DISTRICT COVID TESTING TEAM SPECIMEN PROCESSOR (non-clinical)

JOB ACTION SHEET

(rev 8/25/2020)

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| Report to | District COVID Site Planner |
| Supervises | N/A |
| Requirements | Must demonstrate proper and appropriate use of PPE. Must possess excellent organizational skills; demonstrate effective oral and written communications skills. Must follow confidentiality and HIPAA guidelines. Provide for own transportation to/from testing site. Prefer bilingual skills, e.g., English/Spanish. |

Brief mission statement: This position provides administrative support at the testing site involving specimen collection, providing courier service to labs and other administrative duties as needed.

**Event planning:**

□ Attends meetings and trainings pertaining to test expectations

**Upon arrival or start of event:**

□ Sign in on employee roster

□ If in a shift, receive briefing from former incumbent in position

□ Obtains information on roles and responsibilities at site and obtains a brief on the site operational plan from the District COVID Site Planner

□ Use language interpretation/translation tools (either actual interpretation/ translation or Language Line) as needed

□ Gather all specimen collection kits, ensuring their proper storage

□ Assist testing medical personnel with specimen collection and storage to include labeling swabs, snapping off/capping swab tops for the lab, proper storage and disposal of swabs

**During event:**

□ Continue specimen processing as indicated in Initial Actions

□ Ensures client access and functional needs are accommodated

□ Provide general information about COVID-19 using provided talking points

□ Continue to use language interpretation/translation tools (either actual interpretation/translation or Language Line) as needed

**End of event:**

□ Assists in the break down and cleaning of test site if possible

□ Transport test kits to designated lab or pick up location

□ Sign off on staff roster upon departure

□ Participates in hotwash of the test event