CHN 21: CHAIN GPS MACHINE USE SOP

**Purpose**

The purpose of this SOP is to describe the standard procedures for using the CHAIN GPS machine during the home visit.

**Responsibility**

This SOP applies to fieldworkers. It is the responsibility of those users to follow the guidelines stipulated herein.

The Principal Investigator (through the study coordinator when applicable) retains the overall responsibility of implementation of these standard procedures.

The study clinical coordinator is responsible for answering questions you may have about the content of this SOP and any other relevant study documentation. Please contact that the study clinical coordinator through your site coordinator.

**Abbreviations/Definitions**

CRF Case report form

**Materials**

GPS Machine

Household assement CRF

**Methods**

1. **Setup:** Before you start the journey, record in your notebook:
	1. Date and Time
	2. Number of the GPS machine
	3. Patient study Number (or destination village if not tracing a subject)
2. The GPS settings should be as follows:
	1. **SYSTEM** settings: Select Menu>Setup>System
	2. GPS-Set the GPS to Normal, A=WAAS/EGNOS or Demo Mode
	3. LANGUAGE-English
	4. BATTERY TYPE-AA battery

1. Then set the GPS to record a track of your journey: Menu >Setup >Tracks
	1. Recording = On
	2. Record interval = Auto
	3. Resolution = High
	4. Wrap when full = Yes (will not reach full if downloaded after each trip)
2. Instruction for patient GPS data handling procedures
3. Tracks and waypoints should be uploaded into the computer as soon as possible after they have been recorded on the GPS, ideally the same day.
4. Connect the GPS; open MapSource to show and transfer tracks and waypoints into MapSource. Switch off the GPS.
5. First save the file into the folder:

C:\ GoLBeT GPS DOCUMENTS\GoLBeT\_Mapping\ GoLBet 043\_a
using the study number as the file name and the letters a,b,c etc to specify whether it is the first, second or third visit (a=first visit, b=second visit, c=third visit d=fourth visit etc) , e.g. **GoLBet 043\_a**

 **Save as garmin gps database format 3 (\*.gdb) – this is the default**

1. Delete built in waypoints
2. Rename the waypoints according to the types of waypoint specified. See the sheet for codes
3. Start with the name of the waypoint of the participants house, this should be the same as the file name e.g. **GoLBet 043\_a**
4. Save the file
5. Close MapSource
6. Open the folder **GoLBeT\_Mapping**
7. **Check the file name corresponds to the study patients study number**
8. Drag the file into the folder called **GoLBet patients**
9. **If you have made a mistake, then close MapSource, switch on the GPS and upload the tracks and waypoints again (start from number 1)**
10. If the track is not regarding a patient but is also useful then label the waypoints as above. This track should be saved in

 C:\ **GoLBeT GPS DOCUMENTS\GoLBeT\_Mapping**\**Aneded\_mapping**

The filename should be village/got name\_day month year i.e., amberzuria\_10dec09.

# Use of the GPS device

We use the GPS primarily to record the exact location of the patient’s house. Other useful information can also be gathered such as tracks of the area and local waypoints. The GPS collects the data in two ways: tracks and waypoints. Tracks are recorded automatically by the device as a sequence of co-ordinates. Waypoints are individual locations which you manually get the device to record. See below.

Before starting ensure previous data has been downloaded and deleted from the device.

To delete all data you must delete both waypoints and tracks

Deleting Waypoints:

* + 1. Select **Waypoints Manger**
		2. Select a waypoint
		3. Select **Menu** >**Delete**> **Yes**

Deleting Tracks:

* + - 1. Select **Track Manager**
			2. Select a track
			3. Select **Delete**> **Yes**

Turn on the GPS when you reach a point on the journey where the data will become useful.

# MANAGING TRACKS

When you turn the GPS on it will start recording a track providing that you have set it to do so.

If only one track (i.e. to a patient’s home) is required then you can leave the GPS continuously recording.

If there is an additional task such as visiting a chief’s office after locating a study participant then the first track can be saved by

 Menu>tracks>save (it will give you the option of when you would like to save back until)

The subsequent track is then also saved in a similar manner.

# WAYPOINTS (MOST IMPORTANT)

The GPS will mark a waypoint when you tell it to. These are used to record the location a patient’s residence. They are also useful to record the location of local landmarks such as junctions, health posts and other features.

When creating a waypoint, you can save your current location as a waypoint

* + - * 1. Select Mark Waypoint
* To save the **waypoint** without change, select **Done**
* To make changes to the waypoint, select an item to edit and select **done**.

The GPS will then say what number it will mark it as, and when you select DONE the waypoint is marked.

 In your notebook record:

 The number that refers the waypoint is displayed by the GPS.

 If it is a patients home then record this i.e. GoLBet042\_a

 If it is a landmark, you will record sufficient detail of the landmark i.e., health post.

If you make a mistake when marking a waypoint then record this in your notebook and re-mark the waypoint with the GPS and record again in the notebook with the new number. The GPS will always use a new number for each waypoint even if a previous one is deleted.

# Using the GPS to navigate back the a participants home

The GPS may be used to locate the patient’s home on a follow-up visit (or any other waypoint that has been recorded). To do this open the MapSource program on the computer and choose the appropriate file i.e.

C:\ GoLBeT GPS DOCUMENTS\GoLBeT\_Mapping\ GoLBet 043\_a

Then connect theGPS with the cable and on the computer choose **'Send to Device'** (**Transfer>Send to Device**)

Select 'waypoints' and 'tracks' in the choice of 'what to send'

Unplug the GPS

To use the GPS to find the way back to a patients home (e.g. GoLBet 043\_a)

Select:

Menu>**Waypoint Manager**

A list of waypoints is given, filed under begins: 0-9

Scroll to A-D > enter

Scroll to GoLBet 043\_a > enter

Scroll to DONE > enter

The device will now display a screen with the name of the waypoint at the top, then the distance to the waypoint and a large compass pointing towards the waypoint. This 'compass' will only work when you are moving, with a clear view of the sky. The distance to the waypoint is very helpful to look at in addition to the 'compass'. Cycle through the screens as usual using the page button on the right side of the device and another screen will display any track that has been downloaded to the device.

**Document history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version 1 | Author | Approved by | Dated | SOP No: |
| 1.01 **CHAIN** **GPS Machine Use SOP**  | KDT |  |  | **CHN21** |
| 1.02  |  |  |  |  |
|  |  |  |  |  |

**Site training record**

All sites are required to maintain a master copy of this SOP that documents the site staff that have been trained on this SOP.

|  |
| --- |
| **Document History** |
| **Version No.** | **Trained staff initials** | **Signature of trained staff** | **Date** | **Trainer’s Initials** |
| **1.01** | **KDT** | **Example row** | **1st Jan 2016** | **DM** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |