is used to track the progress of the participant through the components that make up the SV2 visit.

As soon as a participant is determined to be ineligible, check the “Ineligible” box under the Visit Outcome and terminate the visit. If a participant refuses to complete the visit, check the “Refused” box under the Visit Outcome and terminate the visit. For eligible participants, all items must be completed.

Do not enter this form until the visit is complete and a final outcome is determined. If visit is incomplete and will not be completed, either enter “Refused” (if appropriate), or close out the participant using the closeout form and do not enter the visit form.

## Administration Instructions

Using a blue or black pen, fill out each of the items on page 1. If a participant becomes ineligible at any point, you do not need to complete the remaining items.

<b><u>Question</u></b>	<b><u>Special Administration Instructions (if any)</u></b>
Check visit window	Make sure that at least 7 days have elapsed since the SV1 blood pressure date.
Informed consent	The need for a consent to be done at a specific visit will vary by site. If consent is being done at this visit, check the “Done?” box.
SV2 BP Form	After completing form #9, enter the eligibility outcome. If ineligible, skip to the SV2 Outcome field, check the “ineligible” box, and terminate the visit.
Medication Use	After completing form #11, enter the eligibility outcome. If ineligible, skip to the SV2 Outcome field, check the “ineligible” box, and terminate the visit.
Non-fasting blood	After non-fasting blood sample has been collected, check the “Done?” box.
24-hour urine materials	If you will be collecting 24-hour urines at SV3, distribute the materials and instructions and check the “Done?” box. Otherwise, just put a slash through the box and note that this will take place at a later date.
Review fact sheet	After reviewing form #106 with the participant, check the “Done?” box. If the participant decides after reviewing the fact sheet that they do not wish to continue with the study, skip to the SV2 Outcome field, check the “refusal” box, and terminate the visit.
Local Lab worksheet	After local lab results have been received, fill out the local lab worksheet (form #12) and record the outcome on the visit form.

**Question**

SV2 Visit Outcome

**Special Administration Instructions (if any)**

see Coding Instructions below

**Coding Instructions**

The Local Lab Worksheet can not be completed until local lab results come back, so the visit form can not be finalized until then.

**SV2 Visit Outcome:** After all other items are complete, enter the visit outcome. If the outcomes for blood pressure, Medication Questionnaire, and Local Lab Worksheet are all “eligible” and the participant wishes to continue, check the “eligible” box. If any item is marked “ineligible,” check the “ineligible” box. If the participant refused at any point, check the “refused” box. If visit is incomplete and will not be completed, either enter “refused” (if appropriate), or close out the participant using the closeout form and do not enter the visit form.

**Review Instructions**

Do not review this form until the visit is complete and a final outcome is determined. If visit is incomplete and will not be completed, either enter “Refused” (if appropriate), or close out the participant using the closeout form and do not enter the visit form.

For all participants:

- Make sure that the ID label has been attached.

For eligible participants:

- Check that all items have been completed.
- Make sure that all of the eligible/ineligible responses have been checked “eligible.”

For ineligible participants:

- All items do not have to be completed, but make sure that at least one eligible/ineligible response has been checked “ineligible.”

For refusals:

- No other items are required.

**Additional Instructions**

Do not enter this form until:

- the visit is complete
- a final outcome is determined
- all other forms related to the visit (#9, 11, 12) have been entered.