Name of Policy:	**Portable EEG Procedure**
Policy Number:	3364-138-08
Department:	Neurodiagnostics
Approving Officer:	Associate VP of Patient Care Services - UTMC
Responsible Agent:	Manager, Neurodiagnostics
Scope:	The University of Toledo Medical Center Neurodiagnostics

Effective Date: **6/1/2020**
Initial Effective Date: 8/5/1981

_____ New policy proposal	_____ Minor/technical revision of existing policy
_____ Major revision of existing policy	**X** Reaffirmation of existing policy

A portable test will be done when ordered by the physician, when 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 when you leave the department.
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, night stand 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 in patient chart.

Approved by:

/s/
Cynthia Zapotosky, BSN,RN
Manager, Neurodiagnostics
Date

/s/
Monecca Smith, MSN, RN
Associate VP of Patient Care Services
Date

Review/Revision Date:

01/26/1990	10/29/2001
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