 clsa élcV Canadian Longitudinal Study on Aging Étude longitudinale canadienne sur le vieillissement	Title:	Hip and Waist Circumferences		
	Version Date:	2016-APR-18	Document Number:	SOP_DCS_0005
	Effective Date:	2016-MAY-31		
Data Collection Site (DCS)	Version:	1.4	Number of Pages:	3

1.0 Purpose:

The purpose of this document is to describe the standardized process of measuring hip and waist circumferences.

2.0 Scope:

This document is to be used by the DCS staff when measuring the hip and waist circumferences of a 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:

- Measuring tape (245 cm long)

7.0 Supplies:

- Certaintywipe

8.0 Procedure Steps:

Contraindications:

- A female participant who is more than 12 weeks pregnant (Contraindication Questionnaire); or,
- A participant who is unable to stand upright unassisted (Contraindication Questionnaire).

Step 1: At the *Interview Tab* in Onyx, look for Hip and Waist Circumference in the list of stages. Then select **Start** in that row.

Step 2: The "Hip and Waist: Start" window will pop up

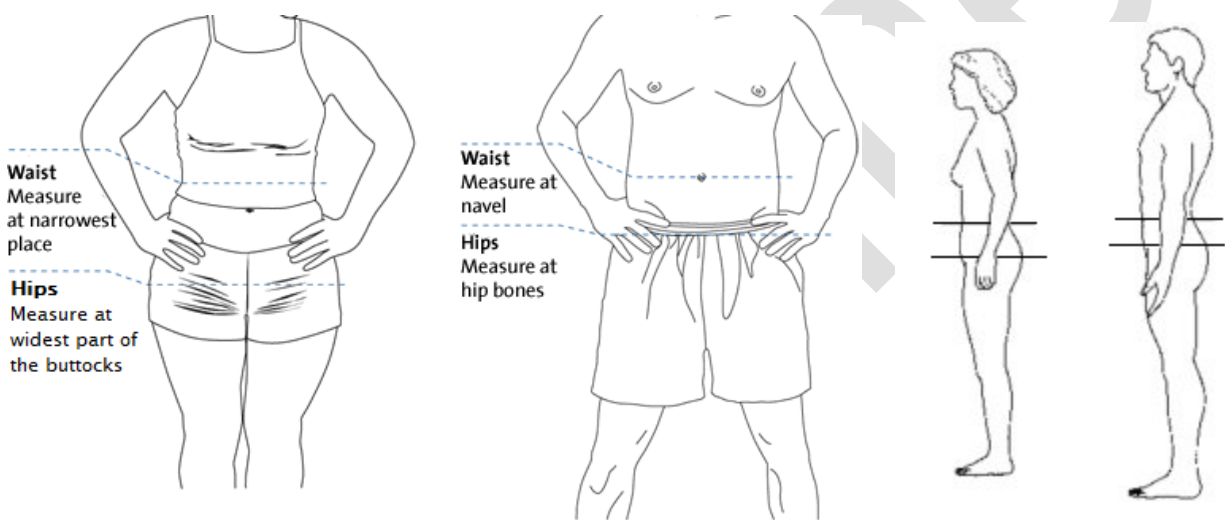
Step 3: Scan or enter the Interview ID barcode, then click on **Continue**.

Step 4: Have the participant stand upright in a relaxed manner. Their feet should be facing directly forward, shoulder width apart, with their weight evenly balanced on both feet.

Waist Circumference

Step 5: Ask the participant if s/he feels comfortable adjusting his/her clothing so the measurement may be recorded with the tape measure placed directly on the skin. If they agree to do so, have them hold the clothing out of the way. If the participant is uncomfortable with this, record the measurement over one layer of clothing.

Step 6: Indicate in Onyx how the measurement is done (directly on skin or over one layer of clothing) by selecting the appropriate choice in the drop-down menu for **measurement taken**.



Step 7: Look at the participant from the front and side and extend the measuring tape around the position of the natural indent in the waist area (half-way between the last floating rib and the iliac crest). Position the tape so that it is on the same level around the participant.

Step 8: Gently tighten the tape, making it snug around the waist.

Step 9: Stand to one side of the participant's body to take the measurement. Always read the tape measure at eye level. Take the measurement in centimeters, to the nearest tenth of a centimeter (0.1).

Step 10: Record the measurement in Onyx.

Hip Circumference

Step 11: For a woman look at the participant from the side and extend the measuring tape around the largest circumference of the hips and buttocks (largest protuberance). Position the tape to level around this area over one layer of clothing. If the participant is wearing a gown and pants, have them lift up the gown while measuring is being done.

For a man refer to the pictures above in step 7 for the correct hip circumference location.

Step 12: Gently tighten the tape, making it snug around the hips.

Step 13: Stand to one side of the participant's body to take the measurement. Always read the tape measure at eye level. Take the measurement in centimeters, to the nearest tenth of a centimeter (0.1) and record it in Onyx.

Step 14: Click **Next**. Verify the fields entered and click next.

Step 15: The conclusion screen will appear indicating that you have completed the measurements.

Step 16: Click **Finish**. The "Hip and Waist: Finish" window will pop up.

Step 17: 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 18: Click **Continue** to return to the status page

Hip-Waist Ratio

Step 19: Onyx will automatically calculate the Hip-Waist Ratio.

Clean up procedure

Step 20: Before putting the tape measure away, wipe with a certainty wipe.

9.0 Documentation and Forms:

- **CRF_DCS_0005** - Hip Waist Ratio Case Report Form

10.0 References:

- McDonald K. OHS Standard Operating Procedures for Physical Measures Data Collection. Version 1.2. OHS; 2009 Mar 20.
- Fitday. 221_measureart02 [image on the Internet].2000-2009 [cited 2011 July 14]. Available from: <http://www.fitday.com/fitness-articles/fitness/measuring-fat-and-weight-loss-more-than-stepping-on-the-scale.html>

Revision History:

New Version #	Revision Date	Revision Author	Content Approval
1.4	2016-APR-18	Lorraine Moss	Mark Oremus
Summary of Revisions			
Changed alcohol wipes to certainty wipes.			
New Version #	Revision Date	Revision Author	Content Approval
1.3	2014-JUL-10	Lorraine Moss	Mark Oremus
Summary of Revisions			
Changed the word 'booty' in the picture to 'buttocks'.			
Updated SOP formatting.			
Updated and clarified wording of Scope, Purpose, and Responsibilities sections.			

New Version #	Revision Date	Revision Author	Content Approval
1.2	2013-May-27	Lorraine Moss	Mark Oremus
Summary of Revisions			
Added a picture in Step 7 and clarified the wording Step 7 and Step 11 (view body from both the front and side).			
New Version #	Revision Date	Revision Author	Content Approval
1.1	2013-Jan-17	Lorraine Moss	Mark Oremus
Summary of Revisions			
Updated formatting to meet CLSA standards			
Added document numbers to section 7.0			
<p>Step 11 re-worded to read – “Step 11 – For a women look at the participant from the side and extend the measuring tape around the largest circumference of the hips and buttocks (largest protuberance). Position the tape to level around this area over one layer of clothing. If the participant is wearing a gown and pants, have them lift up the gown while measuring is being done.</p> <p>For a man refer to the picture above in step 7 for the correct hip circumference location.”</p>			
<p>Step 20 reworded to read: Step 20 re-worded to “Before putting the tape measure away, if directly exposed to the participant’s skin, clean it with an alcohol wipe or disinfectant spray.”</p>			

Baseline