DISTRICT COVID CLINICAL TESTER

JOB ACTION SHEET

(rev 8/25/2020)

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| Report to | District COVID Clinical Site Leader |
| Supervises | N/A |
| Requirements | Must be licensed RN or MD/DO. CPR certified. Must be skilled in performing NP/OP swabbing collection. Must be able to pass respiratory fit test and use appropriate personal protective equipment (PPE). Must be extremely organized; demonstrate effective oral and written communication skills; must follow confidentiality and HIPAA guidelines Ability to work as a team member or independently. Provide for one’s transportation to/from testing site. Prefer bilingual skills, e.g., English/Spanish. |

Brief mission statement: This position functions as testing team member for the health district. S/he will also be responsible for performing COVID-19 specimen collections, employing infection control measures and quality assurance practices for sample collection are followed, and other duties regarding test sites as needed.

**Event Planning:**

□ Confers with the District COVID Clinical Site Leader regarding role and responsibilities, physician’s order for lab testing

□ Receives appropriate PPE for event

□ May assist with the ordering and supply process of PPE needs for testing events

□ Attends meetings and trainings pertaining to test site expectation

□ Completes required non-VDH vaccinator training plan for influenza vaccines and COVID vaccine (when available).

**Upon arrival or Start of event:**

□ Receives briefing of site operational plan

□ Assists in set up of community testing site

**During Event:**

□ Collects COVID-19 specimens (using various modalities, e.g., NP swabs, OP swabs, antigen testing)

□ Assists District COVID Clinical Site Leader in providing guidance and training to the District COVID Screener and the District COVID Specimen Processor

□ Verify patient identification and lab slip accuracy

□ Employs infection control and quality control measures for COVID-19 testing activities

□ Ensure appropriate PPE is used to maintain infection control measures

□ May provide seasonal influenza and COVID-19 vaccines, once available

□ May initiate COVID-19 case investigations

□ Provides general information about COVID-19, using talking points that have been provided

□ Adheres to confidentiality and HIPAA guidelines

□ Ensures client access and functional needs are accommodated

**End of Event:**

□ May provide information to contact tracers for case investigation

□ May contact patients with their confirmed lab results

□ Participates in hotwash on the testing event

□ Assists in the breakdown of the testing site