

Medical Test Site Waived Test Readiness Checklist

Testing Tips, Reminders, and Resources

OVERVIEW: Long-term care (LTC) settings that use tests approved for over the counter or home use by the Food and Drug Administration (FDA) must

- Have a Washington State Medical Test Site Waived (MTSW) license, and
- Perform the tests correctly by trained staff, and
- Follow good testing practices

The Washington state MTSW license meets both federal and state requirements. The federal program for waived test is called CLIA (Clinical Laboratory Improvement Amendments). When you get your MTS license, a CLIA number will be given to you.

Most LTC settings perform simple medical tests like blood sugar monitoring or COVID-19 Rapid Antigen Tests. Anyone handling blood and body fluids during testing must follow safety standards to protect themselves and others from infection. Here are testing tips, reminders, and resources to help meet MTSW license requirements and follow good testing practices.

READY? – Get Ready to Perform any Test

- Clean work surfaces before and after testing
- Perform testing in a well-lit area
- Check testing supplies
 - Ensure you have enough supplies on hand for testing
 - Throw away any supplies that are expired, damaged, or discolored
 - Check that all kit supplies came from the same kit lot. Do not mix supplies from different kits
 - Store test supplies in the way and temperature recommended by the manufacturer
 - Allow time for any refrigerated supplies to come to room temperature before using
 - Check that test equipment (like a blood sugar monitor) is working before you use it
- Perform calibration checks, as needed, following the manufacturer's instructions
 - For example – does the blood sugar monitor need to be calibrated to the test strip?
- Make sure anyone performing a test has demonstrated competence, showing they
 - Can independently collect and set up the test supplies, perform the test and then document, report, and clean up after the test is done
 - Know how and where to report and respond to a problem like accidentally poking themselves with a sharp or if the test supplies are not available
- Monitor, evaluate, and improve your practice
 - Take corrective action for any problem that occurs with testing

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SET? – Is the Resident Ready?

- Check that you have the right resident and know the test orders
- Wear the right personal protective equipment (PPE) such as gloves
- Clean hands and change gloves between residents
- Have the proper biohazard containers to dispose of waste and sharps

TEST! – Time to Test

- Follow the manufacturer's instructions in the exact order.
 - Have the manufacturer's instructions or a quick reference guide at the workstation
 - Follow required timing for testing
 - Identify and correct problems before reporting test results (repeat the test if needed)
- Document test results – report if needed
 - Document test results clearly
 - Report critical value test results to the medical provider (you should know what test results normal and which test results must be reported for each resident)
 - Report resident test results only to authorized persons or agencies (for example, COVID-19 test results must be reported to a health authority)
- Dispose of biohazardous waste safely

Resources for Waived Tests, Terms and Abbreviations

- BOOKLET: <https://www.cdc.gov/clia/docs/waived-tests/ready-set-test-booklet.pdf> - includes terms and abbreviations
- SELF ASSESSMENT CHECKLIST: <https://www.cdc.gov/labquality/docs/waived-tests/self-assessment-checklist-good-testing-practices.pdf>
- TO TEST OR NOT TO TEST? Considerations for Waived Testing https://www.cdc.gov/labquality/docs/waived-tests/15_255581-test-or-not-test-booklet.pdf, detailed information you might find useful
- DOH Website - Laboratory Quality Assurance <https://doh.wa.gov/licenses-permits-and-certificates/facilities-z/laboratory-quality-assurance>