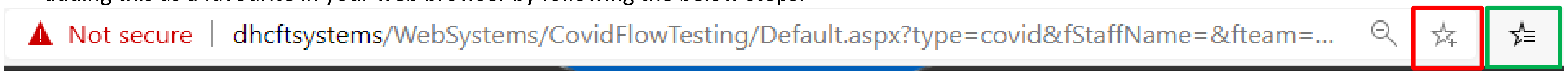
Instructions for Deploying Lateral Flow Test Kits

The purpose of this document is to provide staff with a detailed guide for recording and deploying the lateral flow kits.

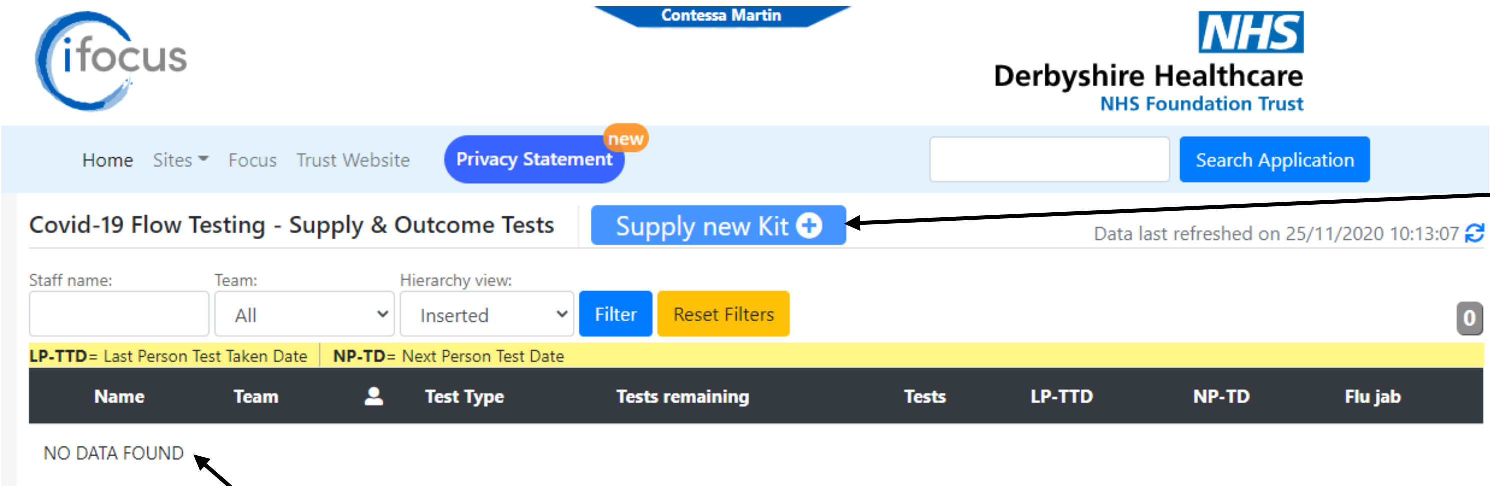
Adding the Link to the Electronic System as a Favourite

1. Access the electronic system by following the link http://dhcftsystems/WebSystems/CovidFlowTesting/Default.aspx. It might be worth considering adding this as a favourite in your web browser by following the below steps:-



2. To add the link as a favourite click on the star highlighted by the red box above, change the name if you wish and then click on **Add**
3. To access the website click on the star highlighted by the green box above, locate the link in your list of favourites and click on it.

Deploying a Box of Tests

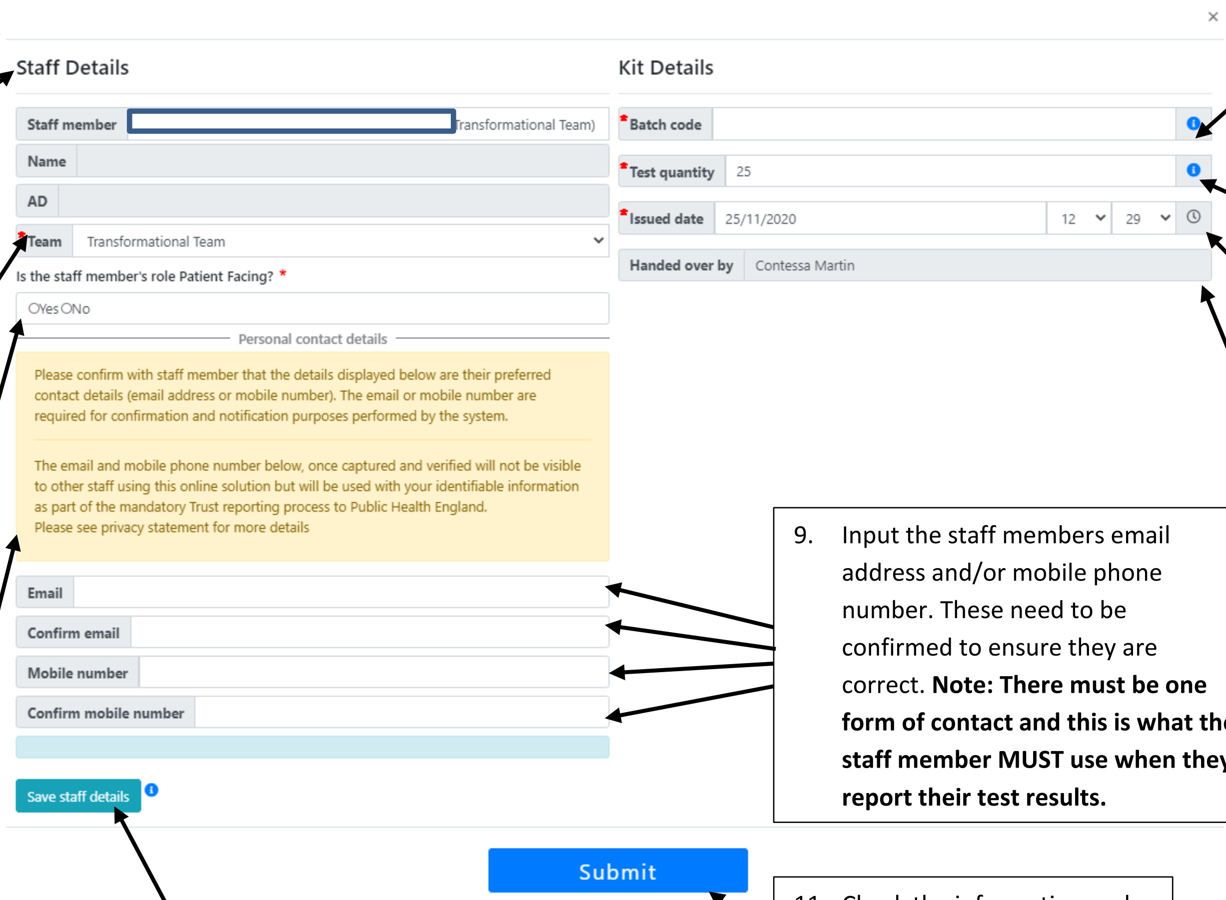


1. Click on ***Supply New Kit*** when deploying test kits to staff.

2. If you are a Line Manager or have deployed test kits to staff you will see a list of staff names here based on your filter - refer to the managers sample page below for more information.

Completing the Information

After you have clicked on ***Supply New Kit*** you will be presented with the following screen where you will be required to populate the information as per the following:-



1. Enter the staff members name. This should be surname and you can select the correct person when they appear in the list.

   Note: **If the name doesn't appear in the name field try another one from the list.**

2. This should be automatically populated but can be manually selected if required.

3. Click on the option that best fits with the staff member. They do not have to be patient facing to have the kit.

4. Input the batch code. This is located on each box and identified as the 'Lot Number'

5. This should always be 25 which is how many are in a box.

6. This will default to the current date and time but can be altered if it is a retrospect deployment.

7. This is the name of the person deploying the test kit. This cannot be changed.

8. Ensure that the staff member is aware of the reporting requirements so that they can input the contact details that they are comfortable with.

9. Input the staff members email address and/or mobile phone number. These need to be confirmed to ensure they are correct. **Note: There must be one form of contact and this is what the staff member MUST use when they report their test results.**

10. Only click on this if the staff member changes any of their contact information.

11. Check the information and once you have confirmed its accuracy click on ***Submit***

12. After the submit button has been clicked a message will be displayed advising that the process has been completed and an email or text message will be sent to the staff member with a link to the trust web page. The web page contains detailed instructions for staff including a helpline number, a video on how to complete the test and a comprehensive FAQ.

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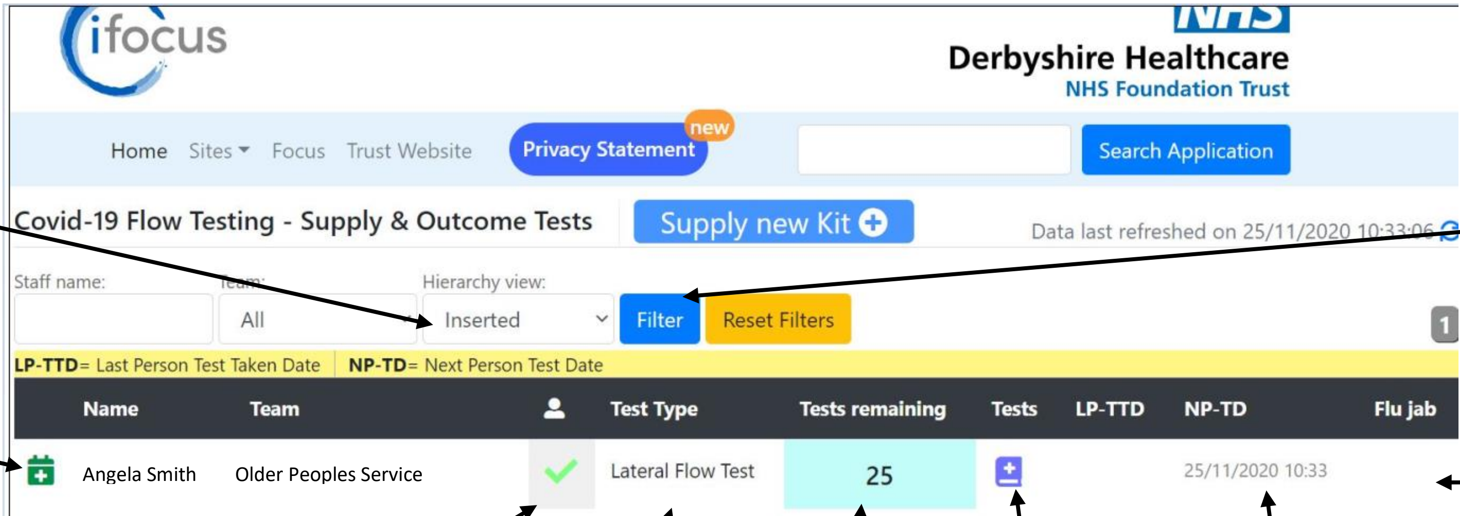
Sample Page for Line Managers

This page can be viewed by all line managers. This will show them how many staff have the kits, how many tests that they have left and the results of the tests taken by each individual. This screen will also show them if someone has been identified as patient facing or whether they have received their flu jab.

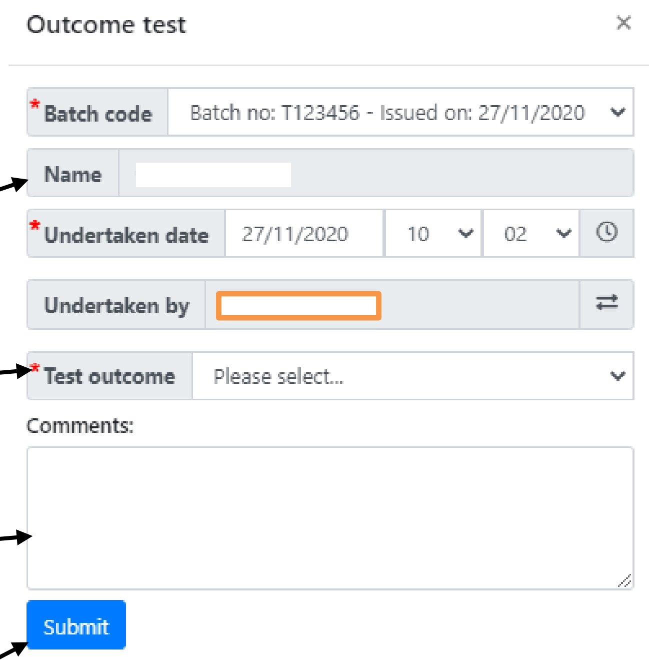


1. This will allow you to see what you have deployed out to staff (**Inserted**) or which members of your team have been issued with a kit (***Line Manager***).
2. This displays a list of all staff names and the team that they belong to.
3. A green tick signifies patient facing.
4. Shows the type of test they have.
5. Shows how many tests are remaining.
6. Allows managers to view all test results.
7. Shows the date and time that the kits were received
8. Shows whether the member of staff has received their flu jab.
9. Once you have selected what hierarchy view you want you will need to click on ***Filter***.
10. Click on this to input the results of a test on behalf of a member of staff.

Adding a Test Result On Behalf of an Individual

Once you have clicked on the symbol (highlighted in point 10 on page 3) you will be presented with a pop up (as per the below).

1. Ensure that this is the correct staff member.
2. Select the Outcome from the drop down list.
3. Input any relevant comments if required.
4. Once completed click on ***Submit***.



Reviewing the Results of an Individual

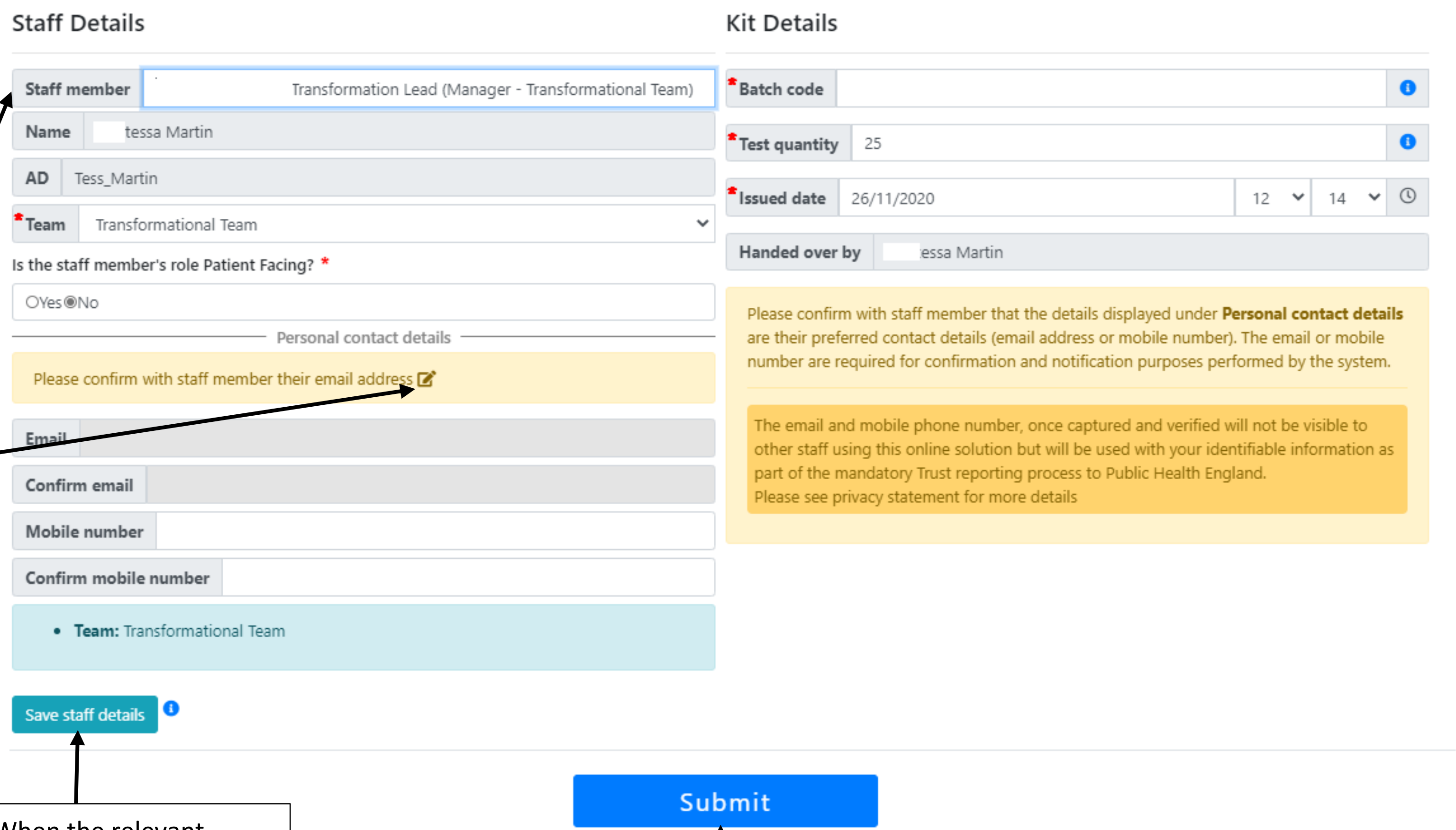
Once you have clicked on the symbol (highlighted in point 6 on page 3) you will be presented with a pop up (as per the below).

1. Clicking on any of the ***Edit*** boxes will open up a pop up box (as per the image on page 4) which will allow you to amend any results ***if required***.

	Name	Undertaken date	Outcome	Recorded by	
Edit		27/11/2020 09:36:11	Negative	sms	Remove
Edit		27/11/2020 09:35:58	Negative	sms	Remove
Edit		27/11/2020 09:35:08	Positive	sms	Remove
Edit		27/11/2020 09:34:50	Positive	sms	Remove
Edit		27/11/2020 09:34:24	Spoilt	sms	Remove
Edit		27/11/2020 09:33:52	Spoilt	sms	Remove
Edit		27/11/2020 09:24:53	Spoilt	sms	Remove
Edit		27/11/2020 09:24:24	Invalid	sms	Remove
Edit		27/11/2020 09:23:49	Negative	sms	Remove
Edit		27/11/2020 09:23:07	Positive	sms	Remove

2. Clicking on any of the ***Remove*** boxes will allow you to delete that test result ***if required***. You will need to confirm that this is what you want to do. This is auditable.

Editing the Contact Information of an Individual



Staff Details

Staff member	Transformation Lead (Manager - Transformational Team)
Name	tessa Martin
AD	Tess_Martin
*Team	Transformational Team

Is the staff member's role Patient Facing? *

○Yes ◉No

Personal contact details

Please confirm with staff member their email address

Email	
Confirm email	
Mobile number	
Confirm mobile number	

- **Team:** Transformational Team

Save staff details

Kit Details

*Batch code	
*Test quantity	25
*Issued date	26/11/2020 12 14
Handed over by	essa Martin

Please confirm with staff member that the details displayed under **Personal contact details** are their preferred contact details (email address or mobile number). The email or mobile number are required for confirmation and notification purposes performed by the system.

The email and mobile phone number, once captured and verified will not be visible to other staff using this online solution but will be used with your identifiable information as part of the mandatory Trust reporting process to Public Health England.
Please see privacy statement for more details

Submit

1. Select the staff member from the drop down list.

Note: You can start typing the surname to locate the individual quicker.

2. Locate the edit box and click on it. This will set the email and mobile number to be editable.

3. When the relevant updates have been made click on ***Save Staff Details*** and then click on the X in the top right corner to exit the page.

4. **<u>DO NOT CLICK ON THIS BOX AS ANOTHER BOX WILL BE REGISTERED TO THE INDIVIDUAL</u>**