

Abbott ID Now – Training/Orientation

Trainee:	Date of Training:
Test Name: COVID-19/SARS CoV-2	Trainer:

This document is used to verify that the Trainee responsible for running the COVID-19 test has reviewed the Online Training modules and received sufficient training to include the following:

- ✓ Review of Test Laboratory Procedure or Package Insert
- ✓ Review SARS CoV-2 CDC Guidelines for testing
- ✓ Observed in understanding analyzer components and cleaning requirements
- ✓ Successful performance of the COVID-19 test, interpretation of results and successful reporting of results.

https://www.alere.com/en/home/support/product-demos/id-now-training-videos.html	Date Online Video Observed: <i>*Attach Certificate of Completion</i>
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Observation of Testing Process completed by the Trainee:

STEPS	OBSERVATION Pass or Fail	TRAINER'S INITIALS
Confirm the following components are included w/kit: <ul style="list-style-type: none"> – Test Base – Sample Receivers – Transfer Cartridges – Swabs only for Nasal or Throat collection (if NP is desired for testing, then understands the type of swabs that are approved) – Positive control swab – Negative control swab – Test package insert – Disposable pipette 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Stores Orange Base at 2-8°C and remainder of kit stored at room temperature (15 - 30°C)	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Knows how to turn on and off the analyzer	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Understands to manipulate sample in a dirty area (Biological safety cabinet/hood, if available) and the analyzer is in the clean area to prevent cross-contamination. If no hood, uses a barrier such as a face shield or plastic/plexiglass shield.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

LABORATORY NAME

<p>Has reviewed the warnings and precautions. Knows the PPE required.</p> <ul style="list-style-type: none"> - Wash hands a minimum of 20 seconds with soap - Lab Coat (disposable preferred) - Clean disposable gloves - Mask - Goggles or face shield 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Understands the stringent cleaning and changing of gloves between each patient test.</p> <ul style="list-style-type: none"> - Use freshly made 10% bleach solution and allow contact to remain minimum of 2 minutes - Allow to dry - Use 70% Ethanol solution to wipe the dried bleach solution - Toss all into red biohazardous waste container with closing lid 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Understands that all test reagents must warm up to room temperature before testing</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Test Procedure:</p> <ul style="list-style-type: none"> - Enters patient’s medical record number - Insert orange test base into blue sample receiver holder. Confirms that the right test to run appears on the screen. - Insert blue sample receiver into blue sample receiver holder, and instrument starts warm up - After instrument warms up, prompted to remove the foil and place the swab in the sample receiver - Vigorously mix the swab in the liquid (sample receiver) for ten seconds - After pressing OK, press the white transfer cartridge into the blue sample receiver correcting enable the orange indicator to rise - Lift and connect the transfer cartridge to the test base. Observed the orange indicator to descend. Closes the list and understands will NOT open the lid which can cause the test to cancel - Observes the “Test Complete” message appear. 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Running Quality Control:</p> <ul style="list-style-type: none"> - Understands frequency is per each new shipment or new tester or when problems surface - Selects “Run QC test” on analyzer and selects test type. - Tested QC just like running a patient sample 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

LABORATORY NAME

<ul style="list-style-type: none"> - QC passed for both positive and negative controls - Documented on appropriate QC log 		
<p>Results Interpretation/Reporting</p> <ul style="list-style-type: none"> - Understands the three results that will appear for acceptable positive & negative test runs and invalid test runs. - Understands to repeat invalid test results and to send to reference laboratory if repeat invalid results are obtained. - Knows how to report results in the patient's electronic health record along with internal procedure control - Treats a POSITIVE result as an alert or panic value and follows institution policy - Documented on appropriate patient test result log 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Proficiency Testing</p> <ul style="list-style-type: none"> - Reads and follows PT Kit instructions - Knows not to share results with other laboratories with different CLIA numbers - Reports results back before the deadline date - Signs the attestation page - Works with Supervisor in any investigation required for scores less than 100% 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Not applicable, CLIA certificate of waiver on file	
<p>Limitations of test</p> <ul style="list-style-type: none"> - False negative results may appear due to poor specimen collection or handling, if amplification inhibitors are present, or inadequate levels of viruses are present in the specimen. If the virus mutates in the target region, the virus may not be detected. - This test cannot rule out other viral and bacterial pathogens. 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Expected Values – understand that the test should be negative for normally healthy individuals</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<p>Troubleshooting</p> <ul style="list-style-type: none"> - Knows to contact the laboratory supervisor, to call the Technical Service phone number or email support - Knows the back-up method is to send the specimen out to the reference laboratory or State Public Health laboratory - Knows to notify the medical staff when in-house testing is not available. 	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

LABORATORY NAME

Reporting Communicable Diseases – Notifies Epidemiology Response team to report POSITIVE results to the State Public Health Epidemiology office	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
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I have received adequate orientation and training and have the basic knowledge to perform the above tasks.

Trainee Signature

Date

I have observed the trainee and have enough confidence to allow him or her to perform the above tasks with minimal supervision.

Trainer Signature

Date

Signature of Medical Laboratory Director or designee responsible for Tester and Testing:

Laboratory Director or Designee

Date