



APPENDIX B1:

Testing Assistant/Swabber Competency Assessment

Name:

Date:

Assessor:

Pre-requirement:

Testing Operator has read and understood all the relevant documentation and completed relevant online training modules.

Criteria	Method O/D*	Assessor Comments	Next Review date
<p>Self swabbing:</p> <ul style="list-style-type: none"> • Wears full correct PPE • Dons PPE correctly • Gives clear and concise directions to pupils • Informs about gag reflex and use of emesis bowls • Maintains polite and courteous manners whilst interacting with the pupils • Dismisses pupil in reassuring manner • Manages issues/incidents such inability to swab, bleeding nose etc adequately 	<p>O</p> <p>O</p> <p>O</p> <p>O</p> <p>O</p> <p>O</p> <p>O/D</p>		



<ul style="list-style-type: none"> • Demonstrates understanding of escalation protocol to report incidents and seeks advice quality lead 	O/D		
<p>Administered Swabbing (In addition to above)</p> <ul style="list-style-type: none"> • Prepares test-tube with extraction fluid • Explains procedure in calm and reassuring tone • Asks for permission to swab • Performs swab to correct position, depth and time • Dismisses pupil in reassuring manner 	O/D		
	O/D		
	O/D		
	O/D		
<p>End of Shift</p> <ul style="list-style-type: none"> • Understands protocol for breaks and PPE change between breaks • Disinfects all contact surfaces and work area before hand-over • Removes PPE appropriately 	O		
	O		
<p>Comments/ Remedial Actions (If required)</p>			

* O/D: Observation/ Demonstration

Operator Sign/Date:

Assessor Sign/Date



APPENDIX B2:

Processing Operative Competency Assessment

Name:

Date:

Assessor:

Pre-requirements

Testing Operator has read and understood all the relevant documentation and completed relevant online training modules.

Criteria	Method O/D*	Assessor Comments	Next review date
General Duties <ul style="list-style-type: none"> Wears correct PPE throughout testing procedure 	O		
Mixing <ul style="list-style-type: none"> Mixes swab with extraction fluid with squeezing action Operates with due care and attention as to not lose sample on mixing Checks for bubbles when loading device 	O O/D		
Sampling <ul style="list-style-type: none"> Asks for barcode and applies barcode to LFD Adds two drops of sample to device without air-bubble Records 'read time' on device 	O/D O/D		



<ul style="list-style-type: none"> Removes gloves and sanitises hands, dons on new gloves 	O/D		
<ul style="list-style-type: none"> Sanitises test area with disinfectant wipe 	O/D		
<ul style="list-style-type: none"> Discards sanitising wipe and gloves in correct waste bin 	O/D		
<ul style="list-style-type: none"> Sanitises hands and dons on new gloves 	O/D		
<ul style="list-style-type: none"> Reads device at correct time 	O/D		
<ul style="list-style-type: none"> Records results clearly or hands device correctly to the recorder 	O/D		
<ul style="list-style-type: none"> Confidently manages issues such as <ul style="list-style-type: none"> -air bubbles instead of fluid, -void results, weak positive readings 	O/D		
<ul style="list-style-type: none"> Demonstrates understanding of escalation protocol to report incidents and seeks advice quality lead 	D		



<p>End of Shift</p> <ul style="list-style-type: none"> • Understands protocol for breaks and PPE change between breaks • Hands over still incubating devices to experienced operator holding device horizontally • Disinfects all contact surfaces and work area before hand-over • Removes PPE appropriately 	<p>O</p> <p>O/D</p> <p>O</p> <p>O</p>		
<p>Comments/ Remedial Action Required</p>			

***O/D: Observe/Demonstrate**

Operator Sign/Date:

Assessor Sign/Date:



APPENDIX B3:

Results Recorder Competency Assessment

Name:

Date:

Assessor:

Pre-requirements

Testing Operator has read and understood all the relevant documentation and completed relevant online training modules.

Criteria	Method O/D*	Assessor Comments	Next review date
General Duties <ul style="list-style-type: none"> Has appropriate device for scanning and recording results Wears correct PPE in test area 	D/D O/D		
Recording Duties <ul style="list-style-type: none"> Collects completed test units in timely manner Scans barcode and confirms results correctly Disinfects collection tray (if used) correctly Keeps manual tally of positive and void results Escalates issues with designated supervisor for follow-up e.g. void test kits Wipes keyboard thoroughly on regular intervals 	O/D O/D O/D O/D O/D		



End of Shift Duties <ul style="list-style-type: none">• Ends shift on portable device and PC• Sanitises device and PC• Signs device log sheet at end of shift and return of device	O/D		
General Comments / Remedial actions, if required			

***Observe/Demonstrate**

Operator Sign/Date:

Assessor Sign/Date: