

COVID-19 National Testing Programme:

Training Guide Rapid Testing for Schools and Colleges



What's in this guide?

This short *training guide* will give you the key information on the workforce training required.

This will support you to:

- Identify the roles and responsibilities
- Understand the training requirements for various roles
- Complete the online training required of your role

Who is this guide for?

This *training guide* is for workforce helping to run the testing process.

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Guidance on workforce training

- **Prior to starting testing, all workforce should be sufficiently trained for the role(s) that they're expected to execute**
- **Training should be completed before the start of testing:**
- **Training should be a mix of theory and practice:**
 - As shown in subsequent slides, this document provides a link to the online training & assessment platform
 - After completing the online training, testing staff are encouraged to practice using the testing devices during the onsite practice

Materials to train your workforce

You can access an online training platform which will help staff to safely process samples

- The online platform has 6 short modules. Additional modules may be added to the platform to further supplement training
- Only staff who have passed the assessments should commence testing – schools/colleges are responsible for ensuring this is the case and recording this

The online training will include further details on the following:

- Infection prevention and control measures
- Cleaning protocols
- Appropriate use of PPE
- Test kit storage
- How to deal with any contamination or other incidents
- Waste management
- Digital registration
- Results recording
- For instructions on how to report incidents, please see <https://coronavirus-yellowcard.Mhra.Gov.Uk/>

In addition to this Training Guide, a School & Colleges Handbook and 'How To Guide' have been provided to supplement the online modules.

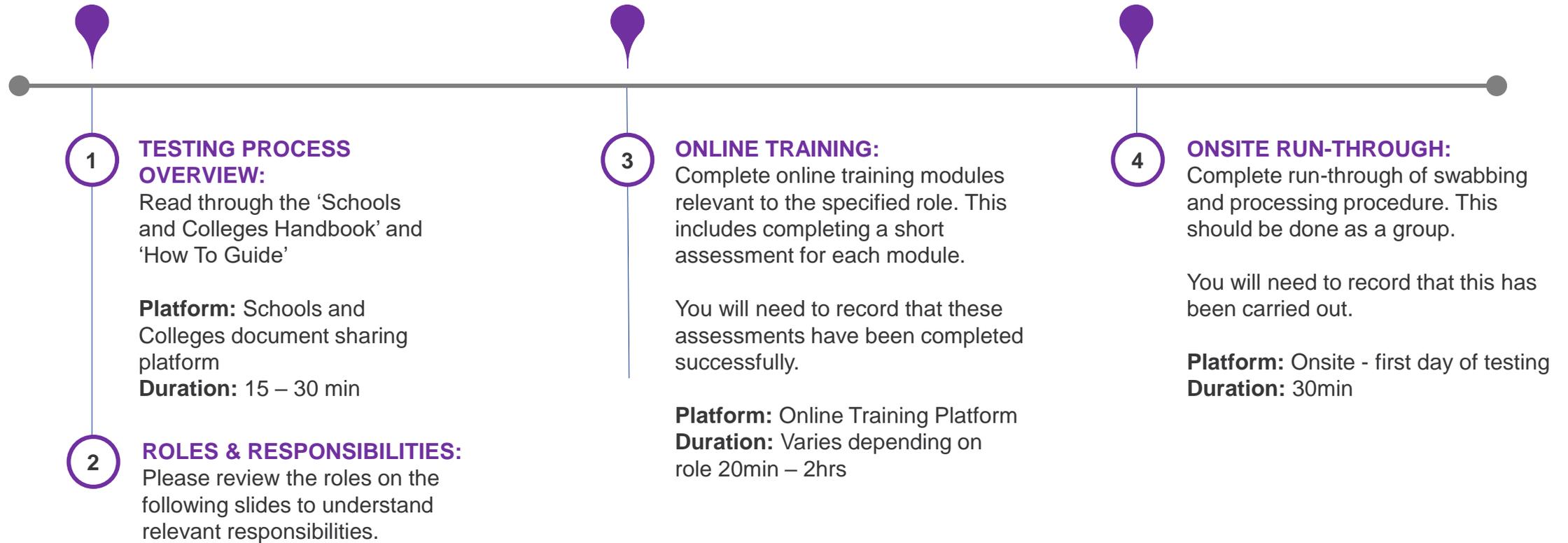
Training Journey

The training journey at a high level is outlined below

Introduction to Testing

Online Training

Onsite Run-Through



ROLES AND RESPONSIBILITIES

OVERVIEW OF ROLES

Your school or college needs a team to deliver the testing process. There are 7 roles to fulfil.

It is important that the roles displayed in the right hand column of the table are staffed by individuals from the school or college, since they will be handling student and staff data.

School/College OR 3 rd Party workforce	School/College to staff
 <p>Team Leader /Quality Lead</p>	<p>COVID-19 Coordinator</p> 
 <p>Processor</p>	<p>Registration Assistant</p> 
 <p>Test Assistant</p>	<p>Results Recorder</p> 
	<p>Cleaner</p> 

School/College OR 3rd Party workforce to staff

The staffing for the roles below can either be filled by the school/college workforce, or a 3rd party workforce.

Role Title	Tasks & Responsibilities
 Team Leader/ Quality Lead	<p>Responsible for the overall on-site operations at the test site, including day-to-day workforce management</p> <ul style="list-style-type: none"> • Running day-to-day operations including on-site workforce management, managing site health & safety and receiving and managing stock • Setting up other team members on the NHS Test and Trace digital service • Point of escalation for any issues on site, and escalates to local public health officials as appropriate • Ensure adherence to defined testing processes throughout operations, and use of correct tests on test site (eg LFD and not PCR) • Responsible for safety and security of the site • If subjects raise any data privacy concerns, directs subjects to the Data Privacy Notice which explains how we will use their data (https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information) • Ensure quality assurance, incidents, risks mitigation across the testing service • Implement appropriate quality assurance as defined by the programme • Implement the incident and risk reporting system that is used within the mass testing programme • Undertake testing staff competency and performance reviews • Retain a weekly summary of your records and any lessons learned to report to DfE/DHSC
 Test Assistant	<p>Provides guidance to subjects on swabbing as requested, and ensures cleaning of booths or sample collection station</p> <ul style="list-style-type: none"> • Directs subject to available testing stations and directs them to the exit when they are finished • On hand to provide subject with additional verbal instructions if required • Provides regular cleaning to testing stations throughout day (subjects are also ask to self-clean between each test) • For schools/colleges that require administered swabbing (e.g. SEND schools)
 Processor	<p>Prepares test sample for analysis and interprets result.</p> <ul style="list-style-type: none"> • Sets up sample for analysis, and pipettes reagent to sample • Times the sample analysis • Await and read result displayed, and mark it on device • Provides to Results Recorder to upload to digital platform

School/College to staff

The staffing for the roles below **should be filled by the school/college workforce** so as to ensure safeguarding of the privacy of the subjects undergoing testing.

Role Title	Tasks & Responsibilities
 COVID-19 Coordinator	<ul style="list-style-type: none"> • School/College sign-off for all activity (incl. third party), deputising / liaising with head teacher/Principal • Conducts overall risk assessment • Agrees testing schedule and ensures all communications and consent is actioned • Oversees and directs process for positive cases (following school/college's own guidelines for symptomatic cases, including confirmatory PCR tests) • Provides list of subjects each day for registration process
 Registration Assistant	<p>Responsible for ensuring subjects have registered and distributing test kits on arrival.</p> <ul style="list-style-type: none"> • Greets subject at arrival, asks them to sanitise hands and ensures the subject is eligible for asymptomatic testing • Aids the subject in registering for the test if they are unable to • Provides assistance for people who might not have the relevant digital information such as phone number and email address • Guides people who are coming and for a valid reason need to test anonymously • Directs subjects into testing area, ensuring testing area does not exceed maximum capacity • Communicate to test subjects the purpose of participating in testing at your site and the testing journey.
 Results Recorder	<p>Collates results from Processing Operatives and uploads to digital solution</p> <ul style="list-style-type: none"> • Reads test result outcome (marked by Processing Operative) • Enters result into the results logging web app, if using a locally provided device, or native iOS results logging app, if using a DHSC provided managed device. • This includes scanning of QR code (result is automatically sent to Test & Trace)
 Cleaner	<ul style="list-style-type: none"> • Cleans testing desks, and other testing areas as required. As a minimum frequently touched surfaces should be cleaned twice a day, and one of these should be at the beginning or the end of the working day. • Cleans the testing site in the case of a spillage. • Working alongside the waste services providers to ensure waste is disposed (including health waste)

Summary of training requirements

	Testing Process Overview	Online Training Platform						Onsite run-through
		LFD Process (Module 1)	LFD results recording (Module 2)	PPE & Infection control (Module 3)	Guiding subject through swabbing (Module 4)	Train the trainer (Module 5)	Meet and Greet (Module 6)	
Estimated Duration	10-15 min	15 min	15 min	15 min	15 min	15 min	15m	30 min
 Team Leader (Quality Lead)	✓	✓	✓	✓	✓	✓	✓	✓
 Test Assistant	✓	✓		✓	✓		✓	✓
 Processor	✓	✓	✓	✓	✓			✓
 COVID-19 Coordinator	✓			✓				✓
 Registration Assistant	✓		✓	✓			✓	✓
 Results Recorder	✓	✓	✓	✓				✓
 Cleaner	✓			✓				✓

ONLINE TRAINING MODULES

TRAINING MODULES

The table to the right provides a breakdown of each step of the training journey, and of the online modules available to the testing team.

Each of the modules provides information and guidance in a differing section of the testing journey, On the following slide, we have indicated which workforce members will require completion of these specific modules.

Module	Topics
LFD Process (Module 1)	<ul style="list-style-type: none"> • Checking you're using the right device • Checks before you start • A step-by-step process on how to use the device • Reading the result • Marking the device with the result • FAQs
LFD results recording (Module 2)	<ul style="list-style-type: none"> • Inputting a positive, negative or void result into the recording application • How the subjects testing data is used in the T&T system
PPE and Infection Control (Module 3)	<ul style="list-style-type: none"> • Putting on and removing PPE • PPE adjustments • Infection prevention measures • Hygiene and cleanliness
Guiding the subject through swabbing (Module 4)	<ul style="list-style-type: none"> • Verbal support • Instructions for the subject • Handling subject concerns • Options when nasal and throat swabs become infeasible
Train the trainer (Module 5)	<ul style="list-style-type: none"> • This module includes the video introduction – to cover PPE, hand cleaning, the visual processing and analysis using LFDs and a talk-through the soft skills of delivery from a trainer. • The trainer's notes for delivery of a training session (these are very comprehensive and supportive) • PowerPoint slides to support the session • Handout to test the Sample Processor trainees' understanding of LFD results • A Sample Processors' support document • How to adjust a PPE ear-loop face mask to fit your face document • A sign-off form for the Sample Processors they have trained • Soft-skills trainers guidance
Meet and Greet (Module 6)	<ul style="list-style-type: none"> • Registering subjects on the digital application

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ACCESSING THE TRAINING PLATFORM

For technical queries about the training platform contact **0161 903 1032** (Mon-Fri 8:30-18:00, Sat-Sun 10:00-16:00, including bank holidays) or email testertraining@dhsc.gov.uk

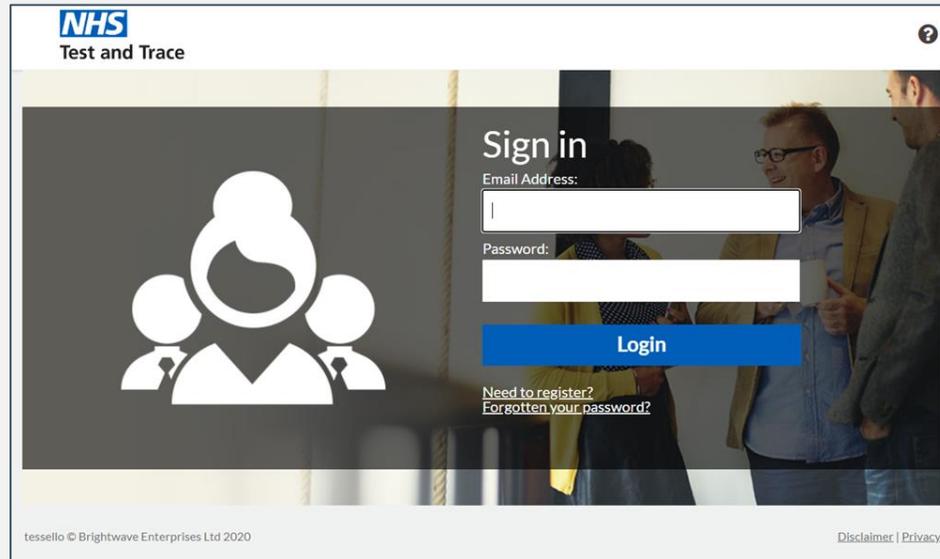
SET UP ACCOUNT:

Testing staff will need to register using a unique token. Once an account is set up, test site staff will be able to access the online training at anytime.

The link to access training is here:

<https://go.tessello.co.uk/TestDeviceTraining/>.

Click on “Need to register” and input the token **3wkcVi4UTX** and click Next. Follow the steps on screen to complete set up of a new account



NHS
Test and Trace

Sign in

Email Address:

Password:

Login

[Need to register?](#)
[Forgotten your password?](#)

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Accessing the Training Platform

This training is virtual and will require each individual to use their own PC with a stable internet connection.

The training includes a brief assessment – please see below for instructions, as you are required to send the assessment “pass” confirmation to your Team Leader (Quality Lead) and/or Covid-19 Coordinator for training records

Log into your training account and complete the modules

Upon completion:

1. Upon passing the assessment, the trainee will be presented with an option to download the course certificate.
2. Click on “View Downloads”, then on “Download Certificate”. Ensure that the certificate is saved in a secure location, and can be easily accessed by the trainee
3. Once you have passed ALL training modules required of your role, send ALL completion certificates to your Team Leader (Quality Lead) and/or Covid-19 Coordinator as evidence of completion of training modules, who are required to keep a dated record of your training.

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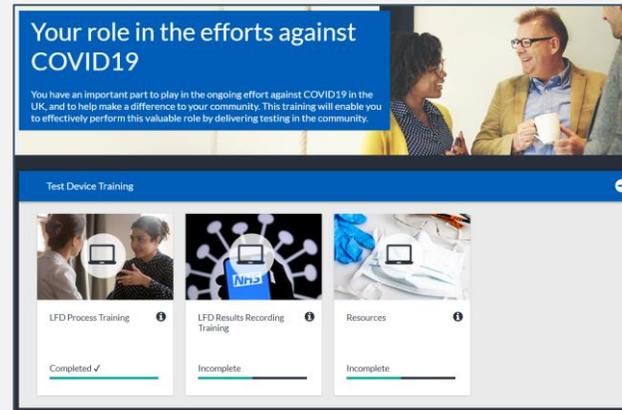
ACCESS TRAINING MODULES:

Each module is split into two sections:

- **Information and guidance** – written content and training videos
- **Assessment** – multiple choice questions that the trainee will be required to answer

Each module takes approximately 15 minutes to complete. The questions in the assessment will test the trainee on information they have directly learnt from the information and guidance they have been provided within the module.

TRAINING MODULES

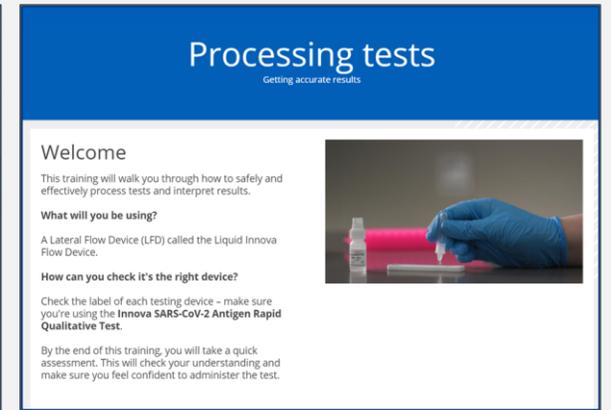


Your role in the efforts against COVID19

You have an important part to play in the ongoing effort against COVID19 in the UK, and to help make a difference to your community. This training will enable you to effectively perform this valuable role by delivering testing in the community.

Test Device Training

Module	Status
LFD Process Training	Completed ✓
LFD Results Recording Training	Incomplete
Resources	Incomplete



Processing tests
Getting accurate results

Welcome

This training will walk you through how to safely and effectively process tests and interpret results.

What will you be using?

A Lateral Flow Device (LFD) called the Liquid Innova Flow Device.

How can you check it's the right device?

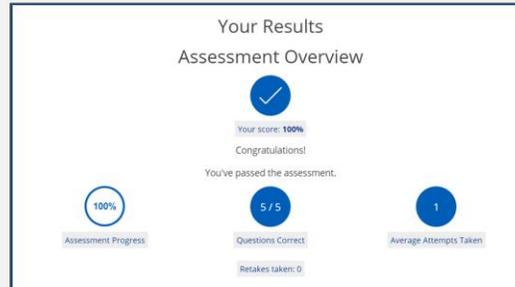
Check the label of each testing device – make sure you're using the **Innova SARS-CoV-2 Antigen Rapid Qualitative Test**.

By the end of this training, you will take a quick assessment. This will check your understanding and make sure you feel confident to administer the test.

3

COMPLETING TRAINING:

A 100% pass mark is required for the assessments. If the trainee fails the assessment, they will be able to refresh the module and repeat the read through of the content and resultant assessment. The trainee has unlimited access to these modules and there are no restrictions upon the number of times they can be accessed.

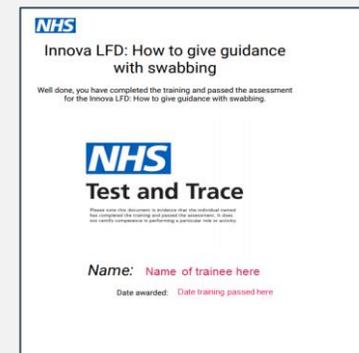


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EVIDENCING TRAINING:

Upon passing the assessment, the trainee will be presented with an option to download the course certificate. Click on “View Downloads”, then on “Download Certificate”. Ensure that the certificate is saved in a secure location, and can be easily accessed by the trainee.

Please note, it is the school/college’s responsibility to ensure that evidence of completion of training is received and reviewed by the Team Leader (Quality Lead) and/or Covid-19 Coordinator



COMPLETING TRAINING

General Guidance for schools and colleges on the training platform

- The online modules have been developed for use across all Lateral Flow Device (LFD) testing sites, and **are not tailored for school/college settings**. There will be some differences between the online training and the schools/colleges settings.
- **As such, please ensure that you do the online training in conjunction with this Training Guide, and also refer to the Schools and Colleges Handbook and How to Guide for further information on the testing process.**

Specifically:

- **PPE:** There is a variation between the PPE requirements & frequency of changing PPE. Please use information in this Training Guide on the next slide to determine which PPE is required, and also the frequency of changing PPE.
- **Cleaning** – Whilst this is covered in the online modules the next slides provides written instructions on cleaning guidance and frequency to share with your staff.
- **NHS Test and Trace Resources module (not required):** You will see on the platform that there is a module called “NHS Test and Trace – Resources”. This module is **not required** to be completed by the Schools/Colleges workforce, and we recommend you **only** use the Schools and Colleges Handbook and the How to Guide for information on the wider testing processes.

PPE Requirements

At a minimum, PPE should be changed between each test session. Staff are required to wear the appropriate PPE for each role.

	 Team Leader (Quality Lead)	 Processor	 Testing Assistant	 COVID-19 Coordinator	 Results Recorder	 Registration Assistant	 Cleaner
Fluid-resistant (Type 11R) surgical mask							
Disposable gloves							
Disposable plastic apron							
Eye protection (goggles or visor, as per individual preference)							

* The Testing Processor must change gloves after each sample

- Notes:**
1. Cleaners need to change gloves and apron if cleaning a spillage
 2. If only supervising, Test Assistants do not need to wear apron, gloves and visor, but they need immediate access to gloves if they are required to touch any component of the test kit
 3. Processors should wear apron/visor and mask for each test group and change gloves between each test
 4. PPE should be changed whenever staff members leave and re-enter the test site area (per session) or if protective properties are compromised or contaminated

Cleaning

Cleaning guidelines and frequency

Sample collection station

Clean between each subject:

- Self swabbing – subject responsible for cleaning bays following test, using disinfectant wipes / disposable cloth & spray provided

Processing areas

Clean between each test being processed using disinfectant wipes / disposable cloth & spray provided

Guidelines

- All surfaces that the subject has come into contact with must be cleaned and disinfected.
- This includes all potentially contaminated and frequently touched areas such as in the collection bays (e.g. table, chair, mirror), and also surfaces that the subject may have had contact with.
- Use disposable wipes / cloths or paper roll / disposable mop heads with disinfectant spray to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction
- Any wipes, cloths, roll and disposable mop heads used for cleaning must be disposed of and should be placed into the clinical waste bins

Cleaning spillages

- A spillage could be anything from vomit to body fluids, and may happen on a testing site.
- When it does, it is important that the surrounding area is evacuated and cleaned immediately.
- Further guidance on how to clean spillages is covered in the online training module