

Complete the following mandatory educational requirements. Please include dates completed, your initials and signature. Submit completed form to your leadership team (e.g., manager).

Self-Directed – Online Documents/Video to Review	Date Completed	Employee Initial
Respiratory Infection Swab Collection		
Education for Respiratory Infection Specimen Collection		
Care Directive - Testing for Respiratory Infections (IWK CL-790, NSHA CD-CL-003)		
CL-SR-025 Client Identification		
NSHA IPC-SC-001 Nasopharyngeal Swab Collection and Screening for Respiratory Illness		
Collection Instructions - Nasopharyngeal Swab for Respiratory Viruses		
Nasopharyngeal swabbing for respiratory viruses – the 4 D's (video)		
Laboratory - Swab Collection - Throat Nares Swab Video Education		
Respond with Heart Tip Sheet		
PCR Testing Centres Contact/Location Information		
Infection Control Practices		
Learning Module – Infection Prevention and Control - Hand Hygiene (0204.01) (If no access to LMS, CLICK HERE and search Hand Hygiene in the keywords bar		
Nova Scotia Health Respiratory Virus Masking Guidance		
Point of Care Risk Assessment Video on Vimeo		
Point of Care Risk Assessment Poster		
Policy - IPC-RP-001 Routine Practices and Additional Precautions		
Policy- IPC-RP-010 – Contact Precautions		
Policy – IPC-RP-015 – Droplet Precautions		
Video - Donning and doffing instructions: PPE used for droplet and contact precautions		
Policy: NSHA ENV-CD-001 Cleaning & Disinfecting the Physical Environment		
Policy: NSHA IPC-CL-001 Cleaning and Disinfection of Non-Critical Reusable Patient Care Equipment		
Patient Education		
Report and Support Screening Online FORM		
COVID-19 and Flu Testing		
I have tested positive for COVID-19		
Living with COVID-19 - How to Protect Myself and Others		
COVID-19 Resources		

On the Job Training	Date Completed	Employee Initial
NP Swab Collection - IPP & L		
Review of Care Directives, screening guidelines/process.		
Demonstration and practice of swab collection via nasopharyngeal, throat and nares, and gargle as required.		
Review of labelling and completing requisition		
Review of site storage and transport practices (If Off-Site, Review of Off-Site Viral Swab Packaging for Transports And Off-Site Viral Swab Packaging Job Aid)		
Review of patient education – page 1		
Review of documentation (site specific)		
Review of care team- roles/responsibilities, assignment.		
Infection Control Practices - IPP & L		
Demonstration and practice of hand hygiene		
Demonstration and practice of donning PPE		
Demonstration and practice of doffing PPE		
Application to Practice - Preceptor		
Review of site-specific information: environment, flow, supplies/equipment, personnel, housekeeping, transport of specimens		
Observe PPE donning/doffing and swab collection via by preceptor.		
With supervision from preceptor, provider safely and competently completes a swab <u>each</u> for throat/nares and nasopharyngeal. Use skills checklists to verify competence.		
All on the job training must be completed prior to independent practice. Date Completed: _____ Signature: _____ Name: _____ Employee #: _____		
<i>Completed Learning Checklist to be Submitted by Employee to Health Services Manager prior to independent practice (electronically or hard copy)</i>		

Completed Skills Checklist to be submitted by employee to Clinical Leadership (e.g., Health Services Manager) prior to independent practice (electronically or hard copy).
Regulated Health Care Provider (RHCP) and Unlicensed Health Care Provider (UHCP/ESA/HSA) Checklists
Swab Collection via Nasopharyngeal - RHCP and UHCP Skills Checklist
Swab Collection via Throat and Nares - RHCP and UHCP Skills Checklist

NOTE:

The RHCP demonstrates collection of at least one swab prior to independent practice.

The UHCP demonstrates collection of at least three swabs prior to independent practice.