**Doc Ref. No: XXX/**

**Version No:**

**Doc Issue Date:**



**STANDARD OPERATING PROCEDURE**

**CORONAVIRUS AG RAPID TEST CASSETTE (SWAB)**

**TEST PROCEDURE**

**A picture containing text, businesscard

Description automatically generated** **STANDARD OPERATING PROCEDURE**

**Pre – task requirements**

**You will need a timer/stopwatch and the tests**

**Standard Timings**

**Each test takes 16 minutes overall**

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| **Setup:** | | | | |
| **Tests to be at room temperature and comprise of the following:** | | | | |
| **Workstation** | **Extraction Tube** | **Buffer Vial** | | **Test Cassette** |
| **Sterile Swab** | | | * **Staff List and Pen** * **PPE for person performing the test:**   + **Face shield**   + **Surgical Gloves** * **Rubbish bin for used tests** | |
| **Before use** | | |  | |
| **Check the expiry date on the side of the carton and on the cassette packet.**    **This date reads 2023 = year**  **12 = month** | | | | |
| **Write the lot number and expiry date on the top of your team list.**    **Top number is lot number** | | | | |

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| **Testing Procedure:** | **Notes** |
| **Step 1**:Insert the Extraction Tube and Buffer Vials into the workstation | **Ensure the tube is standing firm and reaches the bottom of the workstation** |
| **Step 2:** Add 10 drops of solution from the Buffer vial into the Extraction Tube |  |
| **Step 3:** Without touching the swab with your hands, remove the swab from the packaging by peeling the top of the plastic packet downwards. | **Right end of swab?** |
| **Step 4:**Carefully insert the swab into one nostril of the team member. Roll the swab 5 times against the lining of the nostril. | **The swab tip should be inserted between 2-4cm.**  **If the swab has blood or snot on it DO NOT USE.** |
| **Step 5:**Using the same swab repeat Step 4 with the other nostril |  |
| **Step 6:**Withdraw the swab and place into the extraction tube |  |
| **Step 7:** Roll the swab at least 6 times while pressing the head against the bottom and side of the extraction tube |  |
| **Step 8:**Set your timer for 1 minute leaving the swab inside the extraction tube |  |
| **Step 9:**After 1 minute, squeeze the tube several times from the outside to immerse the swab in the sample. |  |
| **Step 10:** Remove the swab from the tubeand discard into the rubbish. |  |
| **Step 11:**Insert the dropper top/lid securely onto the top of the tube. |  |
| **Step 12:** Open the packet that contains the test cassette and place on a clean flat surface. | **Do not open until your sample is ready to be tested** |
| **Step 13:** Hold thetube vertically and add 4 drops to the Sample Well (labelled S) |  |
| **Step 14:** Start the timer for 15 minutes. |  |
| **Step 15:**  **Important:** Read the results of the test at 15 minutes (Do NOT interpret the results after 20 minutes. | **If test result is past 20 minutes, the test will have to be redone.** |
| **POSITIVE RESULT – Presence of 2 lines C and T (even if faint)** | |
| **NEGATIVE RESULT – 1 single line adjacent to C** | |
| **INVALID RESULT – 1 single line adjacent to T** | |
| **Step 16:** Record each team members test result on the record sheet. | |

**Amendment Register**

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| --- | --- | --- | --- |
| New Version No. | Issue date / Review Date | Details of Amendment / Reviewed | Approved By |
| 1 | 08.02.2022 | New Sop created. | Sheryl Guyton and Karyn Hitchcock |

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| I have read the above sop for AG rapid test procedure and I’m happy with the contents. I believe this sop to be correct and is ready to be updated in the manuals. | | |
| Date | Name | Signature |
|  | Cameron Johnson |  |
|  | Maree Cleal |  |
|  | Mick Brown |  |