Point of Care Testing (POCT) Super User Tip Sheet

General Principles of POCT

- Lab testing completed at "the bedside"- regulated by:
    1. Fed Government CLIA License - renewed every 2 years
    2. CA Dept. of Health Services (CDPH) License - renewed yearly
    3. UCSF Point of Care Testing Department

- Competency Required Yearly
    1. Staff competency completed by the clinic Super User
    2. Super User competency completed by the ACRT
    3. Competency Includes:
    → A post-test (passed at 80%)
    → Visual observation of two levels of quality control

- POCT Lab Manual should always be utilized as the source of truth. Prior to training:
    ✓ Review individual POCT procedures (SOPs)
    ✓ Print off the most up to date competencies, initial training check lists and tests
    ✓ Print off the most up to date POCT Log

- All clinical spaces are assigned a Clinical Lab Specialist (CLS). CLS perform the following tasks:
    ✓ POCT Audits
    ✓ Device Access
    ✓ Device and Test trouble shooting

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Important Items to Review During Training

1. Utilization of Standard Precautions
2. Purpose of test
3. Test Equipment and Reagents
   a. Expiration dates
   b. Storage and Handling Instructions

   > Utilize the POCT Procedure and Scripts to provide accurate information!

4. Quality Control Requirements
   a. External Quality Control
      - Frequency
      - QC Procedure
   b. Internal Built-In Procedural Controls
      - Frequency
      - Documentation
   c. Corrective Actions for Failed QC
5. QC Log Documentation
      - Logs should be treated as a legal document and must be maintained for 3 years
6. Patient Testing Procedure
   a. Patient Preparation
   b. Specimen Requirements
   c. Patient Testing
7. Result and Reporting
   a. Documentation of results in APeX
      - Now including the first four digits of the device lot number
   b. Reportable Values, including follow up per POCT Procedure
8. Location and navigation of the POCT Lab Manual

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Training Check List

☐ Have all staff fill out the POCT Sign-In Sheet

☐   If available, utilize the POCT Training Script

  ✓ Review the important points of training for each test

  ✓ Demonstrate proper completion of Quality Control (QC)

  ✓ Watch each trainee complete all levels of QC

  ✓ Watch each trainee accurately complete QC Log

☐ Administer test (must be passed at 80%) and sign-off competency and Initial Training Checklist (for first time trainees)

☐ Clean training area with hospital approved disinfectant

☐ Scan and email sign-in sheet to ambulatorypoct@ucsf.edu

  ✓ For Accu-Chek and Hemocue, include your clinic's POCT Clinical Lab Specialist on this email

☐ Ensure all documents are maintained in on-site HR Files