

## Testing Roles

Training the workforce

### Workforce Roles

Note: more than one role can be performed by one person.



**IMPORTANT:** If children and young people are not able to swab themselves, support can be provided by someone suitably trained. Further guidance to follow.

Quality Lead/ Team Leader	Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service.
Test Assistant	Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor. Ensures cleaning of swabbing desks.
Processor	Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing desks.
COVID-19 Coordinator	Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school and college guidelines.
Registration Assistant	Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.
Results Recorder	Collates results from Processor and uploads to the NHS Test and Trace service. Further details on the process for using this service will be provided separately.
Cleaner	Cleans the testing desks, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste.

### Training Needed for the different roles

#### Summary of training requirements

	Testing Process Overview	Online Training Platform						Onsite run-through
		LFD Process (Module 1)	LFD results recording (Module 2)	PPE & Infection control (Module 3)	Guiding subject through swabbing (Module 4)	Train the trainer (Module 5)	Meet and Greet (Module 6)	
Estimated Duration	10-15 min	15 min	15 min	15 min	15 min	15 min	15m	30 min
 Team Leader (Quality Lead)	✓	✓	✓	✓	✓	✓	✓	✓
 Test Assistant	✓	✓		✓	✓		✓	✓
 Processor	✓	✓	✓	✓	✓			✓
 COVID-19 Coordinator	✓			✓				✓
 Registration Assistant	✓		✓	✓			✓	✓
 Results Recorder	✓	✓	✓	✓				✓
 Cleaner	✓			✓				✓