


Name of Policy: <u>Portable EEG procedure</u> Policy Number: 3364-138-08 Department: Neurodiagnostic Services Approving Officer: Senior Hospital Administrator Responsible Agent: Director, Pulmonary Services Scope: The University of Toledo Medical Center Neurodiagnostic Services	 Effective Date: 6/1/2023 Initial Effective Date: 8/5/1981
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

Policy Statement

All portable EEG procedures will be performed in accordance with this policy.

Procedure

A portable test will be performed when ordered by the physician, when a nurse determines that patient is unstable to travel to the lab, or when traveling to the lab would delay testing.

1. The portable set-up tote should be well stocked with all supplies for immediate EEG testing.
2. All necessary equipment should be taken to the bedside.
3. The portable set-up tote is to be restocked immediately after return to department, and ready for next portable order.
4. Upon arrival to unit, ask primary nurse if there are any restrictions.
 - a. For moving patient's head.
 - b. For adjusting the bed.
 - c. For moving any equipment or items near the bed.
 - d. For using a towel roll under the patient's head.
 - e. If head is bandaged, ask if it can be removed. If you cannot apply enough electrodes for a meaningful EEG, contact ordering physician.
5. Introduce yourself & explain the procedure to patient and family.
6. Organize equipment and supplies.
 - a. Move bed away from wall. Adjust bed elevation.
 - b. Arrange IV poles, nightstand, and other equipment in room to gain access behind the bed.
 - c. Remove headboard if needed and place in safe position.
 - d. Protect bed sheets from getting soiled.
 - e. Position head on top of towel roll if neck/head movement is not restricted.
 - f. If needed, plug in air flow meter for use with collodion. Open collodion when needed.
 - g. Place supplies within reach from the head of the bed.
7. Apply & remove electrodes as stated in the Electrode Application & Removal Procedure 138-06.
8. If electrodes are left on patient, leave message on white board in EEG office.
9. Room furniture, call light and side rails must be restored to the original location.
10. Document completion of EEG inpatient's electronic medical record.

Approved by:		Review/Revision Date:	
<u>/s/</u>	<u>6/22/2023</u>	01/26/1990	09/24/2003
Michael Taylor	Date	04/04/1990	10/26/2005
Director, Pulmonary Services		04/16/1990	11/01/2006
<u>/s/</u>	<u>6/29/2023</u>	11/01/1991	05/18/2007
Russell Smith	Date	06/03/1992	06/29/2007
Senior Hospital Administrator		07/14/1992	08/11/2010
		05/27/1993	08/11/2011
		09/25/1996	08/01/2014
		11/28/1997	06/01/2017
		10/12/1999	05/29/2020
		10/29/2001	06/01/2023
			06/01/2023
		Next Review Date: 6/1/2026	
Policies Superseded by This Policy: 17-1-08			