



# Park Nicollet

## Weight protocol

### Nurse script

I'd like to take your height and weight today. At Park Nicollet, we use your height and weight to calculate a measure called body mass index, or BMI. Your BMI helps us find out if your weight is putting your health at risk. The higher your BMI, the higher your risk for certain diseases such as heart disease, high blood pressure, type 2 diabetes, gallstones, breathing problems, and certain cancers. Your doctor will be discussing your BMI with you during your visit today.

In order to get an accurate BMI, we need you to take off your shoes, coat and take out any heavy items from your pockets. Feel free to sit in the chair when taking off your shoes.

*If patient declines to take off their shoes:* Explain to patient the importance of taking an accurate height and weight and how shoes can make a difference. If patient still refuses, take height and weight with shoes on and make a "with shoes" notation on Visit Wizard; document measurement in LastWord and write "with shoes" in BMI comments box.

*If patient declines having weight and height measured:* Encourage patient and explain we are working to improve the health of all patients and need accurate heights and weights in order to calculate a BMI. If patient still refuses, ask them what their height and weight is. Write and circle "self-reported" notation on Visit Wizard; document measurement is "self-reported" in LastWord in both height and weight comments box.

### General weight information

- Weight should be done at every visit.
- Write down weight onto Visit Wizard at time of measurement.
- Scales must be calibrated annually.
- Scales should be cleaned weekly.

### How to take the measurement

1. Before each measurement, make sure the scale is zero-balanced.
2. Ask the patient to remove heavy outer clothing (such as coats, jackets, and vests), purses, shoes and any heavy accessories such as belts with heavy belt buckles. The patient should also remove any heavy pocket contents.
3. Place a Kimwipes™ on the scale if patient desires.

4. Ask the patient to stand motionless in the middle of the scale platform with the feet slightly apart and the body weight distributed equally on both feet.
5. Ask the patient to step down from the scale.
6. If the reading is compromised due to a cast or other device, please make a notation in the patient's record. This can be written above the vital signs on the visit wizard.
7. Measure weight to the nearest 0.1 lb.
8. Record the reading on the Visit Wizard. Once in the exam room with patient, enter height and weight and calculate the body mass index (BMI) measurement into LastWord Vital Signs flowsheet. Record BMI on the Visit Wizard.



# Park Nicollet

## Height protocol

### Nurse script

Next, I would like to take your height. We will measure your height at least once a year to make sure it is accurate. Please stand up against the wall with your head, shoulders, buttocks and heels touching the wall. Look straight ahead. Stand up straight and take a deep breath in and hold it. Go ahead and let go of your breath and take a step away from the wall. You can go ahead and put your shoes back on.

*If patient declines to take off their shoes:* Explain to patient the importance of taking an accurate height and weight and how shoes can make a difference. If patient still refuses, take height and weight with shoes on and make a “with shoes” notation on Visit Wizard; document measurement in LastWord and write “with shoes” in BMI comments box.

*If patient declines having weight and height measured:* Encourage patient and explain we are working to improve the health of all patients and need accurate heights and weights in order to calculate a BMI. If patient still refuses, ask them what their height and weight is. Write and circle “self-reported” notation on Visit Wizard; document measurement is “self-reported” in LastWord in both height and weight comments box.

### General height information

- All patients need to have a height at least once a year. Since many patients do not come in for annual exams, measurement may be necessary at any type of office visit.
- Nurses may chose to check flow sheet summary before rooming a patient.
  - a. If height has **been done** within the last 12 months, height **does not need to be** measured.
  - b. If height has **not been done** within the last 12 months, height **should be** measured.
  - c. If the nurse has not checked the flow sheet summary prior to rooming the patient, height should be obtained.
- Write down height onto Visit Wizard at time of measurement.

## **How to take the measurement**

1. Adults are measured in the standing position using a stadiometer.
2. Ask the respondent to remove their shoes, hats and any other hair accessories. Clothing should be minimal when measuring height so that posture of the patient can clearly be seen.
3. Patient should stand with heels together, arms at sides, legs straight, and shoulders relaxed.
4. Patient's heels, buttocks, and shoulder blades and head should be in contact with the vertical board. For participant who cannot place all four body parts against the board, be sure that at least the buttocks and heels or buttocks and head are touching the board.
5. Position participant's head so that eyes are looking straight forward, without lifting chin.
6. Patients are asked to take a deep breath and hold it. Patients should stretch up as far as possible while keeping the heels on the ground (this aids in straightening of the spine). Remind them to keep shoulders relaxed. Be sure and tell them when to breathe again.
7. Lower the headboard until it touches the crown of the head, compressing the hair, if necessary. If the measurement is compromised due to hair accessories or hairstyle, make a notation in the "comments" section
8. Ask the patient to step out so you can get closer and take the reading. Do not move the headboard until you have recorded the measurement.
9. Measure the height and round up to the nearest 0.25 inch. Make sure your eyes are level with the headboard when recording the measurement. If necessary, stand on a foot stool to read the measure correctly.
10. Record the reading on the Visit Wizard. Once in the exam room with patient, enter height and weight and calculate the BMI in LastWord Vital Signs flowsheet. Record BMI on the Visit Wizard.



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## **Height and Weight Measurement Tips**

### **BEFORE ALL MEASUREMENTS**

- Remove shoes
- Remove all heavy outer clothing such as coats, jackets, vests, and sweatshirts
- Remove belts with heavy belt buckles
- Remove heavy items in pockets
- Remove hair accessories from the top of the head

### **HEIGHT MEASUREMENT**

#### **PATIENT POSITIONING**

- Heels, buttocks and upper back against the stadiometer
- Look straight ahead with arms at sides
- Heels together
- Take deep breath, stretch up as far as possible, keep heels on ground
- Keep eyes looking straightforward without lifting chin
- Read measurement at eye level

### **WEIGHT MEASUREMENT**

#### **PATIENT POSITIONING**

- Calibrate the scale to zero
- Feet together with hands at sides
- Weight equally on both feet
- Stand still, scale is sensitive

## References for protocols

- Lohman TG, Roche AF, Martorell R. Anthropometric Standardization Reference Manual. Champaign, Illinois: Human Kinetic Books, 1991.
- School Physical Activity and Nutrition (SPAN) Questionnaire, CATCH Texas, [www.sph.uth.tmc.edu/catch](http://www.sph.uth.tmc.edu/catch)
- Shape Up America! [www.shapeup.org/prof/wtprot.php](http://www.shapeup.org/prof/wtprot.php)
- Tufts University Nutrition Collaborative, Center for Drug Abuse and AIDS Research, Anthropometrics Protocol, 2003