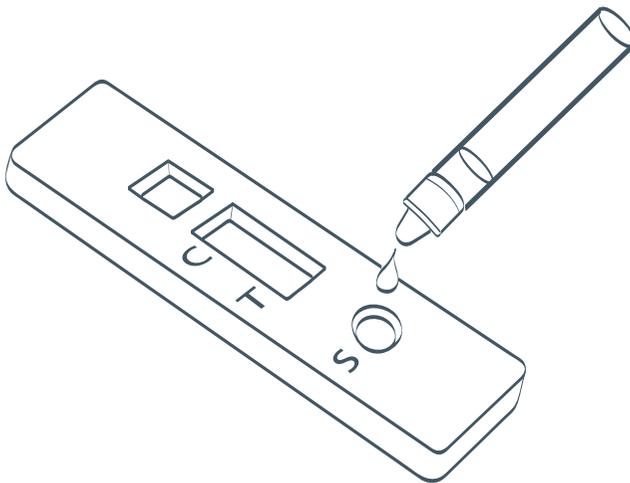


A guide for healthcare staff self-testing for coronavirus using a Lateral Flow Device (LFD)



This guide will help you remain well at work and keep your patients safe. This test is suitable for healthcare workers.

About this test kit

This test is part of the government's response to the pandemic and its commitment to controlling infection and supporting our healthcare staff.

Please follow the instructions in this booklet as this sets out how the test can be self-administered. This has been agreed with experts and the manufacturer has been informed. Other than taking a swab yourself from just inside both nostrils, the process is the same as set out in the manufacturer's instructions. If you still feel unsure about using this device after receiving training, please contact your local NHS organisation.

Overview

Testing should be undertaken twice weekly every 3-4 days. Our website provides a helpful guide and tutorial video: www.porthosp.nhs.uk/testing

All results (positive, negative or invalid) should be recorded twice weekly immediately following the test. You will need your Surname, Unique Box Number, Security Badge ID Number and test result to enter your online test record.

Instruction label supplied on each LFT box

Security badge number

This is 6-digits and can be found on the front top left of your badge or the first 6 numbers on the reverse.

Covid 19
Asymptomatic screening test for staff
www.porthosp.nhs.uk/testing

Portsmouth Hospitals University NHS TRUST

Instructions

- Testing should be undertaken twice weekly every 3-4 days. Our dedicated web-link provides a helpful guide and tutorial video: www.porthosp.nhs.uk/testing
- All results (positive, negative or invalid) should be recorded twice weekly on the above weblink immediately following the test. Please enter your Surname, Unique Box No, Security Badge ID No and test result.
- If your test is positive, please contact the staff support line immediately on **023 9228 6496**.

Security badge ID Number:

Unique Box Number:

This is 6-digits and can be found on the front top left of your badge or the first 6 numbers on the reverse.

Unique Box Number

If your test is positive, please contact the staff support line immediately on 023 9228 6496.

Remember, store the test kit at room temperature – not in direct sunlight and not in a fridge or freezer. Keep the test kit away from children.

! **If you receive a positive test, you must immediately report the result to your organisation, either via your occupational health department, line manager or as per local guidelines.**

You will be asked to take a confirmatory PCR test; you and your household should self-isolate according to HM Government Guidelines until the result of that test is known.

If your PCR test is positive you DO NOT need to self-test using the LFD for 90 days, from the date you became positive.

You should test yourself twice a week to fit your shift pattern and as per the table below:

Twice weekly testing routine (by surname)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
A-C	Yes			Yes			
D-G		Yes			Yes		
H-K			Yes			Yes	
L-N				Yes			Yes
O-R	Yes				Yes		
S-V		Yes				Yes	
W-Z			Yes				Yes

Before you start



Read the instructions carefully. Taking the test may feel a little uncomfortable and unusual for most people.

You can see a demonstration of how to take the test by watching this video: <https://learninghub.nhs.uk/self-swab>



Wash your hands thoroughly for 20 seconds, using soap and warm water. This is so that you do not contaminate the test kit. Now dry your hands.



Clean and dry a flat surface, where you will take the test. Unpack the sealed test equipment for one test and place onto the clean flat surface.

Check your contents. Ensure that the test device (called 'antigen test cartridge'), swab and extraction solution are not damaged, broken or out of date. Use the test kit checklist to make sure you have everything. Use a clean, one inch deep lid or other small container (e.g. clean egg cup) to keep the extraction tube upright and prevent spillage.



Nozzle cap



Extraction buffer bottle



Swab, inside sealed wrapper



Extraction tube



Rapid test strip

Something damaged/broken/missing? If you have difficulties using the kit, if something breaks or is damaged in use or if you have concerns about the performance of the test, report these issues to the NHS organisation that provided you with the kit. Any problems or concerns with this device can also be reported to MHRA <https://coronavirus-yellowcard.mhra.gov.uk/about>

Prepare your test

1



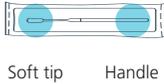
Gently blow your nose into a tissue to get rid of excess mucus.

2



Wash and dry your hands again (or use sanitiser if this is available).

3



Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.

4



Place the extraction tube in a small cup to keep it upright.

5



Unscrew the extraction buffer pot.

6



Place 6 drops only of the extraction buffer into the extraction tube. Try to avoid touching the tube with the bottle. Reseal the extraction buffer for future use.

Take your swab sample

7



Open the package and gently take out the swab. Do not touch the fabric end of the swab.

8

x10



Put the swab gently into one nostril, you may feel a slight resistance (insert about 1.5cm or about half an inch). Roll the swab 10 times slowly along the inside of the nostril. Remove the swab and repeat 10 times in the other nostril.

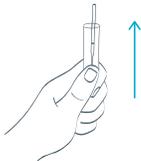
9

10
secs



Now put the fabric end of the swab into the bottom of the extraction tube. Press the swab head against the edge of the tube with force, while rotating the swab around the tube for 10 seconds to squeeze as much fluid out as possible.

10



Take out the swab while squeezing the tube and fabric end of the swab. Place the swab back into the wrapper and dispose of it at home in your household rubbish bin.

11



Press the nozzle cap tightly on to the tube to avoid any leaks.

12

2
drops



Turn the tube upside down and lightly squeeze two drops onto the specimen well.

13

30
min



Place the Rapid Test Strip on a flat surface for 30 minutes. Set a clock, timer, or watch and wait 30 minutes to read the results. Do not read your results until the 30 minute mark.

Reading your results

Leave your test for the full development time to get an accurate result. Do not read your results until **30 minutes**. If the test device is left to develop longer you may receive a false positive result and you will need to repeat the test.



Positive result

Two lines – even faint lines – indicate the test is positive.



Negative result

This indicates the test is negative.



Invalid result

The test has failed and should be retaken.

Reporting your results

Report all your results on the website www.porthosp.nhs.uk/testing whether they are positive, negative or invalid.

Instructions

Testing should be undertaken twice weekly every 3-4 days. Our dedicated weblink provides a helpful guide and tutorial video: www.porthosp.nhs.uk/testing



If your test result is positive

You must immediately report your positive test results to the staff support line, 023 9228 6496. You will be given information on where you need to go to have a confirmatory PCR test.

All results (positive, negative or invalid) should be recorded twice weekly on the above weblink immediately following the test. As a minimum you will need to enter your Surname, Date of Birth and test result.

If your test result is negative: Report your result on the website. If you have coronavirus (COVID-19) symptoms please refer to NHS guidance online [nhs.uk/conditions/coronavirus-covid-19](https://www.nhs.uk/conditions/coronavirus-covid-19) as this test may miss some positive cases.

If your test result is invalid: Report your result on the website. Repeat the test with a new test kit.

Disposing of your test

Carefully dispose of the test device and equipment in your household rubbish.

Disposal advice may be subject to change based upon future waste disposal guidance.

Need more help?

If you need more help using the LFD test kit contact the NHS organisation that provided you with the test kit.

If you can't perform the test you should contact your NHS organisation's helpline.

Coronavirus guidance and help: If you have coronavirus (COVID-19) symptoms or have contracted coronavirus (COVID-19), please refer to NHS guidance online [nhs.uk/conditions/coronavirus-COVID-19](https://www.nhs.uk/conditions/coronavirus-COVID-19)

If you have symptoms of coronavirus (COVID-19) and your condition gets worse, or you do not get better after 7 days, use the NHS 111 online coronavirus service, 111.nhs.uk. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

Do not delay getting help if you are worried. Trust your instincts.

We are working with NHS Test and Trace to collect safety and performance data during the roll out of COVID-19 testing initiatives. Problems with this device can be reported directly to MHRA <https://coronavirus-yellowcard.mhra.gov.uk/>

Lateral Flow Antigen Testing For COVID-19 For Patient-Facing Staff

Frequently Asked Questions

What is lateral flow antigen testing?

Lateral flow antigen testing detects the presence of the COVID-19 viral antigen from a swab sample. The test is administered by handheld devices producing results in 30 minutes and can be self-administered.

What type of test is being rolled out?

The Innova SARS-CoV-2 Antigen Rapid Qualitative Test.

What is the specificity and sensitivity of this particular test?

The government has published its latest research on these tests. This can be found here <https://www.ox.ac.uk/news/2020-11-11-oxford-university-and-phe-confirm-high-sensitivity-lateral-flow-tests-following>

What does asymptomatic staff testing mean?

Asymptomatic means someone who has no symptoms of a disease, in this instance COVID-19. Evidence has shown that people with COVID-19 can have no symptoms and still transmit the virus to others without being aware. It is important that we take steps to reduce the risk of transmission by identifying those who may not know that they have the virus, therefore staff without symptoms of COVID-19 will be tested.

What is the principle of the test device?

The test is performed on a nasal swab. After swabbing the inside of the nostrils, the swab is inserted into an extraction tube with extraction fluid, then rotated and pressed to make sure that the sample from the swab is released into the extraction fluid (the swab is discarded at this point). The extraction buffer is optimised to release SARS-CoV-2 virus antigens from the swab if present.

Is there any prioritisation of which staff this should be rolled out to first?

Sufficient volumes of the lateral flow devices have been delivered to PHU to enable all staff to be given the test. This includes staff employed by Engie, MOD, Bank Partners, Agency, students and trainees.

Should I continue testing after I have had the vaccine?

Yes, continue to test even though you have had the vaccine

Is testing voluntary?

All testing is voluntary, however we strongly encourage all patient-facing staff to test themselves to help keep patients, themselves, loved ones and colleagues safe

How do I perform the test?

If you find the original SARS-CoV-2 Antigen Rapid Qualitative Test Instructions for Use (IFU) enclosed in the box by the manufacturer, please ignore these. These instructions were intended for testing symptomatic patients by laboratory staff. Instead refer to the separately provided

Guide for healthcare staff self-testing for coronavirus using a Lateral Flow Device (LFD).

How frequently should the test be done?

Testing should be undertaken twice weekly, every 3-4 days. There is a dedicated weblink below which provides a helpful guide and tutorial video. This is also where all results should be uploaded (positive, negative or invalid). As a minimum you will need to enter your surname, date of birth and test result.

www.porthosp.nhs.uk/testing

The antigen test is intended for screening asymptomatic patient-facing staff only. You should not use this antigen test if you have developed COVID-19 symptoms, since the antigen test may be false-negative and therefore provide false reassurance.

Please perform the test twice weekly on the following days, according to your surname:

Twice weekly testing routine	Mon	Tue	Wed	Thu	Fri	Sat	Sun
A-C	Yes			Yes			
D-G		Yes			Yes		
H-K			Yes			Yes	
L-N				Yes			Yes
O-R	Yes				Yes		
S-V		Yes				Yes	
W-Z			Yes				Yes

How long does the test take?

The test should take no longer than five minutes to undertake, with a 30-minute wait for results

What will the test tell me?

The results will show one of the following:

- **Negative** – the presence of only the control line (C) and no test line (T) with the result window indicating a negative result
- **Positive** - the presence of the test line (T) and the control line (C) within the result window, regardless of which line appears first, indicating a positive result. The presence of any test line (T), no matter how faint, indicates a positive result
- **Invalid** – if the control line (C) is not visible within the result window after performing the test, the result is considered invalid

Results

Once you have completed your test, please upload the results to:-

www.porthosp.nhs.uk/testing

All results should be uploaded – positive, negative or invalid. This website also has a helpful video to help with using the test kit. Please note that it is a statutory and legal requirement to upload lateral flow results.

What happens if I get a positive result?

If you test positive with a lateral flow test, you are required to inform your line manager and contact the Staff Support Line to report your absence from work and book in for a confirmatory PCR swab test. The Staff Support Line can be contacted on 023 9228 6496 between 6:30am and 7pm daily.

Please also isolate as set out in the [Government guidance](#):

- If you do not have symptoms but have tested positive for COVID-19, stay at home and self-isolate for 10 days from the day the test was taken. If you develop symptoms after your test, restart your 10-day isolation period from the day the symptoms start.
- Stay as far away from other members of your household as possible, especially if they are [clinically extremely vulnerable](#). Avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat.

If I am told to isolate by Test and Trace even though I have had the vaccine, do I need to do so?

Yes, continue to take advice and follow instructions given by Test and Trace

If I have a positive PCR test when should I start the lateral flow device tests again?

If you have a positive PCR test, you do not need to self-test using the lateral flow device test for 90 days from the date you became positive.

If I have a negative PCR test when should I start the lateral flow device tests again?

If you have a negative PCR test please restart the lateral flow tests again immediately.

What happens if the confirmatory PCR test is negative?

You can resume work and your household no longer needs to self-isolate, as long as you remain asymptomatic.

If I test positive, what does this mean for my family/people I share a house with?

All members of your household should self-isolate for 10 days from the day your test was taken. However if any member of your household develops symptoms of COVID-19 they should isolate for at least 10 days from the onset of their symptoms, in-line with the Government [stay at home guidance](#).

What happens if my test result is invalid?

If this is the first time, please repeat all steps using a new swab and new test cartridge, taking care that you follow all the steps in the correct order as described in the Guide. If the repeat test is again invalid, the batch is likely to be faulty. Return the box to the quiet study area near the Education Centre on E Level (lift area 1) stating the reason, request a replacement box, and repeat the test with the new test kit.

What happens if my lateral flow test is negative but I have COVID-19 symptoms?
If you have COVID-19 symptoms please refer to the NHS guidance and get a PCR test.

You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

What should I do with used tests?

You can safely dispose of the test items in your normal household waste but you should pour any residual buffer solution away first

What happens if the buffer solution is accidentally consumed?

As set out in the manufacturer's safety instructions, the buffer solution is not hazardous. However if it is accidentally ingested a medical practitioner should be informed.

What is the shelf life of the extraction (buffer) solution once opened?

The shelf life of the extraction solution is two years even after it is opened.

Q. How do I get additional bottles of extraction (buffer) solution as I don't have any left (due to spillage etc.) but I still have kits left in my box of 25 kits?

There will be a limited supply of extraction (buffer) solution held at Pathology Reception on E Level. However, please ensure you follow the instructions carefully to avoid spillage.

Will this testing regime remove the need for staff who have been exposed to a positive COVID-19 case to self-isolate?

No. Government self-isolation advice should be followed at all time. This test does not remove the need to self-isolate should you need to.

Can 10-day isolation following contact tracing by shortened through the use of this testing?

No. 10 day isolation following notification that a staff member has been in close contact with a COVID-19 case without relevant PPE should be followed as per Test and Trace advice. Testing with lateral flow antigen tests are being used in pilot sites to verify whether daily testing might lessen the need to isolate, but this is not currently the advice and isolation should be followed per instructed by Test and Trace

Can I use this test for my family members?

No. Family members who have symptoms should access the more sensitive and specific virus nose-throat swab PCR tests in the normal way.

Can these tests be used for patients?

PCR or dedicated point of care tests should be used for patients.

If I test positive, will this be classed as sick leave?

Absence following a positive test will be recorded as Covid-19 confirmed sick leave. You will be paid as though you were at work, including enhancements.

If I need to self-isolate, will I still be paid?

Yes. In-line with previous guidance developed by NHS Employers, of you hold a permanent NHS contract or are employed on a Trust bank you will still be paid as though you were at work, while self-isolating.

What if I work for a contractor, will I still be paid?

Your employer is responsible for determining your pay if you need to self-isolate or develop COVID-19 symptoms during or after a period of self-isolation and become unwell

If I work for an agency, will I still be paid?

The agency is responsible for determining your pay if you need to self-isolate or develop COVID-19 symptoms during or after a period of self-isolation and become unwell

I cannot afford to be away from my workplace, how will the Trust support me?

In-line with guidance developed by NHS Employers, if you hold a permanent NHS contract or are employed on a Trust bank, pay you receive for self-isolation or if you become unwell with COVID-19 is based on the pay you would normally receive if you were at work.

ENDS