



Job Instruction Training Competency

Group:	RN	Original Date: 3-10-2020	Revision Date: 4-8-2020	Document #:
Process:	Obtaining specimen for COVID-19 virus: Nasopharyngeal	Shared Governance Council Date:		
Originating Dept:	Professional Nursing Education	Policy/Procedure Reference: Lab DMS Collection of Nasopharyngeal Specimens for Virus Identification		
Strategic Pillar:	Best Place to Receive Patient Care	Nursing Practice Model Element:		
Dept:	Date Training Completed:	Trainer Signature:	Trainee Signature:	
Date Competency Validated:		Validator Signature:	Trainee Signature:	
STEP #	MAJOR STEP (What?)	KEY POINT (How?)	REASON (Why?)	
1.	Verify provider order	Review EMR to verify order	To ensure type of specimens to collect	
2.	Explain the procedure to the patient and provide privacy. Consider age, cultural and religious influences, and educational level	Enter patient's room, introduce yourself, and explain the procedure using AIDET format. Answer any questions. Provide explanation to patient with each step	To ensure the patient is informed of the procedure and able to ask questions or express feelings. To alleviate any concerns or fears the patient may have about the procedure.	
3.	Gather appropriate supplies	Obtain non-sterile gloves, tissue, one sterile nasopharyngeal swab, one sterile virus identification tube with transport medium, specimen label, laboratory biohazard bag, penlight Access to ice (if transporting specimen will take > 30 minutes)	To ensure all needed supplies are present This type of swab prevents excessively deep insertion into the nasopharynx To preserve the specimen for testing if delayed in transport to lab	
4.	Wash hands	Follow the hand washing guidelines established by CAMC.	To reduce the risk of infection	
5.	Don appropriate PPE	Obtain gown, gloves, goggles or face shield, & N-95 respirator	To prevent contamination and spread of infection	
6.	Confirm the patient's identity	Use two identifiers: patient name and date of birth. Compare to ID bracelet located on patient	To ensure correct patient	
7.	Provide privacy	Pull curtain around patient's bed	To maintain patient privacy	
8.	Explain the procedure may cause gagging or sneezing	Tell the patient the procedure may cause gagging or the urge to sneeze during the swabbing but it will take < 1 minute	To prepare the patient	
9.	Position the patient	Instruct the patient to sit erect	To provide access to the nasopharyngeal airway	
10.	Clear the nasal passages if clogged.	Instruct the patient to blow the nose into a tissue	To provide clear access to obtain the specimen	
11.	Determine the more patent nostril	Instruct the patient to exhale and occlude one nostril at a time	To determine which nostril to use to obtain specimen	

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STEP #	MAJOR STEP (What?)	KEY POINT (How?)	REASON (Why?)
12.	Determine the distance to the nasopharynx	Measure the distance from the corner of the patient's nose to the front of the ear	To ensure an adequate specimen is obtained
13.	Prepare the flocked swab for use by removing from package.	Open the package without contaminating the swab.	To ensure an adequate specimen is obtained
14.	Obtain the nasopharyngeal specimen	Tilt the head of the patient backwards slightly. Pass the swab gently through the more patent nostril, half the distance measured into the nasopharynx, keeping the swab near the septum and the floor of the nose. Rotate gently 5 times, hold for 30 seconds, and then remove it.	This will bring the organisms to the nasopharynx. Rotating and holding for 30 seconds will allow the swab to adsorb secretions
15.	Prepare the swab to be send to virology	Remove the cap from the sterile culture tube, insert the swab into the transport medium, and break off contaminated end of the swab into the liquid medium at the scored location on the shaft of the swab. Close the culture tube tightly. Label the specimen in the presence of the patient. If transporting the specimen will take > 30 minutes (or to a separate testing location), place the biohazard bag with the specimen in a container of ice	Labeling the specimen in the presence of the patient prevents mislabeling To preserve the specimen if testing will be delayed
16.	Remove PPE	Remove gown, gloves, goggles or face shield before leaving the room, and wash hands with soap and water. Remove the N95 respirator outside the room, using gloves. Dispose of the mask appropriately, remove gloves and wash hands.	The outside of the PPE is contaminated. Washing hands with soap and water helps to decrease the spread of infection
17.	Document procedure according to hospital protocol	Document in patient's electronic record and patient's tolerance of procedure	Documentation of the procedure is necessary for continuity of care.

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