



MMM Screening Instructions

Who is this document for?	For MMM Country and Site Leaders
Purpose of this document	To provide guidance on running MMM, including how to set up, promote and run screening sites
Further Resources	Please visit http://maymeasure.com/get-involved/downloadable-resources/ where you will find further information and downloadable resources

Target Screening

The aim is to collect blood pressure data from people aged 18 and above, who ideally have not had their blood pressure measured in the previous 12 months.

Ethical Approval

The first step in setting up May Measurement Month (MMM) screenings is for MMM Country Leaders to gain ethical approval if required. The time this takes will vary from country to country and in some cases this has been known to take up to 6 months when additional information is required. Therefore, it is important to submit your application as early as possible. The MMM Protocol and the participant informed consent form is available from the downloads section of the website.

What locations can we use for MMM screening centres?

You have complete discretion when it comes to selecting the location for your screening site and whether or not you want to have a partner — such as a pharmacy or clinic — working with you. Screening sites have previously been set up in a wide range of locations including hospitals, clinics, supermarkets, outside temples and markets, bus and train stations, sports events and using mobile screening vans.

When choosing your screening site, please consider locations where you are most likely to reach and screen the MMM target audience (i.e. people aged 18 years and plus, who ideally have not had their blood pressure screened in the previous 12 months).

You do not need a location with Wi-Fi or internet access, however you will need internet access in advance of the screenings to be able to download the app for recording and submitting data.

If there are any charges for your screening location, such as room rental or Wi-Fi access, you need to cover these locally.

The ISH has arranged public liability insurance if you need this — the insurance certificate can be downloaded from the MMM website

You will also need to ensure that screening venues meet local health and safety requirements. MMM Country Leaders should be able assist in defining what is required.

Screening location identification

Each screening site will require a Site Identity (Site ID) to help our data analysis and for following up any queries regarding data submission. This will be defined and provided by the MMM Country Leader and should ideally contain the country's ISO code followed by a 3 digit number. This is compulsory for collecting data, therefore if you do not know your screening Site ID there will be the option to provide your email address instead

The Site ID is particularly important for hand-written or excel files as it will enable data to be traced back to its source. (The app will capture who submitted the data automatically).

What medical equipment will be needed?

To carry out the blood pressure readings, every site will need one or more automated electronic devices or conventional sphygmomanometers.

In some cases, volunteers may already have access to blood pressure measuring equipment, or it may already be on site. In other cases, Country Leaders may have made local arrangements with a blood pressure measurement device supplier.

To support sites that do not already have access to blood pressure devices, global supplier, Omron Healthcare, has donated 20,000 electronic devices to the campaign, many of which have already been allocated since the launch of MMM in 2017. If you have any devices from previous years, please check them and re-use them where possible. If MMM Country Leaders would like to apply for some of the Omron devices, they may contact manager@maymeasure.com

Volunteers should contact their MMM Country Leader for further information.

What other equipment will be needed?

You will need some tables and chairs — the number depends on the size of your venue and the number of screening stations you plan on having.

As a guide, for each screening site, you will need:

- Somewhere for members of the public to sit while they're waiting
- A minimum of a table and two chairs for recording measurements (more for larger screening sites)
 - A screening table that is large enough to 1) accommodate the measuring equipment and your paper or device for collecting the data and 2) have space for the person being screened to rest their forearm. This is important as measuring blood pressure using an unsupported arm can distort the reading.
 - A chair for the person being screened that supports their back and is high enough to allow their feet to rest on the floor
 - A chair for the volunteer carrying out the screening

Do volunteers need to be medically qualified?

No. It is not essential for MMM volunteers to be medically qualified or to have worked as a healthcare provider, but we anticipate that many will come from this type of background.

We would expect some nurses, medical students, plus those who have retired, to want to get involved, but don't worry if you or other volunteers are not medically experienced. If they do not have relevant experience then they will need to be trained on how to take blood pressure measurements. Please visit the MMM website for videos and guidance documents. <http://maymeasure.com/get-involved/>

What roles do I need to think about?

You will need volunteers to fulfil the following roles while running your screening site...

On-site:

- [Organisation](#) — this involves welcoming members of the public, looking after them while they are waiting to be screened, and answering questions after they have been screened
- [Clinical](#) — this involves carrying out and recording blood pressure measurements, and providing advice

If any of your team are from a medical background, it makes sense to put them in charge of measuring blood pressure and for the rest of your volunteers to concentrate on meeting and greeting members of the public.

Off-site:

- [Administrative](#) – to help coordinate MMM at the country level and liaise between the MMM global team and sites. This includes, responding to volunteer queries, organising guidance and training for site leaders, providing the Site ID references and collating and publishing country sites

How do we take blood pressure readings?

Anyone from a medical background will almost certainly already be familiar with taking blood pressure measurements, but because this is a global initiative and the data recorded will be used for research purposes, it is essential that everyone works in the same way to create consistent and clean data.

We have therefore created two videos — one for taking automated measurements, and the other for taking manual measurements. Please visit see our videos and downloadable instruction documents on the website for guidance. Please familiarise yourself with the videos and written instructions and make sure that everyone delivering MMM at the community level — including those not taking measurements — have also watched the relevant video and understand what is expected of them.

You should also have read and understood the MMM protocol and participant informed consent. Please ensure you have hard copies of both available. You can download these from <http://maymeasure.com/get-involved/>.

How do we record our data?

We will use the data collected for our global analysis and therefore it is vital that it is collected correctly and in the pre-defined format. Site Leaders should check that volunteers are trained correctly to do this, and MMM Country Leaders should keep check

of the data coming in throughout MMM, to ensure clean data is being collected in the correct format otherwise we may not be able to accept it.

You can record blood pressure measurements in the following ways:

1. **Directly via the MMM App**: The app can be downloaded from the MMM website onto an Apple or Android mobile phone or tablet, or a Windows or Mac computer/laptop. Internet connection is required to download to the app. Data can then be entered directly into the app during the screenings. If there is an internet connection at the screening site then the data will be uploaded to our database instantly on the completion of each participant's screening. If there is no internet connection available, then the data will be stored on the app and will upload to our database once internet connectivity is available.
2. **Excel template**: The template can be downloaded from the website <http://maymeasure.com/get-involved/downloadable-resources/>. No changes should be made to the template as this may affect its compatibility with the MMM database. Once you have filled your data into the template, save it and submit to your MMM Country Leader in advance of the data submission deadline.
3. **Paper form**: Data can be hand-written onto the form that we provide. It would then need to be loaded into the app later manually before submitting to the MMM global team.

How do we submit our MMM data?

Please submit your data as soon as possible.

The MMM App will automatically send in your data. If you are using Excel, all data must be sent to the MMM Country Leader. Please check with your Country Leader for their deadline.

The FINAL deadline for receiving all the cleaned data from the Country Leader is 31st July. However, you should not wait until this deadline as the central MMM team need to start cleaning and analysing data as soon as possible.

Please refer to "*How to Submit MMM Data*" from <http://maymeasure.com/get-involved/>.

Which is the easiest way to record and submit data?

Using the specially-designed MMM App is our preferred choice for recording data because it ensures we receive the data accurately and quickly so we can analyse the data faster. It is also the easiest for you.

What if there's no Wi-Fi or 4G available at the screening site?

You do **NOT** need a location with Wi-Fi or internet access in order to use the MMM App. However, you will need internet access in advance of the screenings to be able to download the App and also after the screenings to upload the data to our database.

Do we need to record anything else at MMM screening sites?

The MMM questionnaire will also ask you to record anonymous data about your participants (such as approximate age, sex etc.) which will help us in our analysis of the data at the end of May Measurement Month. Please record as much information as possible. **The MMM questionnaire is reviewed each year, so it is important to make sure you are using correct questionnaire.**

What happens to our data after MMM?

After MMM, the data will be collected centrally for analysis by our MMM statisticians, with a view to publishing learnings and results. This will help us to create scientific evidence to try and influence governments and policy makers.

After the global data has been collected and published, we will provide MMM Country Leaders with their individual country analysis. Countries must not make public any of the results before the global publication to ensure our chances of publication are not compromised. Therefore, please follow the guidelines provided after MMM on data availability and do not commit to any events that require the data before checking with the MMM team. If in doubt please contact manager@maymeasure.com. Thank you for your understanding.

What advice is there for members of the public?

We have created information for members of the public to read while they are waiting to be measured and information they can take away with the, including:

- A record card — for recording the individual's blood pressure reading plus advice about what to do next
- A Ten Top Lifestyle Tips Leaflet for those found to be hypertensive
- An information sheet to help volunteers give the correct advice to anyone they measure who is hypertensive.
- A participation sticker

These documents are ready to print and can be downloaded from <http://maymeasure.com/get-involved/downloadable-resources/>. All printing costs need to be met locally and cannot be reimbursed by ISH.

How can we promote and publicise MMM events?

You are encouraged to raise MMM's profile by engaging with the media in your country and we have created a promotional toolkit to help you do this, including best practice examples from other countries who have previously taken part in MMM. You can download this from <http://maymeasure.com/get-involved/mmm-toolkits/>

We have included a range of promotional materials that you can download and print. They may be customised to include screening site locations, opening hours, and any other information relevant to your local communities. Promotional materials include:

- pull up banners
- posters
- leaflets
- t-shirts

We have also set up dedicated MMM accounts Twitter, Facebook and Instagram, with the account name **@maymeasure**. Where appropriate in your country, please join the conversation on any or all of these platforms to help spread the word about how you are delivering MMM in your country using our hashtag **#checkyourpressure**. If MMM Country Leaders have any particular stories or photos to share we can use them on the maymeasure.com website and on our social media. **(But please ensure you have permission to use people's photos)**. If you would like to do this, please contact comms@maymeasure.com

Finally, ISH Corporate Sponsor, Servier, created a global MEDIA campaign for increasing awareness about hypertension amongst the general public (called #BecauseISaySo), which will run again in 2019 to help drive more patients to the screening centers of MMM. MMM Country Leaders may contact their local Servier office to see if and how they will implement the campaign in 2019 and also whether the local Servier office can offer any further support in setting up MMM in that country. (Please note, however, that this is not part of Servier's global sponsorship arrangement and your local Servier office is not in any way obliged to do that.)

ISH Corporate Sponsor, Omron, are also planning to develop a campaign that will increase awareness of the need to check BP. Details will be revealed in Spring 2019.

How will people find out about our MMM sites?

As well as your local campaigns to promote awareness, we recommend that the Country Leader provides a website where details or local screening sites can be found. (This could be hosted on the national society website for example.)

On the global MMM website (www.maymeasure.com), there will be a list of participating countries. Where possible, these will link to the national site lists.

How do I find out more?

If volunteers have any questions about setting up and publicising MMM screening sites that are not answered here, they should contact their MMM Country Leaders. If MMM Country Leaders are unable to answer any questions, they can email us at manager@maymeasure.com

**Thank you for supporting May Measurement Month
A Simple Measure to Save Lives**