	Department of Health Government of Nunavut	NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Unregulated Healthcare Workers Performing Laboratory Procedures		Diagnostics	08-017-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
July 15, 2021	July 2022	08-017-00	8
APPLIES TO:			
Nurses: Community Health Nurses, Home and Community Care Nurses, Nurse Practitioners This policy does not apply to Iqaluit Health Services, Kivalliq Regional Health Centre and Kitikmeot Regional Health Centre			

1. BACKGROUND:

The Department of Health (Health) employs both regulated and unregulated healthcare workers to deliver healthcare services to Nunavummiut. In specific situations certain specific tasks may be delegated by a Registered Nurse (RN) to an unregulated healthcare worker.

2. POLICY:

2.1 Unregulated healthcare workers, who have completed the required additional training and have demonstrated competence in performing point of care testing (POCT) may perform the following laboratory procedures:

- Urinalysis using the Clinitek machine only
- Urine Pregnancy Tests
- Hemocue Tests (Haemoglobin) in populations 12 years and older.
- Glucometer Tests (Glucose) in populations 12 years and older
- COVID-19 Point of Care Testing (POCT) if the unregulated healthcare worker has successfully completed ADM Operations approved training.

2.2 These procedures will be performed under the direction and supervision of the RN who delegates the task in accordance with the Health Centre Laboratory Manual and all applicable point of care testing policies.

2.2.1 The nurse who delegates POCT tasks to an unregulated healthcare worker is accountable for the health and safety of the clients and must ensure that the worker has the required competence to safely perform the task or activity.

2.3 The nurse who delegates the POCT task will continue to be responsible for the overall assessment, determination of client status, care planning, interventions, and care evaluation when these tasks are delegated to an unregulated healthcare worker.

3. PRINCIPLES:

- 3.1 Collecting and requisitioning laboratory specimens will be guided by the policies and procedures of the *Health Centre Laboratory Manual* and applicable point of care testing policies.

4. PROCEDURES:

- 4.1 Before delegating any POCT tasks to an unregulated healthcare worker, the nurse must determine if the unregulated healthcare worker has successfully completed the approved training and competency checklist.
- 4.2 The nurse is responsible to communicate the following considerations to the unregulated healthcare worker prior to performing POCT tasks.
- Seeking guidance and support as needed to safely perform the delegated task or activity;
 - Knowing which tasks can be delegated as outlined in section 2.1;
 - Not performing any delegated tasks until authorized by the nurse;
 - Performing the delegated task as they have been trained to do; and
 - Reporting to the nurse responsible for delegating the task or activity.
- 4.3 The Nurse delegates the POCT task to the unregulated worker through both verbal and in writing on the "POCT Request and Result" form (refer appendix A).
- 4.4 The unregulated health care worker will ensure that the POCT task is within their ability to perform it (outlined in section 2.1).
- 4.5 The unregulated worker will perform this task only if they are competent to complete it and will ask for guidance and support if needed.
- 4.6 Upon completing this task, the unregulated worker will document the results on "POCT Request and Result" form (refer to Appendix A) and hand this to the nurse.

5. TRAINING

- 5.1 All unregulated healthcare workers performing POCT tasks will undergo specified training with the POCT territorial coordinator.
- 5.2 Once the unregulated healthcare worker completes the above training, they will then need to demonstrate their competency by completing the "Laboratory Point of Care Staff Competency Checklist" (refer to Appendix B).

6. DEFINITIONS:

Unregulated Healthcare Workers: It is an umbrella term used to describe care providers who provide a form of health service and are not registered or licensed by a regulatory body. Unregulated Healthcare Workers carry numerous position titles and may include, but are not limited to: Community Health Representatives, Home and Community Care Workers, Personal Care Aides, Mental Health Workers, Maternal Care Workers, or students training in a health profession.

7. RELATED POLICIES, PROTOCOLS AND LEGISLATION:


Policy 07-009-00 Unregulated Healthcare Workers: Employer's responsibilities
Policy 07-010-00 Unregulated Healthcare Workers: Nurses' responsibilities
Policy 07-011-00 Unregulated Healthcare Workers: Employee's responsibilities
Policy 08-001-00 Laboratory Procedures
Policy 08-002-00 Requisitioning Laboratory Studies
Government of Nunavut Health Centre Laboratory Manual



8. APPENDIX

Appendix A: POCT Request and Results Form

Appendix B: Laboratory Point of Care Staff Competency Checklist

Approved By: 	Date: July 21, 2021
Jennifer Berry, Assistant Deputy Minister – Department of Health	
Approved By:	Date:
Jenifer Bujold, a/Chief Nursing Officer	
Approved By:	Date:
Dr. Francois de Wet, Medical Chief of Staff, on behalf of the Medical Advisory Committee	

APPENDIX A



POCT REQUEST AND RESULT

Patient Identifiers or affix label here.

Patient Name: _____

Date of request: _____

Patient Health Card number: _____

Requested by: _____

Patient Date of Birth: _____

Date and time of POCT: _____

POCT performed by: _____

Check POCT requested	POCT Test Requested	POCT result	Units
	Whole blood Hemoglobin		g/L
	Whole blood Glucose		mmol/L
	Pregnancy test urine / serum	POS / NEG	Onboard QC acceptable Yes / No
	Clinitek urinalysis		Attach printout
	ID NOW Covid 19 Nasal swab	POS / NEG /Invalid	Presumptive Result

APPENDIX B

CLINITEK URINALYSIS DEVICE STAFF PATIENT PRACTICAL

The trainee must be able to perform the following duties on adults on three separate occasions.

Must be at an acceptable level before independent patient testing may occur:

- 2 or more Unacceptable results in a failing grade.
- 3 or more Needs Improvement results in a failing grade.

A = Acceptable

NI = Needs Improvement

U = Unacceptable

Learner's name: _____

Health Centre: _____

Level 1 QC: _____

Level 2 QC: _____

Date of completion: _____

Trainer's name: _____

Learner has successfully passed the Clinitek Urinalysis device practical. Trainer's signature:

	Criteria for Evaluation	A	NI	U
1.	Demonstrates how to perform cleaning: between samples, weekly and monthly.			
2.	Acknowledges not to wipe the calibrator white bar (monthly cleaning) with anything but gauze and distilled water.			
3.	States when to perform quality control samples.			
4.	Correctly dips the test strip into the patient's sample.			
5.	Loads the testing strip correctly on the Clinitek testing table.			
6.	Performs the Urinalysis test according to the operational procedure.			
7.	Practices good safety techniques.			
8.	Recognizes when to ask for assistance.			
9.	Correctly attaches the patient's Clinitek printout results to the correct patient requisition.			

HEMOCUE HEMOGLOBIN DEVICE STAFF PATIENT PRACTICAL

The trainee must be able to perform the following duties on adults on three separate occasions.

Must be at an acceptable level before independent patient testing may occur:

- 2 or more Unacceptable results in a failing grade.
- 3 or more Needs Improvement results in a failing grade.

A = Acceptable

NI = Needs Improvement

U = Unacceptable

Learner's name: _____ Health Centre: _____

Quality control sample completed: Level 1: _____ Level 2: _____ Level 3: _____

Date of completion: _____ Trainer's name: _____

Learner has successfully passed the HemoCue Hemoglobin device practical, including capillary sample collection. Trainer's signature: _____

	Criteria for Evaluation	A	NI	U
1.	Performs the quality control samples correctly.			
2.	Demonstrates how to clean the device using the HemoCue cleaner swab.			
3.	Correctly selects equipment needed for patient hemoglobin testing.			
4.	Identifies appropriate puncture site.			
5.	Prepares collection site correctly.			
6.	Loads the microcuvette correctly with whole blood or control sample.			
7.	Performs the Hemoglobin test according to the operational procedure.			
8.	Practices good safety techniques, including correctly disposing of sharps.			
9.	Recognizes when to ask for assistance.			
10.	Correctly enters the Hemoglobin result on the POCT requisition.			

GLUCOMETER STAFF PATIENT PRACTICAL

The trainee must be able to perform the following duties on adults on three separate occasions.

Must be at an acceptable level before independent patient testing may occur:

- 2 or more Unacceptable results in a failing grade.
- 3 or more Needs Improvement results in a failing grade.

A = Acceptable

NI = Needs Improvement

U = Unacceptable

Learner's name: _____

Health Centre: _____

Level 1/ LO QC completed: _____

Level 3/ HI QC completed: _____

Date of completion: _____

Trainer's name: _____

Learner has successfully passed the Glucometer practical, including capillary sample collection.

Trainer's signature: _____

	Criteria for Evaluation	A	NI	U
1.	Performs quality control samples correctly.			
2.	Identifies correct storage of testing strips and quality control material.			
3.	Identifies appropriate puncture site.			
4.	List appropriate samples for patient testing.			
5.	Acknowledges open expiry dates for the test strips and quality control material.			
6.	Applies the blood sample to the testing strip correctly.			
7.	Performs the glucose test according to the operational procedure.			
8.	Practices good safety techniques, including correctly disposing of sharps and biohazards.			
9.	Recognizes when to ask for assistance.			
10.	Correctly enters the glucose result on the POCT requisition.			

PREGNANCY KIT STAFF PATIENT PRACTICAL

The trainee must be able to perform the following tests on three adult samples on three separate occasions.

Must be at an acceptable level before independent patient testing may occur:

- 2 or more Unacceptable results in a failing grade.
- 3 or more Needs Improvement results in a failing grade.

A = Acceptable

NI = Needs Improvement

U = Unacceptable

Learner's name: _____

Health Centre: _____

Negative QC completed: _____

Positive QC completed: _____

Date of completion: _____

Trainer's name: _____

Learner has successfully passed the Pregnancy kit testing and correct receiving and handling of patient sample.

Trainer's signature: _____

	Criteria for Evaluation	A	NI	U
1.	Identifies the patient correctly.			
2.	State storage requirements of the pregnancy kits and quality control material.			
3.	Acknowledges correct sample type for testing.			
4.	Adds the appropriate amount of sample to the pregnancy test.			
5.	Sets the timer for the correct time and reads the test at the correct time.			
6.	Checks the control line on the test to ensure test is valid.			
7.	Performs the Pregnancy test according to the operational procedure.			
8.	Practices good safety techniques.			
9.	Recognizes when to ask for assistance.			
10.	Correctly enters the pregnancy result on the POCT requisition.			

ABBOTT ID NOW STAFF PATIENT PRACTICAL

The learner must perform a successful negative and positive QC swab and collection/testing of a patient nasal swab to complete training.

Must be at an acceptable level before independent testing may occur:

- 2 or more Unacceptable results in a failing grade.
- 3 or more Needs Improvement results in a failing grade.

A = Acceptable

NI = Needs Improvement

U = Unacceptable

Learner's name: _____ Health Centre: _____

Negative QC swab completed: _____ Positive QC swab completed: _____

Date of completion: _____ Trainer's name: _____

Learner has successfully passed the Abbott ID NOW analyzer practical.

Trainer's signature: _____

	Criteria for Evaluation	A	NI	U
1.	Demonstrates the correct way to put on and remove personal protective equipment needed for sample collection and testing.			
2.	Performs the ID NOW analyzer cleaning correctly.			
3.	Identifies correct storage of analyzer kits.			
4.	Acknowledges risks of contamination of analyzer and kit components.			
5.	Performs the ID NOW testing according to the operational procedure.			
6.	Disposes the kit components and patient swab correctly in the biohazard garbage.			
7.	List appropriate samples for patient testing.			
8.	Practices good safety techniques.			
9.	Recognizes when to ask for assistance.			
10.	Correctly enters the ID NOW results as directed.			