

**UNIVERSITY OF LEICESTER, LOUGHBOROUGH UNIVERSITY  
&  
UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST  
JOINT RESEARCH SUPPORT OFFICE  
STANDARD OPERATING PROCEDURES**

**Research Space SOP 5003  
v1.1 November 2017**

**Standard Operating Procedure for Measurement of  
Standing Height within Research Space, LRI**

**PGC Registration: C76/2017**

**OFFICE BASE**

Research Space  
Level 0, Balmoral Building  
Leicester Royal Infirmary  
Infirmary Close  
Leicester LE1 5WW

## 1. Background

Research Space supports many clinical studies that require staff to undertake clinical measurement of height. Standardisation of this measurement is essential for collection of accurate readings.

## 2. Purpose

This Standard Operating Procedure (SOP) describes the correct procedure for performing accurate, repeatable height measurements.

## 3. Scope

This SOP applies to all staff undertaking height measurement within Research Space, LRI.

## 4. Responsibilities

All staff undertaking clinical measurement of standing height within Research Space are responsible for:

- reading this SOP and familiarising themselves with the equipment before clinical use
- ensuring the equipment is decontaminated after each use
- ensuring the equipment is returned to its designated location after use
- reporting any faults or damage to the administration team

The Research Space administration team are responsible for:

- ensuring equipment is adequately maintained
- arranging repairs/replacement in the event of a fault or breakdown

The Research Space housekeeping staff are responsible for:

- routine cleaning of equipment

## 5. Procedure

### 5.1. Preparation

- Ask the participant to remove their shoes
- The participant should be able to stand unsupported with their back to the vertical scale and their legs straight. Their heels, head and shoulder blades should be touching the vertical scale
- Ensure the participant is standing with their feet parallel to each other, toes pointing forward and soles flat on the floor (in line with the diagram on the measuring base)



### 5.2. Measurement

- Ensure the participant is standing as tall as possible looking straight ahead
- Bring the horizontal measure down to rest on the top of the participants head
- Read the measurement on the vertical scale to the nearest millimetre
- Record the measurement on the relevant source data sheet

## 6. Cleaning and maintenance


- After use, equipment must be cleaned according to the UHL Cleaning and Decontamination policy and manufacturer's instructions
- Never use abrasive or acid cleaners as these can damage the surfaces
- Faults or damage should be reported immediately to the administration team, who will organise repair/replacement

## 7. Related documents

- Leicester Height Measure Instructions For Use
- RS-SOP 5001 - Housekeeping within Research Space, LRI
- UHL B5/2006 - Cleaning and Decontamination for infection prevention

## 8. List of Appendices: None

**9. Approval and sign off**

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT			
<b>Author:</b>	Sally Batham	<b>Job Title:</b>	Research Space Lead
<b>Reviewed by:</b>	Research and Innovation Management Group		
<b>Approved by:</b>	Prof. Nigel Brunskill	<b>Signature</b> 	<b>Date Approved</b> 13/11/17
REVIEW RECORD			
Date	Issue No.	Reviewed by	Description of Changes (If Any)
Nov 2017	1.1	S. Batham, C. Daines, A. Dunphy and A. Lewszuk	Corrections and reformatting
DISTRIBUTION RECORD			
Date	Name	Department	Received