

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. If you operate from a tablet, the instructions can be accessed following the link emailed to you.

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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 CRYSTAL Health Group	Version	Approval Date	Review Date
	v08.09.25	Sept 2024	Sept 2025

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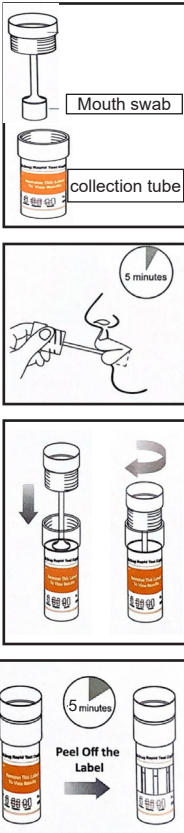
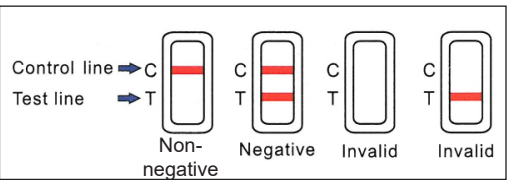

Collection Instructions

- 1) Provide the donor with the Donor Advice Sheet.
- 2) Refer to the sample collection details and record all pre-sample collection details on the ROR form (indicated on the visual instruction in the yellow boxes).
- 3) Complete the "Sample Donor Details" section of the ROR form. Please note an NI and sentinel number is only required for Network Rail testing.
- 4) Complete the "Proof of Identity" section of the ROR form. **Refer to troubleshooting and guidance for further instruction.**
- 5) Complete the "Detail of Declared Medication" section of the ROR form. **If illegal drug use is declared then record in Section 9 and call Crystal Health Group immediately.**
- 6) Ask the donor read the consent on the reverse and complete the "Consent of Donor" section of the ROR form. **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 the relevant section to verify this.
- 8) Allow the donor to choose from two sealed oral fluid drug tests and record the expiry date of the device in the "Drug Screen: Details and Results" section.
- 9) Put on a pair of gloves.
- 10) **BREATH ALCOHOL SCREEN:** Refer to additional SOPDRG006S - Breathalyser Instructions (if ordered).
- 11) Explain the collection procedure to the donor and obtain the oral fluid sample. **Refer to troubleshooting and guidance for full visual instruction.**
- 12) After approx. 5 minutes, observe the results in the test screening window and record the results in the "Drug Screen: Details and Results" section. **Refer to troubleshooting and guidance for visual instruction.**
- 13) **NON-NEGATIVE SCREEN RESULTS:** Wait another 5 minutes to ensure a test line does not appear indicating a negative result.
 - A) **Call Crystal Health Group before proceeding to gain authorisation for laboratory testing.** If authorised, complete the following steps.
 - B) **IF AUTHORISED:** Inform the donor that you must collect further samples for laboratory testing and complete all further steps.
 - C) Record the name of the non-negative drug within the "Laboratory Test Required" section of the COC form. **Refer to the Oral Fluid Laboratory Screen & Confirmation Test - SOPDRG007S for guidance and visual instruction.**
- 14) Complete the "Collector's Declaration" section 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, STOP the test and call Crystal Health immediately.		
6) Donor consent - Section 5 of the ROR form	If the donor refuses to provide consent: Complete Section 10 (Non-Conformity) and call CHG		
11) Obtain the oral fluid sample	<p>IMPORTANT- Instruct the donor to collect a pool of saliva in the mouth prior to collection.</p> <ol style="list-style-type: none"> Open the chosen kit and remove the mouth swab. Unwrap the swab ready for use 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. Advise the donor to gently push saliva towards the swab with their tongue. The mouth swab should not be chewed or sucked. Allow the mouth swab to soak in saliva for 5 minutes. The swab will become soft when enough sample has been collected. Remove the mouth swab and insert into the screening tube and screw down tightly. Leave the screening tube upright on a flat surface to run for approx. 5 minutes. Peel off the label to reveal the test results. <p>If any of the test strips have not activated, inspect the underside of the testing device. If there is no / very little visible saliva in the well, 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. Do not use another test kit without authorisation.</p> <p>If the donor refuses to provide a sample: Complete Section 10 (Non-Conformity)</p> <p>If you observe any unusual behaviour from the donor or you are concerned that the sample may have been adulterated, STOP the test and call Crystal Health immediately.</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) NON-NEGATIVE SCREEN RESULTS ONLY	<ol style="list-style-type: none"> Wait another 5 minutes to ensure a test line does not appear indicating a negative result Only proceed to laboratory confirmation if authorised (call Crystal Health) A further oral fluid sample must be collected for laboratory testing, please use the relevant SOPDRG007S instructions provided. 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. Call Crystal Health and inform the team that the sample has been sent to the laboratory as a result of a non-negative screen. 		
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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