

## **POCT - Oral Fluid Procedural**

1. First steps as any collection:
  - a. check ID
  - b. fill out paperwork,
  - c. have donor sign form
2. If the donor will be with you, under your direct observation from now until the entire procedure is completed, INCLUDING the ten minute wait time, you may skip to Step 4, if they will NOT be under your direct observation for the entire time, you should continue on to step 3, here
3. Ask the donor to remove any unnecessary clothing, outerwear such as a coat etc. Ask the donor to empty their pockets of all items so that you can check if there is anything to be used for substituting or adulterating their specimen.
4. Ask the donor to open their mouth so you can inspect the inside of their mouth (oral cavity).
  - a. If you find an item that would be used for adulteration or substitution this would be considered a refusal to test. If this occurs you must stop the collection at this point, and report the refusal to test to the EOA as soon as possible. As well you should create an MFR which documents item(s) found and sign and date the MFR.
  - b. If an item is found that could be used to adulterate, substitute or dilute specimen but may NOT have be present for that (ie. gum, tobacco, food, candy etc.) instruct the donor to remove the item.
    - i. If the donor complies and removes the item, have them rinse with water (up to 4oz), they may swallow the water after rinsing if they choose.
    - ii. If the donor refuses to remove the item, this is a refusal to test, inform the EOA and create an MFR to explain the situation.
  - c. If the donor states they have "dry mouth" or if their oral fluid is abnormally coloured give the donor water (up to 4oz) to rinse their mouth (they may drink the water).
    - i. If the donor refuses to rinse their mouth, this is considered a refusal to test, stop the collection and report the refusal to the DER.
5. Start the 10 minute timer. During the 10 minute wait you should:
  - a. Explain the collection procedure to the donor, particularly how to use the specific oral fluid collection device you will be using. You may allow the donor to look at the written instructions for the device if wanted.
  - b. Inform the donor they must remain in the designated wait area for the wait period.
  - c. You may choose to NOT keep the donor under your direct observation for the rest of the wait period so that you may start the collection process for other donors, but they would still remain in the Rest Area (possibly under another

collector's view but not necessarily). NOTE: The collector must ensure that all collections take place privately, and maintain the security and confidentiality of the donor's information on the Federal CCF.

6. Prepare for the collection:
  - a. Have the donor wash and dry their hands while in your direct view. Once this has been completed they must stay in your sight until the end of the collection. Advise them to avoid touching surfaces.
  - b. Either the collector or the donor can choose a new device for the collection.
    - i. The collector must open the device package. Once the package is open both the collector and the donor must have it in sight until the procedure is over.
  - c. Review the manufacturer's instructions for the device with the donor.
    - i. The donor can use the device to obtain the sample, however if it doesn't work and a second device has to be used to try again, the collector should handle the device to obtain the sample.
  - d. Check the device being used for any obvious defects before beginning the collection. If you find any issue with the device you must discard it and use a new device.
  - e. Confirm that the collection device is within its expiry date and indicate this on the form if there is a checkbox to that effect.
  - f. Fill out the expiry date for the collection device, there is likely a section for this on your form, but if not, write the expiry date in the remarks.
7. Perform the oral fluid collection.
  - a. Follow the device specific instructions, to collect the sample. You must maintain direct visual contact with the donor throughout the entire collection.
  - b. If there is a failure to collect enough specimen, discard the device and begin the process again. You must note the failed attempt in the remarks section of the POCT form.
  - c. Once the volume indicator shows that a sufficient amount of oral fluid has been collected, or the appropriate time has gone by, the collector should take the collection device from the donor and check it for any abnormalities. If all looks correct, follow the manufacturer's instructions for completing the collection.
8. Complete the collection by taking the swab/collection device and inserting it into the testing portion of the device, or twisting it etc., as per the manufacturers instructions for the specific POCT device you are using. Make sure not to insert the collection portion of the device too quickly into the receptacle, as you can cause air bubbles to occur making the fluid not travel well into the testing panels. If you think there are air bubbles (or can see them) tap the receptacle on a table lightly, to get the air bubbles to travel up to the top and disperse.
  - a. Start a timer for the wait time required before analysing the results of the test, as per the manufacturer's instructions.

- b. Indicate the "activation time" on the form (may be called the "start time" depending on the form), as well as the "reading time" (the time you read the results, after waiting the appropriate time). **The donor should then leave the collection area and proceed to the rest area.**
9. After you have waited the appropriate time, as per the manufacturer's instructions, analyse the results of the oral fluid point-of-care testing device.
  - a. Record the results onto the form, for each metabolite being tested choose whether the result was negative or non-negative, and requires confirmation. Make sure to check the overall result for the test, which will be Negative if ALL metabolites were negative, and will be confirmation required, if there is one or more metabolite that requires confirmation.
10. Enter your collector information, sign and date the form, certifying the information entered on the form.
11. If a laboratory confirmation test is required you will now have to send a specimen to send to the laboratory. Depending on the device you used for the POCT you may be able to prepare the initial specimen to send to the lab, but more like you will need to collect a second specimen specifically to send to the lab, the procedure for this was gone over in the preceding module.
  - a. If you are using an on-site testing form: finish the POCT on-site form and give the donor their copy. Move on to your lab CCF and begin the lab sample collection process.
  - b. If you are using an on-site to lab form: you will now need to collect the lab specimen to send in with the CCF, and indicate on your on-site to lab form which metabolites need confirmation. Follow the lab collection procedures for collection the oral fluid sample for the laboratory.
12. Distribute the copies of the form(s) as required.
  - a. If a sample was sent to the lab fax or email Copy 2 of the CCF IMMEDIATELY to the MRO.
  - b. The collector copy should be kept for a minimum of 30 days.