

Pharmacy Asymptomatic COVID-19 Testing Program

Healthcare Provider Information

This information booklet contains:

- Page 1: 3 steps in setting up your Pharmacy to participate
- Page 2: Information on swabs and packaging
- Page 3: Resources on throat collections.

Step 1: Registration step in Lab IT system (Mandatory):

Prior to starting patient collections every pharmacist at the location (address specific) who will be collecting patient samples will need to complete the **Health Care Provider Information Form** (APL Attachment 1). This will set up the Pharmacist in the Millennium Lab IT System.

Pharmacists must have a PRAC-ID to enroll into the Lab IT system.

Note: If you work from multiple pharmacies, a form is required for each physical address. This will ensure the patient results are sent to the correct location. A Millennium Lab ID will be provided specific to each pharmacy location (address).

Step 2: Supply Ordering:

Complete top section of the supply form by providing facility name, address, contact person and phone number (APL Attachment 2)

Indicate the quantity of collection kits you will require for a **two week supply**. Please note that it may take up to 3-5 business days to process the order, transport and deliver the COVID-19 test supplies to your location.

What will the lab include in the supply kit?

- Swab kits (swab and collection media)
- Requisitions to be handwritten by Pharmacist
- Patient specimen sticker to be handwritten by Pharmacist
- Specimen transport bags
- Instruction sheets and supporting documents
- Copy of the Pharmacy Supply Requisition Form

Step 3: Submission of Forms

Fax your forms to the Edmonton ProvLab Site at 780-407-8984

An Enrollment Checklist has been attached to assist pharmacists with this process.
(APL Attachment 3)

Pharmacy Asymptomatic COVID-19 Testing Program

Universal Transport Media (UTM) Specimen Packaging

Please note:

A package containing both a throat swab (shaft with continuous thickness) and a nasopharyngeal (NP) swab (narrower flexible end with smaller head) will be included with the transport media.

Collect samples **ONLY** using the throat swab. Collect the unused NP swabs using aseptic practice to avoid contamination in the separately labelled bag. These unused NP swabs will be returned to ProvLab to be repurposed for alternate use.



Procedure for packaging collected samples for return to ProvLab:

- Fill out the pharmacy specific requisition form provided for COVID-19 testing with:
 - Unique identifiers (PHN or Alberta Health Care Number)
 - Name, address and date of birth
 - Date and Time of collection
 - Specimen type/source (throat)
 - Ordering provider (pharmacist), and copy to patient physician (if applicable)
 - Clinical history and other sections
- After swabbing patient with the throat swab provided in collection kit, insert swab into UTM and break the shaft by bending it over the edge of the tube opening multiple times.
- Ensure the lid is threaded properly on the tube and is fully tightened checking that swab is not impeding proper closure of lid
 - Leaking or incorrectly labeled samples may be rejected resulting in recollection
- Ensure tube is labelled with patient's first and last name, date of birth, Provincial Health Number (PHN) and date/time sample was collected
 - If using preprinted patient demographic label, ensure label is properly affixed to the tube
- Place the labeled tube in the resealable compartment of a specimen transport bag being sure to seal the bag (do not package multiple specimens in the same bag). Place the completed requisition in the outer pouch/sleeve of the bag

Pharmacy Asymptomatic COVID-19 Testing Program

Packaging and transport instructions:

- Refrigerate tubes or store on ice whenever possible. If no refrigeration is available, store samples at room temperature and ship to the lab as soon as possible within 48 hours.
- Place resealable specimen transport bag inside a hard bodied cooler for transport from collection location to a laboratory
- Samples can be dropped off at the nearest lab or Patient Collection Centre (PCS). Please ensure you confirm the hours of operation of the drop off site prior to transport of samples (depending on your location, some drop off sites are not opened on weekends).
- Please note: If site is not open over a weekend, we require the samples to be stored in a refrigerator or on ice to optimize sample stability.
- When dropping off samples at the PCS, please approach the lab staff/front desk area indicating that you are dropping off patient samples for the pharmacy asymptomatic COVID-19 program.. Please be aware of physical distancing requirements.
- When dropping off samples, you are not required to line up with patients who are awaiting lab specimen collection, however please be aware of patients who are waiting for lab collections and maintain physical distancing requirements.

Throat Swab Resources

Collection of a Throat Swab (TS)

1. Assemble all supplies such as gloves, mask, goggles/faceshield, and pen, appropriate collection kit containing ProvLab requisition, throat swab and transport medium.
2. Check expiry date of transport medium.
3. Perform hand hygiene by washing hands with soap and water or using alcohol hand rub.
4. Put on gloves and mask and eye protection.
5. Using the plastic shafted swab in the kit, vigorously swab the back of the throat around the tonsillar area.
6. Place the swab into the transport medium, and break off the shaft so that it does not protrude above the rim of the container. Failure to do so will result in the transport medium leaking and the **sample being discarded**.
7. **Ensure that the lid of the container is screwed on tight.**
8. Remove protective eyewear and sanitize appropriately.
9. Remove and discard gloves. Perform hand hygiene by washing hands with soap and water or using alcohol hand rub.
10. Remove and discard face mask, and repeat hand hygiene if hands become contaminated

See APL Attachment 4 – Throat Swab Collection Instructions for COVID-19