

Example Training Checklist for the OraQuick® HCV Rapid Antibody Test

Employee: _____

Instructions: Fill in dates when the trainee observes and performs each objective or procedural step, as applicable. See below as an example of a site conducting only fingerstick whole blood testing). The trainee initials when they feel the objective/procedure has been mastered and the trainer when the trainee has met the objective/performs the specific procedure competently.

| Objective/Procedural Step | Date Observed | Date Performed | Trainee's Initial and Date | Trainer's Initial and Date |
|--|---------------|----------------|----------------------------|----------------------------|
| Read OraQuick® HCV test procedure | | | | |
| Read Biohazard Exposure Control Plan | | | | |
| Determine if requirements for acceptable testing environment are met (e.g., temperature, lighting, level workspace). | | | | |
| Correctly identified test devices in the OraQuick® HCV Visual Reference Panel. | | | | |
| Practice test with negative and positive HCV external controls. | | | | |
| Present the client with information on the hepatitis C virus. | | | | |
| Label test device components and appropriate paperwork. | | | | |
| Collect fingerstick specimen, put loop into vial and mix correctly. | | | | |
| Insert test device into vial. | | | | |
| Time test, read result. | | | | |
| Dispose of lancet and/or other biohazardous waste materials appropriately. | | | | |
| Record results on report form and log sheet. | | | | |
| Record internal and external quality control (QC) results in QC log. | | | | |
| Evaluate a new OraQuick® HCV test kit lot number and record results in QC log. | | | | |
| Report test result interpretation to the person being tested (one negative and one presumptive positive). | | | | |
| Refer person or collect specimen for supplemental testing. | | | | |
| Send supplemental test specimen to laboratory and document submission. | | | | |
| Receive supplemental laboratory results and record results. | | | | |
| Explain what to do if QC results show a problem. | | | | |