

As you prepare to test each client with a Rapid HIV test, run through this entire checklist:

1. **Look at the temperature log.** If it is not filled out for today:
 - Record the reagent storage temperature and reset the thermometer. If the temperature was out of range, run quality control tests (use reason code 2)
 - Record the refrigerator temperature and reset the thermometer. If the refrigerator temperature is out of range, indicate on the back of the log what you (or your coordinator) did to fix the problem.

2. **Look at the testing log.**
 - Was the last test result in the log invalid? (*please refer to step 7*)
 - i) If so, find out who's working on the invalid test, or proceed to step 5 and run quality control tests (use reason code 6)
 - **Were control samples run on (or after) Monday?** If not, proceed to step 5 and run quality control tests (use reason code 1)

3. **Is this the first box of a shipment** of reagents?
 - If yes, proceed to step 5 and run quality control tests (use reason code 4)

4. **Check reagent storage thermometer,** then get a test kit from the box.
 - If min or max temperature is out of range, run quality control tests (use reason code 2).
 - Check the thermometer every time to get a test kit from the box...not just the first time.

5. **Running quality control:**
 - On the testing log, record that you are running control tests, and what the reason is.
 - Put the control lot number in the Client ID column on the log sheet.
 - i) Don't open a new box unless the old box is expired or one of the control samples is depleted.
 - Run the control tests and record the results. The positive control should have a positive result (C and T lines). The negative control should have a negative result (C line, but no T line).
 - **If the control results are not what they should be, or if they are invalid, repeat the quality control tests.** (use reason code 6).
 - **If controls fail a second time, repeat controls a third time using a new box, if available, of controls.** (use reason code 6)
 - i) Use a new box of controls and throw out the old ones.
 - ii) Put the open and expiration dates on the new box of controls.
 - iii) If the control results do not work a third time, call us for help. You cannot test your client using the Rapid Test. You should have them come back another time or draw two white top tubes. Call our discordant phone number (732) 236-7013 for pick up from RWJMS. Further information and instructions will be given then.

6. **You need to run quality control samples at least once quarterly.**
 - If you notice that it's near the end of the quarter, or your coordinator asks you, run your quarterly quality control samples using reason code 5.

7. **Invalid client results**
 - If you get an invalid result on a client, enter the invalid in the log. In the comments box, write why the test was invalid, (for example, "No C line" or "Lines not inside the triangle" or "No lines").

- If the client agrees, repeat the test (and put it in the test log). Use same Client ID number.
- If it's invalid again, do not run the sample a third time. Run quality control (reason code 6) before you resume testing on another client sample.
- If the client doesn't want to be tested again, run control samples (reason code 6).
- Don't leave the test log with an invalid result as the last entry.
- Do not repeat an invalid client a third time. You need to draw two white top tubes and call our discordant phone number (732) 236-7013 for pick up from UMDNJ. Further information and instructions will be given then.

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