

Quality Assurance Checklist for Testing Events

1. All staff have completed NP/OP test collection training and/or training on other testing methods checklists completed.
2. All staff have [PPE appropriate](#) for the test site as recommended by the CDC and established by VDH.
3. Using the NP/OP checklist or other approved testing method checklist, observe at least 50% of the persons performing testing at 1 test site per month. Monitor how many times the person performing the testing deviated from the test check off protocol. If critical performance or infection guidelines are missed with any individual, consider pulling that individual off the testing line and providing real time remediation. This is critical to providing safe and accurate testing.
 - a. Critical gaps include the following:
 - a. Failure to change gloves and perform hand hygiene between tests.
 - b. Failure to don appropriate PPE.
 - c. Overuse of PPE
 - d. Failure to collect the NP/OP swab appropriately.
 - e. Failure to identify two patient identifiers or collect patient information critical for lab submission (name, DOB, contact information, labeling the specimen, firmly screwing on the cap of the VTM tube).
 - f. Disregard for appropriate PPE
4. If infractions involved occasional missed steps, count the number of infractions, rank in order from highest number to lowest, and debrief the entire team later to identify training gaps.
5. COVID-19 response and testing is a fluid situation. All teams should be aware of the need to change and/or update testing protocols as updates are received by the CDC.

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Activity	Observed by/date	Observations/comments
<p>All staff have training checklists validating skills training for specified test collection method on file.</p>		
<p>Staff participating in the event have PPE appropriate for their role in the event. Staff are not overusing PPE for role. Staff are not underusing PPE for role. Staff exhibit correct procedure for donning and doffing PPE.</p>		
<p>3. Using the NP/OP checklist or other approved testing method checklist, observe at least 50% of the persons performing testing at 1 test site per month. Monitor how many times the person performing the testing deviated from the test check off protocol. If critical performance or infection guidelines are missed with any individual, consider pulling that individual off the testing line and providing real time remediation. This is critical to providing safe and accurate testing.</p> <p>a. Critical gaps include the following:</p> <p>a. Failure to change gloves and perform hand hygiene between tests.</p> <p>b. Failure to don appropriate PPE.</p> <p>c. Overuse of PPE</p>		

<p>d. Failure to collect the NP/OP swab appropriately.</p> <p>e. Failure to identify two patient identifiers or collect patient information critical for lab submission (name, DOB, contact information, labeling the specimen, firmly screwing on the cap of the VTM tube).</p> <p>f. Disregard for appropriate PPE</p>		
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Critical gaps identified: _____

Date/Time of Team debrief:

Comments: