MIQF Name: _____

Date: _____

Domain	Audit Domain	Audit Criteria	Met/Not Met	Comments
Health and Safety	Demonstrate	Demonstrates the following:		
	relevant health	 Cohort requirements in the swabbing area and 		
	and safety	when completing		
	knowledge to	 Process for managing returnees/community 		
	protect self and	cases who decline a test		
	returnees/comm	Demonstrates understanding of safe room set up		
	unity cases	with the following:		
	whilst	 Shows understanding of order of 		
	undertaking	returnees/community cases for swabbing		
	COVID-19 swab	(Days 12, 8/9, 5, 3, 1/0).		
	testing.	 Discusses swabbing room set up and flow e.g. 		
		one directional flow or contingency if not		
		possible		
		 Discusses safety measures around seating, 		
		stations and clean person from swabbers e.g.		
		cleaning chairs		
		Follows SOPs for COVID swab testing when		
		discussing the process with		
		returnees/community cases		
Infection	Demonstrate	Demonstrates correct order for donning and doffing		
Prevention and	knowledge of	PPE		
Control	PPE selection	Discusses changing of PPE between cohorts		
	criteria, correct	and/or contamination from direct coughing or		
	application and	sneezing from returnees/community cases		
	removal of PPE	Demonstrates correct fit check of N95 mask and		
	and IPC	applying eye protection, gown and gloves		
	protocols of	Demonstrates correct station set-up e.g.		
	COVID	establishing a clean side and a dirty side:		
	swabbing.	• Vial racks, alcohol wipes and bins in dirty side		
		Chairs placed on clean side, approx 2m from		
		station and approx. 2m spacing between chairs		
		Adequate number of swab sticks/barcoded		
		vials/racks on table for numbers being tested		
		Keep PPE minimal on station		

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		Demonstrates hand hygiene in between all the
		sessions e.g. from the start to finish of taking a
		swab
		Demonstrates good phone management
		throughout e.g. wiping the phone down after each
		session and/or if contaminated during session
		Demonstrates correct disposal of waste at end of
		the swabbing cohort e.g. clinical staff tying up the
		rubbish bags and leaving them for the hotel
		cleaning staff to dispose of as per SOP
COVID-19	Demonstrate	Knowledge of swabbing and IPC SOPs
Swabbing	knowledge of	Demonstrate the process for returnees/community
	the correct steps	cases data scanning for a COVID swab (As per
	to maintain	BCMS/Eclair).
Confidentiality	returnees/comm	Demonstrate the process of verifying
	unity cases and	returnees/community cases information before
	Managed	swabbing (As per BCMS/Eclair).
	Isolation Facility	Demonstrates COVID swab NP procedure
	(MIF)	according to SOP:
	confidentiality	• The correct angle and depth of inserting the
		swab stick, slow entry with slight rotation; 4-
		6cms into the nostrils; approx. ¾ of the length
		of the swab once resistance is felt commence
		slight rotation for 1 to 2 seconds to ensure the
		swab is at the right place for a NP swab. 10 to
	Demonstrates	15seconds in the NP with a 5 second rotation
	the correct	before withdrawing slowly
	technique for	Understands when to perform oropharyngeal with
	the collecting of	bilateral anterior nares swab according to COVID
	nasopharyngeal	swab SOPs.
	and	Demonstrates the correct oropharyngeal with
	oropharyngeal	bilateral anterior nares swab technique:
	with bilateral	Equipment: torch, tongue depressor, swab
	anterior nares	stick and vomit bag
	swabs.	Swab left and right of the tonsils by rotating the
		stick for 3 seconds on each side, then swab the
		back of the throat for 3 seconds
		Avoid touching the tongue to ensure a good
		sample is collected

		• Using the same swab, enter the left and right	
		anterior nares until the filter is not visible, then	
		gently rotate the swab for 10 – 15 sec in each	
		nostril	
		Note if the swab stick touches the tongue it can still	
		be sent to the lab (Heavy contamination may affect	
		the resulting process).	
		Demonstrate the process of collecting swab from a	
		child/infant:	
		• Position the child in the adult's lap, face the	
		child forwards, guide the parent/caregiver to	
		place one hand on the child's forehead and the	
		other across the chest to ensure that the head	
		and arms are kept under control	
		• The correct angle and depth of inserting the	
		swab stick, slow entry with slight rotation; 4-	
Symptomatic		6cms into the nostrils; approx. 1/2 of the length	
and/or close		of the swab once resistance is felt commence	
contact		slight rotation for 1 to 2 seconds to ensure the	
returnees/communit		swab is at the right place for a NP swab. 10 to	
y cases		15seconds in the NP with a 5 second rotation	
		before withdrawing slowly	
		• Awareness of the age of the child and the size	
		of the nostrils	
		Demonstrates the correct process for symptomatic	
		returnees/community cases swab collection by	
		following the COVID swab procedure as per SOP	
		• Room testing of close contact/symptomatic	
		returnees/community cases	
Post Swabbing	Demonstrate	Demonstrates the correct swab stick sample	
	correct process	collection e.g. place the swab in the vial and snap	
	for placing the	the swab stick at the marker	
	swab in the vial,	Rotate the cap to closure	
	placing the cap	 Visually check that the cap is level and the 	
	on the vial and	thread is closing the cap	
	securing in a		
	specimen bag.		
Vial integrity	opconnen bay.	the vial before placing the vial in the rack	
		Physically check the vial cap and visually	
		recheck the vial before placing in the specimen	
		bag and sealing closed	

Audit Assessment feedback: Health and safety: Infection, prevention and control: Swabbing/Vial integrity: Post swabbing/Vial integrity: Training: Infection, prevention and control:	·			
Measurement: Number of leaked specimens Image: Since last audit Demonstrates the correct method of packing the samples in the chilly bin for laboratory transport & wiping outside of the chilly bin with a Clinell wipe Image: Since last audit Audit Assessment Feedback: Image: Since last courier time Image: Since last courier time Audit Assessment Feedback: Image: Since last courier time Image: Since last courier time Swabbing process: Image: Since last courier time Image: Since last courier time Image: Since last courier time Post swabbing/Vial integrity: Training: Image: Since last courier time Image: Since last courier time			. ,	
since last audit			of specimen bag if indicate	
Demonstrates the correct method of packing the samples in the chilly bin for laboratory transport & wiping outside of the chilly bin with a Clinell wipe Image: Cline the chilly bin with a Clinell wipe Audit Assessment Feedback: Image: Cline the chilly bin with a Clinell wipe Audit Assessment Feedback: Image: Cline the chilly bin with a Clinell wipe Infection, prevention and control: Swabbing process: Image: Cline the control: Swabbing process: Post swabbing/Vial integrity: Image: Cline the control the c			Measurement: Number of leaked specimens	
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wiping outside of the chilly bin with a Clinell wipe Image: Clinel wipe Audit Assessment Feedback: Health and safety: Image: Clinel wipe Infection, prevention and control: Swabbing process: Swabbing process: Post swabbing/Vial integrity: Training: Training:			Demonstrates the correct method of packing the	
Understands what to do if the swabs are not collected by the last courier time Image: Collected by the last courier time Audit Assessment Feedback: Health and safety: Image: Collected by the last courier time Infection, prevention and control: Swabbing process: Image: Collected by the last courier time Post swabbing/Vial integrity: Training: Image: Collected by the last courier time			samples in the chilly bin for laboratory transport &	
Audit Assessment Feedback: Health and safety: Infection, prevention and control: Swabbing process: Post swabbing/Vial integrity: Training:			wiping outside of the chilly bin with a Clinell wipe	
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Completed by:

Name, date and designation _____