



INSTRUCTIONS FOR SPIROMETRY DATA FORM SDF, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Spirometry Data Form is filled out by the study coordinator at each visit while pulmonary function tests are being given. Pulmonary function test should NOT be completed until after the Inclusion/Exclusion Form (IEC) and the PFT Eligibility Form (PFT) have been completed.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

FORM DATE: Record date this is being completed. Select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

INITIALS: Record the staff code of the person entering the data on this form. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Item 1. If carbon monoxide was measured select 'Yes' and record the measurements in items 1a-1c. If carbon monoxide was not measured select 'No' and skip to item 2.

Item 1a. Record the monitor number used for the carbon monoxide measurement.

Items 1b-c. Record each of the measurements.

Item 2. If pre-bronchodilator spirometry was measured select 'Yes' and answer items 2a through 3d. If pre-bronchodilator spirometry was not measured select 'No' and move to item 4 to record the results of the post-bronchodilator test.

Item 2a. Record the time the pre-bronchodilator test began.

Item 3. After the spirometry measurements have been taken record the values for each section in the corresponding data field.

Item 4. If post-bronchodilator spirometry was taken select 'Yes' and answer all items from 4a-6 regarding the results of the spirometry measurement. If post-bronchodilator spirometry was not taken then select 'No' and skip to item 7.

Item 4a. Record the time of the FIRST puff of bronchodilator was given.

Item 4b. Record the time the post-bronchodilator test began. This should be a minimum of 30 minutes after the time of the first puff of bronchodilator and a maximum of 2 hours past the time of the first puff of bronchodilator.

Item 5. After the spirometry measurements have been taken record the values for each section in the corresponding data field.

- Item 6. Refer to the Pulmonary Function Testing Manual of Procedures in order to see the reference table for ATS-ERS requirements for acceptability and repeatability. Select 'Yes' if these results are acceptable according to the guidelines given; select 'No' if these results are not acceptable according to given guidelines.
- Item 7. If there were any complications during spirometry measurement select 'Yes' and use the space provided in item 7a to explain.
- Item 8. Use this space to record any comments with the spirometry testing that you feel are necessary to report for this study.

Save and close the form.