*Skills check off for collection of a Nasopharyngeal Swab (NP) and Oropharyngeal Swab (OP) for COVID-19 testing*

Name of PHN/MRC Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nasopharyngeal testing procedure**

|  |  |  |
| --- | --- | --- |
| **No.** | **Task Steps** | **Pass** |
| 1.  | Assemble supplies. Nasopharyngeal Swab and Viral Transport Medium (VTM), specimen label and biohazard bag.  |  |
| 2.  | Encourage client to blow his or her nose to clear nasal passage. If the client is unable to perform this task wipe the nares with a cotton tip swab or tissue. |  |
| 3. | Label the vial with the client’s name, date of birth and time collected. |  |
| 4. | Perform hand hygiene. **Use PPE as directed for contact with COVID-19 infected individuals.** |  |
| 5.  | Open swab package and remove swab, taking care not to touch the tip on any surface of lay it down. (see accepted swabs and medium for [Lab Corp](https://www.labcorp.com/assets-media/2330) and [DCLS Samples](https://dgs.virginia.gov/division-of-consolidated-laboratory-services/updates/hot-topics/)) |  |
| 6. | With person seated. If possible, tilt head back to 70 degrees, support back of their heard with your non dominant hand  |  |
|  a. Insert the dry swab through one nostril straight back (NOT upwards), along the floor of the nasal passage until you reach the posterior wall of the nasopharynx - generally one half the distance from the corner of the nose to the front of the ear (about 4 to 6 cm or 1.6 - 2.5 inches) |
|  b. Rotate the swab several times while the swab is in contact with nasopharyngeal wall. |
|  c. Carefully remove the swab without touching the sides of the nostril |
| 7. | Place NP swab into the VTM (viral transport medium) and break (snap) off at the indicator line on the swab. |  |
| 8. | Replace cap and screw cap and screw cap on securely.  |  |
| 9. | Label sample and place in biohazard bag.  |  |
| 10. | Remove your gloves and perform hand hygiene |  |
| 11. | Guidance for [Lab Corp Samples](https://www.labcorp.com/assets-media/2330) 4/10/2020: Samples should be shipped frozen at -20 C (preferred); refrigerated specimens acceptable (if received for testing within 72 hours of collection); room temperature swabs are acceptable (if received within 24 hours of collection). [DCLS Samples](https://dgs.virginia.gov/division-of-consolidated-laboratory-services/updates/hot-topics/): Store and ship specimens refrigerated at 4˚C within 72 hours. Store specimens at -70 ˚C or colder if the sample cannot be delivered to the DCLS within 72 hours.  |  |
| 12. | Submit sample on one requisition, with test code 139900-COVID-19.  |  |
| 13. | Perform hand hygiene |  |



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**Evaluator Date**

**Oropharyngeal Swab Procedure**

Name of PHN/MRC Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| No. | Task Steps | Pass |
| 1. | Assemble supplies. Nasopharyngeal Swab and Viral Transport Medium (VTM), specimen label and biohazard bag. |  |
| 2. | Label the vial with the client’s name, date of birth and time collected. |  |
| 3.  | Perform hand hygiene  |  |
| 4. | Open the VTM package and remove one swab, taking care not to touch the tip to any surface or lay it down. See guidance under NP swabs for acceptable swabs/medium. |  |
| 5. | **Use PPE as directed for contact with COVID-19 infected individuals.** |  |
| 6. | With the person's head in a neutral position |  |
| 1. Holding swab, gently insert into back of the throat and tonsillar area.
 |
| 1. Rub the swab over both tonsillar pillars and the posterior oropharynx and avoid touching the tongue, teeth, or gums.
 |
| 1. Carefully remove the swab without touching the sides of the mouth
 |
| 7.  | Place swab into the VTM and break (snap) off at the indicator line on the swab.  |  |
| 8. | Replace cap and screw cap on securely.  |  |
| 9. | Place specimen into biohazard bag  |  |
| 10. | See specimen submission guidelines above for NP swabs |  |
| 11. | Submit sample on one requisition, with test code 139900—COVID-19.  |  |
| 12. | Perform hand hygiene. |  |

 

Evaluator Date