

# Oral Fluid (Instant) Point of Care Screen - SOPDRG008S

The following instructions must be completed for this test. A copy of this SOP can be found in your black reference file or online at <https://crystal-health.co.uk/sample-collector-training/>. If any of the below tasks cannot be completed, call Crystal Health immediately on 0161 707 4935.


The specific sample collection details will be emailed to you for each confirmed booking.

## PREPARATION OF FACILITIES

### YOU MUST PERFORM THE FOLLOWING TO MAINTAIN CHAIN OF CUSTODY

- Ensure the sample collection facility is private and includes adequate fixtures to perform the sample collection e.g. desk/table and chairs.
- Confirm that no other individuals with exception to the test participant, will have access to the sample collection facility while the work is on progress.
- You must comply with GDPR and confidentiality requirements, and not disclose any personal information or materials either purposefully or accidentally.

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 <b>CRYSTAL</b> Health Group	Version	Approval Date	Review Date
	v06.03.22	March 2022	March 2023

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## Collection Instructions

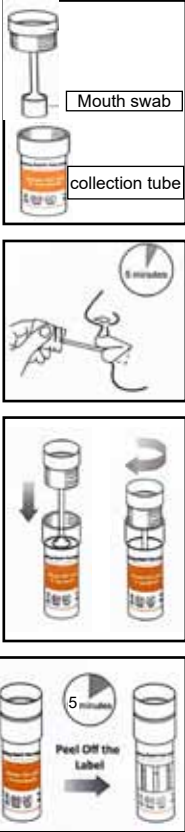
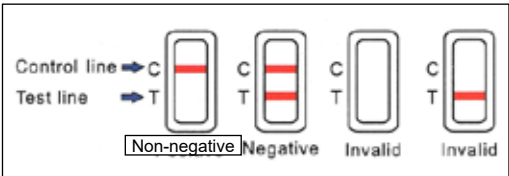

- 1) Provide the donor with the DONOR ADVICE SHEET
- 2) Ensure all pre-sample collection details have been recorded on the ROR form (refer to yellow boxes within the sample collection details sent via email)
- 3) Complete Section 1 of the ROR form (Sample Donor Details)
- 4) Complete Section 3 of the ROR form (Proof of Identity) **Refer to troubleshooting and guidance for further instruction**
- 5) Complete Section 4 of the ROR form (Details of Declared Medication) **If illegal drug use is declared then record in Section 9 and call Crystal Health Group immediately.**
- 6) Ask the donor to sign and date Section 5 (Sample Donor Declaration) of the ROR form, after reading the consent on the reverse. **Refer to troubleshooting and guidance for further instruction**
- 7) Confirm and **initial** that the donor HAS NOT eaten, drank (except water), smoked, chewed gum or used mouth wash in the last 15 minutes. Record your **initials** in Section 6 to verify this.
- 8) Allow the donor to choose from 2 sealed oral fluid drug tests and check the expiry date of the device.
- 9) Put on a pair of gloves
- 10) Explain the collection procedure to the donor and obtain the oral fluid sample **Refer to troubleshooting and guidance for full visual instruction**
- 11) FOR BREATH ALCOHOL SCREENING (IF APPLICABLE) - Refer to SOPDRG006S Breathalyser Instructions**
- 12) After approx. 5 minutes, observe the results in the test screening window and record the results in Section 8 (Drug Screen: Details & Results) **Refer to troubleshooting and guidance for visual instruction**
- 13) NON-NEGATIVE SCREEN RESULTS (ONLY IF AUTHORISED) - Complete A through D below**
  - A) Wait another 5 minutes to ensure a test line does not appear indicating a negative result
  - B) **Call Crystal Health Group to gain authorisation for laboratory testing**
  - C) Inform the donor that you must collect another sample for further laboratory testing
  - D) Now use the relevant laboratory SOP and collection instructions provided to collect a further sample.
- 14) Complete Section 11 (Collector's Declaration) of the ROR form
- 15) Provide all ROR form copies to relevant parties **Refer to troubleshooting and guidance for further instruction**
- 16) Return all documentation including your invoice to Crystal Health using the pre paid 1st class envelope provided.

**ONLY IF APPLICABLE**

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## TROUBLESHOOTING & GUIDANCE

4) Complete Section 3 of the ROR form (Proof of Identity)	If the required ID (passport/ driving licence) is not available and no authorised person is available to verify the identity of the individual, <b>STOP the test and call Crystal Health immediately.</b>		
6) Donor consent - Section 5 of the ROR form	If the donor refuses to provide consent: <b>Complete Section 10 (Non-Conformity)</b>		
10) Obtain the oral fluid sample	<p><b>IMPORTANT- Instruct the donor to collect a pool of saliva in the mouth prior to collection.</b></p> <ol style="list-style-type: none"> <li>1. Open the chosen kit and remove the mouth swab. Unwrap the swab ready for use</li> <li>2. Wipe the mouth swab around the mouth including the tongue and cheeks, then place between the lower cheek and gum to allow absorption of saliva.</li> <li>3. Advise the donor to gently push saliva towards the swab with their tongue. The mouth swab should not be chewed or sucked.</li> <li>4. Allow the mouth swab to soak in saliva for 5 minutes. The swab will become soft when enough sample has been collected.</li> <li>5. Remove the mouth swab and insert into the screening tube and screw down tightly.</li> <li>6. Leave the screening tube <b>upright on a flat surface</b> to run for approx. 5 minutes. Peel off the label to reveal the test results.</li> </ol> <p>If any of the test strips have not activated, the mouth swab can be unscrewed and placed back in the donors mouth to collect more saliva. For any other device issues, call Crystal Health immediately.</p> <p>If the donor refuses to provide a sample: <b>Complete Section 10 (Non-Conformity)</b></p> <p>If you observe any unusual behaviour from the donor or you are concerned that the sample may have been adulterated, <b>STOP the test and call Crystal Health immediately.</b></p> 		
12) After approx. 5 minutes, observe the results and record in Section 8 of the ROR form	<p>In the case of control line failure, the test must be repeated by obtaining a new sample</p> 		
13) <b>NON-NEGATIVE SCREEN RESULTS ONLY</b>	<ol style="list-style-type: none"> <li>1. Wait another 5 minutes to ensure a test line does not appear indicating a negative result</li> <li>2. Only proceed to laboratory confirmation if authorised (<b>call Crystal Health</b>)</li> <li>3. A further oral fluid sample must be collected for laboratory testing, please use the relevant SOPDRG007S instructions provided.</li> <li>4. Ensure Section 11 of the Point of Care ROR form has been signed and carbon copies provided to the relevant recipient - regardless of whether the sample goes to the laboratory or not.</li> <li>5. <b>Call Crystal Health and inform the team that the sample has been sent to the laboratory as a result of a non-negative screen.</b></li> </ol>		
15) Provide all ROR form copies to relevant parties	WHITE COPY TO CRYSTAL HEALTH	BLUE COPY TO DONOR	YELLOW COPY TO ORGANISATION OR CRYSTAL HEALTH
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