

COVID-19 Patient Testing Workflows – SCCA South Lake Union Clinic

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Overview

Due to construction of the new clinic building on the South Lake Union campus, the centralized COVID-19 testing site located in G-1006/1008 will close end of day Tuesday, June 14, 2022, and new workflows for patient testing will begin on June 15. Detailed information for new workflows can be found within this document.

If you encounter any issues with a new testing workflow, please enter a Patient Safety Net report.

Patient Talking Points

When talking to patients about this change, it's important to let them know that although we will continue to offer testing, they should seek testing through widely available free community testing locations as soon as they start to experience symptoms.

Patient talking points:

- If you are experiencing symptoms of COVID-19 or a respiratory virus – including common allergy symptoms – please let your care team know before coming to your appointment.
- We advise you to visit the Washington State Department of Health website to locate a free and conveniently located testing center: <https://doh.wa.gov/emergencies/COVID-19/testing-COVID-19/testing-locations> (Google search “WADOH COVID-19 test”).
- If needed, we can provide testing at the time of your appointment or procedure, if you are experiencing symptoms. Please let the front entry screeners know that you are experiencing symptoms, and they will provide you a handout with instructions for testing.
- *Use as appropriate:* A telehealth option may be available – if you are interested in that, please let your care team know.
- *If needed:* The previous testing location closed due to construction of our new clinic building.

Other Information and Resources

- [SCCA COVID-19 Testing and Collection Instructions in Epic](#)
- [COVID-19 Test Order Entry Video](#)
- [COVID-19 Screening Patient Handout](#)

Related Policies

- [Standard and Isolation/Transmission-Based Precautions](#)
- [QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19](#)
- [Respiratory Virus Testing](#)

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Scheduling for Pre-Admission, Pre-Procedure, Pre-PFT, Pre-Surgery and BMT LTFU

Pre-Admission

COVID-19 testing is no longer required pre-hospital admission, however the patient will still be tested on the day of admission at UWMC or SCCA Hospital.

If a provider specifically requires a separate pre-admission test, they can be scheduled as a standalone test in the outpatient clinic prior to admission. The clinic team should have verbal or available documentation for the inpatient team to hold chemotherapy until COVID-19 testing results are available.

Pre-Procedure

Patients are encouraged to get tested in the community. If a patient is unable to get tested in the community, they are instructed to call 206.606.1434 to schedule a test. Appointments are available in the Procedure Suite, Monday – Friday from 3:30 – 5 p.m. If patient has a clinic or infusion visit within that timeframe, a COVID-19 test can be added to Epic notes and completed at that appointment. If testing is needed on the weekend, schedule in Alliance lab after 3 p.m. on Saturday – Sunday.

Pre-Pulmonary Function Testing

Schedule in Alliance Lab after 3 p.m. Monday – Sunday.

Pre-Surgery

Standalone testing in LPN injection clinic, no time restriction. Can be scheduled as an overbook with the MAs to support.

The patient can also be encouraged to have testing done at UWMC – Northwest but not the non-UWMC community sites as **the test result must be available in Epic** for surgeons to review. Testing done at King County public health sites (though operated by UW Virology labs) **do not** yield results in Epic. If the patient has another clinic or infusion visit within the needed timeframe, a COVID-19 test can be added to the existing appointment.

BMT LTFU

Patients are encouraged to get tested in the community. If there is not an option for community testing, schedule a test with the BMT triage RN on weekends, or the MA on weekdays. If the patient is doing a fasting blood draw after 3 p.m., the COVID-19 test can be scheduled with the Alliance Lab.

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Walk-In and Standalone Appointments

<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for Walk-In/Standalone Patients</p>	<p>Author(s): Rainier Achacoso</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for symptomatic patients without appointments who cannot get community testing and thus need testing at SCCA.</p> <p>Outcome: Patients are successfully tested for COVID-19.</p>	<p>Scope: SCCA SLU Clinic</p> <p>Standalone testing appointment if a patient cannot get tested in the community.</p> <p>Out of Scope:</p> <ul style="list-style-type: none"> • Pre-procedure and pre-PFT testing • BMT/IMTX patients • Weekend Testing

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: Provide the patient with the COVID-19 Screening Patient Handout and instruct the patient to go directly to go 4th floor check-in desk.</p>	Screeners
2	Check patient in	<p>Ask patient to wait in isolation area.</p> <p>Notify the Injection Clinic via Teams chat that patient has arrived for COVID-19 testing.</p>	PSR

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3	Room patient	<p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Ask screening questions as part of rooming process to verify if the patient has symptoms.</p> <p>Determine need for COVID-19 test (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p>	MA/CNA and or LPNs
4	Schedule patient	LPN to coordinate with PCC to schedule patient in injection clinic for testing.	LPN
5	Perform COVID-19 test	<p>LPN places order*:</p> <ul style="list-style-type: none"> Follow Nursing Order Entry Policy for Per Protocol: Cosign Required SCCA COVID-19 Testing Ordering Tip Sheet <p>Injection Clinic LPN to perform nasal swab for COVID-19 testing and send to lab (LPN will loop in MA team if assistance or hand off is needed).</p> <p>Reference Respiratory Virus Testing policy for performing nasal swab.</p> <p><i>*Epic isolation flag will be automatically put when order placed</i></p>	LPN, MA, RN
6	Send to lab	<p>MA or Transport Team to hand deliver to lab</p> <p>OR</p> <p>Have courier deliver to lab</p>	MA, Transport Team or courier
7	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA

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Alliance Lab

<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for symptomatic patients with scheduled standalone blood draw appointments</p>	<p>Author(s): Jennifer Garcia</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for symptomatic patients with scheduled standalone blood draw appointments in Alliance Lab.</p> <p>Outcome: Patients are successfully tested for COVID-19.</p>	<p>Scope: SCCA SLU Clinic: Symptomatic patients with scheduled standalone blood draw appointments</p> <p>Out of Scope:</p> <ul style="list-style-type: none"> • Pre-procedure and pre-PFT testing • Staff testing • Asymptomatic walk-in patients • Patients with same day/late day appointments elsewhere in the clinic

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: Provide the patient with the COVID-19 Screening Patient Handout and instruct the patient to go directly to the Alliance Lab front desk and show PSR the handout.</p>	Screeners
2	Check patient in	<p>Room patient in isolation room 6, 12 or 13 if available and fill in time of rooming in PSR section on the door OR direct to the isolation area.</p> <p>Flag patient Day Of comments with STAT status and COVID-19 SWAB REQUIRED.</p>	PSR
3	Staging	<ol style="list-style-type: none"> 1. Highlight Day Of comments 2. Provide nursing with nasal swab and nasal swab tube 3. Provide ADT for labeling of nasal swab and push tray to the front of the queue 	SPS

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4	Obtain patient tray from Staging Queue	<p>Don PPE, fill out sign on isolation room door with your name and the time you entered the room.</p> <p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Ask screening questions as part of rooming process to verify if the patient has symptoms.</p> <p>Determine need for COVID-19 test (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p>	LPN/RN
5	Perform COVID-19 test and blood draw	<p>Place order*:</p> <ul style="list-style-type: none"> • Follow Nursing Order Entry Policy for Per Protocol: Cosign Required • SCCA COVID-19 Testing Ordering Tip Sheet <p><i>*Epic isolation flag will be automatically put when order placed</i></p> <p>Reference Respiratory Virus Testing policy for performing nasal swab.</p> <p>Label nasal swab with ADT containing handwritten time of collection on label.</p> <p>Label blood with appropriate Sunquest labels.</p> <p>Doff PPE and record time door may be opened (see step 6).</p> <p>Drop specimen in specified area in lab receiving.</p> <p>Chart draw and swab.</p>	LPN/RN
6	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA

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Pre-Procedure Suite and Pre-Pulmonary Function Testing in Alliance Lab

<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for Patients – Pre-scheduled asymptomatic patients requiring pre-procedure or pre-PFT testing</p>	<p>Author(s): Jennifer Garcia</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for pre-scheduled asymptomatic patients requiring pre-procedure or pre-PFT testing in the Alliance Lab</p> <p>Outcome: Patients are successfully tested for COVID-19.</p>	<p>Scope: SCCA SLU Clinic: Pre-scheduled asymptomatic patients requiring pre-procedure or pre-PFT testing</p> <p>Testing may be scheduled in 15-minute appointment slots:</p> <ul style="list-style-type: none"> - Weekdays: 3 – 5:50 p.m. - Weekends: 3 – 4:15 p.m. <p>Out of Scope:</p> <ul style="list-style-type: none"> • Staff testing • Unscheduled asymptomatic walk-in patients

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: Provide the patient with the COVID-19 Screening Patient Handout and instruct the patient to go directly to the Alliance Lab front desk and show PSR the handout.</p>	Screeners
2	Check patient in	Flag patient Day Of comments with pre-procedure/pre-PFT status and COVID-19 SWAB REQUIRED.	PSR
3	Staging	<ol style="list-style-type: none"> 1. Highlight Day Of comments 2. Provide nursing with nasal swab and nasal swab tube 3. Provide Sunquest label 	SPS

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4	Obtain patient tray from Staging Queue	<p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Don PPE.</p>	LPN/RN
5	Perform COVID-19 test and blood draw	<p>Place order*:</p> <ul style="list-style-type: none"> • Follow Nursing Order Entry Policy for Per Protocol: Cosign Required • SCCA COVID-19 Testing Ordering Tip Sheet <p><i>*Epic isolation flag will be automatically put when order placed</i></p> <p>Reference Respiratory Virus Testing policy for performing nasal swab.</p> <p>Label nasal swab with Sunquest label.</p> <p>Doff PPE.</p> <p>Drop tray in receiving line.</p>	LPN/RN
6	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA

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Floors 3-7 (Clinics and Infusion Services)

<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for Symptomatic or Exposed Patients with Unknown COVID-19 Status on Floors 3-7</p>	<p>Author(s): Rainier Achacoso</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for symptomatic patients with appointments located on floors 3-7</p> <p>Outcome: Symptomatic or exposed patients are identified upon arrival and successfully tested for COVID-19</p>	<p>Scope: SCCA SLU Clinic</p> <ol style="list-style-type: none"> 1. Symptomatic or exposed patients 2. Patients with scheduled clinic visits on floors 3-7 <p>Out of Scope:</p> <ul style="list-style-type: none"> • Standalone testing • Pre-procedure testing

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: Provide patient with COVID-19 Screening Patient Handout and instruct patient to go directly to go to their appointment. Instruct the patient to show the handout to the PSR on their appointment floor.</p>	Screeners
2	Check patient in	<p>Ask patient to wait in isolation area.</p> <p>Immediately notify the MA Team via Teams Chat or staff responsible for rooming patient that patient has checked in and screened symptomatic or has tested positive or been exposed in the last 10 days.</p>	PSR

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3	Room patient	<p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Ask screening questions as part of rooming process to verify if patients have symptoms.</p> <p>Determine if a COVID-19 test is needed (reference the QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p>	MA/CNA and or RN
4	Order and perform COVID-19 test	<p>Inform clinic or infusion RN that order* needs to be placed.</p> <ul style="list-style-type: none"> Follow Nursing Order Entry Policy for Per Protocol: Cosign Required SCCA COVID-19 Testing Ordering Tip Sheet <p>MA to perform nasal swab for COVID-19 testing and send to lab. For BMT/IMTX: APP to place order and MA or RN to perform swab.</p> <p>For standalone RN clinic or infusion visits: RN to place order and perform swab or delegate to MA.</p> <p>Reference the Respiratory Virus Testing Policy for performing the nasal swab.</p> <p><i>*Epic isolation flag will be automatically put when order placed</i></p>	RN or MA
5	Send to lab	<p>MA or Transport Team to hand deliver to lab</p> <p>OR</p> <p>Have courier deliver to lab</p>	MA, Transport Team or courier
6	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA

Radiation Oncology

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<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for Symptomatic or Exposed Patients with Unknown COVID-19 Status – Radiation Oncology</p>	<p>Author(s): Chelsea Price</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for symptomatic patients with appointments in Radiation Oncology.</p> <p>Outcome: Symptomatic or exposed patients are identified upon arrival and successfully tested for COVID-19</p>	<p>Scope: SCCA SLU Clinic</p> <ol style="list-style-type: none"> 1. Symptomatic or exposed patients 2. Patients with scheduled clinic visits in Radiation Oncology <p>Out of Scope:</p> <ul style="list-style-type: none"> • Standalone testing • Pre-procedure testing

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: provide patient with COVID-19 Screening Patient Handout and instruct patient to go directly to go to their appointment. Instruct the patient to show the handout to the PSR on their appointment floor.</p>	Screeners
2	Check patient in	<p>Ask patient to wait in isolation area.</p> <p>Immediately notify the MA Team that the patient has checked in and screened symptomatic or has tested positive or been exposed in the last 10 days.</p> <p>PSR to take patient immediately back to the exam room. If exam room 2 is not available, the RN team will determine the appropriate room.</p>	PSR

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3	Room patient	<p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Ask screening questions as part of rooming process to verify if patients have symptoms.</p> <p>Determine if a COVID-19 test is needed (reference the QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p>	MA/CNA and or RN
4	Order and perform COVID-19 test	<p>Inform clinic or infusion RN that the order* needs to be placed.</p> <ul style="list-style-type: none"> Follow Nursing Order Entry Policy for Per Protocol: Cosign Required SCCA COVID-19 Testing Ordering Tip Sheet <p>RN or MA to perform nasal swab for COVID-19 testing and send to lab. For standalone RN visit: RN to place order and perform swab or delegate to MA.</p> <p>Reference the Respiratory Virus Testing Policy for performing the nasal swab.</p> <p><i>*Epic isolation flag will be automatically put when order placed</i></p>	RN or MA
5	Send to lab	MA or RN to hand deliver to lab.	MA or RN
6	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA

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Imaging

Standard Work Activity Sheet	Author(s): Danielle Berry and Bonnie Thurston
COVID-19 Testing for Patients – Imaging	Rev Date: June 2022
<p>Purpose: Guidance on how to administer COVID-19 testing for symptomatic/exposed patients with appointments on the 2nd and 3rd floors, mobile mammography or Valley MRI.</p> <p>Outcome: Patients are successfully tested for COVID-19.</p>	<p>Scope: SCCA SLU Clinic, Mobile mammography, Valley MRI</p> <ol style="list-style-type: none"> 1. Symptomatic patients 2. Patients with scheduled clinic visits on the 2nd and 3rd floors, mobile mammography or Valley MRI 3. Standalone imaging appointment <p>Out of Scope:</p> <ul style="list-style-type: none"> • Standalone testing • Pre-procedure testing

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: provide patient with COVID-19 Screening Patient Handout and instruct patient to go directly to go to their appointment. Instruct the patient to show the handout to the front desk on the 2nd floor.</p>	Screeener

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2	Room patient	<p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Ask screening questions as part of rooming process to verify if patients have symptoms.</p> <p>Determine if a COVID-19 test is needed (reference the QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If asymptomatic, continue with visit.</p> <p>If symptomatic, treat as person under investigation (PUI).</p> <p>COVID-19 test will be performed at subsequent clinic or infusion visit.</p> <p>If standalone imaging appointment on 2nd or 3rd floor, contact Procedure Suite charge nurse for testing space and staff member for testing.</p> <ul style="list-style-type: none"> - After 5 p.m. on weekdays and anytime on weekends, perform as PUI. Call the Infusion Charge RN (x2157) <p>If standalone imaging appointment on 2nd or 3rd floor, contact Procedure Suite charge nurse for testing space and staff member for testing.</p> <ul style="list-style-type: none"> - After 5 p.m. on weekdays and anytime on weekends, perform as PUI. Call the Infusion Triage RN (x1866). 	MA or RN
3	Order and perform COVID-19 test	<p>Inform Procedure Suite charge RN that order* needs to be placed. Use Infusion APP for ordering provider.</p> <ul style="list-style-type: none"> • Follow Nursing Order Entry Policy for Per Protocol: Cosign Required • SCCA COVID-19 Testing Ordering Tip Sheet • RN or MA to perform nasal swab for COVID-19 testing and send to lab. <p>Reference the Respiratory Virus Testing Policy for performing the nasal swab.</p> <p><i>*Epic isolation flag will be automatically put when order placed</i></p>	MA and RN
4	Send to lab	MA or RN to hand deliver to lab or call for courier services.	MA or RN
5	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be</p>	

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		closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.	
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Procedure Suite

<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for Patients – Procedure Suite</p>	<p>Author(s): Elise Barrett, Danielle Berry and Bonnie Thurston</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for pre-procedure patients being seen in Procedure Suite.</p> <p>Outcome: Patients are successfully tested for COVID-19.</p>	<p>Scope: SCCA SLU Clinic</p> <ol style="list-style-type: none"> 1. Symptomatic patients with Imaging appointments (weekday) 2. Patients with scheduled clinic visits in the Procedure Suite <p>Out of Scope:</p> <ul style="list-style-type: none"> • Patients with subsequent clinic/infusion appointments in clinic

Step #	Task Description	Additional Details	Owner
1	Procedure scheduled requiring pre-procedure testing	<p>Scheduling team informs patient during scheduling process of required pre-procedure testing. Patients are encouraged to get tested in the community and provide results 1 day prior to scheduled appointment.</p> <p>If patient unable to get tested in the community, patients instructed to call 206.606.1434 to schedule a test. Appointments are available in Procedure Suite Monday – Friday, 3:30 – 5 p.m. If weekend testing is required, schedule in Alliance Lab after 3 p.m.</p> <p>If patient is identified as needing pre-procedure COVID-19 test per protocol and has not completed testing at the time of the pre-procedure phone call (24 hours in advance of procedure) patient will be treated as PUI.</p>	RN
2	Screen patient upon arrival and provide mask	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p>	Screener

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		If symptomatic OR positive/exposed in last 10 days : provide patient with COVID-19 Screening Patient Handout and instruct patient to go directly to go to their appointment. Instruct the patient to show the handout to the front desk on the 2 nd floor.	
3	Room patient	<p>Procedure Suite staff (MA or RN) pulled back by ‘runner’ staff member. Patient is escorted to room. Ask screening questions as part of rooming process to verify if patients have symptoms.</p> <p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Determine if a COVID-19 test is needed (reference the QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p>	MA or RN
4	Order and perform COVID-19 test	<p>RN or MA to perform nasal swab for COVID-19 testing and send to lab.</p> <ul style="list-style-type: none"> Follow Nursing Order Entry Policy for Per Protocol: Cosign Required SCCA COVID-19 Testing Ordering Tip Sheet Reference the Respiratory Virus Testing Policy for performing the nasal swab. <p><i>*Epic isolation flag will be automatically put when order placed</i></p> <p>Escort the patient back to the lobby.</p>	MA or RN
5	Send to lab	MA or RN to hand deliver to lab.	MA or RN
6	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA or RN

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Wellness Center

<p>Standard Work Activity Sheet</p> <p>COVID-19 Testing for Symptomatic or Exposed Patients with Unknown COVID-19 Status – SCCA Wellness Center (Arnold Clinic)</p>	<p>Author(s): Mercy Laurino</p> <p>Rev Date: June 2022</p>
<p>Purpose: Guidance on how to administer COVID-19 testing for symptomatic patients with appointments at the SCCA Wellness Center (Arnold Clinic).</p> <p>Outcome: Symptomatic or exposed patients are identified upon arrival and successfully tested for COVID-19.</p>	<p>Scope: SCCA Wellness Center (Arnold Clinic)</p> <ol style="list-style-type: none"> 1. Patients with scheduled visits at the SCCA Wellness Center and have an upcoming PFT appointment at the main clinic 2. Symptomatic/Exposed patients <p>Out of Scope: Patients with appointments in the main SLU clinic building</p>

Step #	Task Description	Additional Details	Owner
1	Screen patient upon arrival, provide mask and check in the patient.	<p>Greet the patient and provide them with a medical-grade mask if they are not wearing one.</p> <p>If the patient has a cloth or homemade mask, or an ill-fitting or soiled medical mask, instruct the patient to perform hand hygiene, take off personal mask and place into paper bag, don surgical mask and perform hand hygiene.</p> <p>If asymptomatic and no recent high-risk exposures or positive COVID-19 status: continue with appointment.</p> <p>If symptomatic OR positive/exposed in last 10 days: provide patient with COVID-19 Screening Patient Handout and instruct patient to go directly to go to their appointment. Instruct the patient to show the handout to the PSR on their appointment floor.</p> <p>PCC/PSR contacts MA to escort patient directly to the exam room.</p>	PCC/PSR

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2	Room patient	<p>When rooming the patient, follow aerosol/contact precautions and adjust the room signage. Follow the Standard and Isolation/Transmission-Based Precautions Policy.</p> <p>Ask screening questions as part of rooming process to verify if the patient has symptoms and/or was exposed.</p> <p>RN to determine if a COVID-19 test is needed (reference the QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p>	MA or RN
3	Order and perform COVID-19 test	<p>Inform clinic or infusion RN that order* needs to be placed.</p> <ul style="list-style-type: none"> • Follow Nursing Order Entry Policy for Per Protocol: Cosign Required • SCCA COVID-19 Testing Ordering Tip Sheet <p>MA to perform nasal swab for COVID-19 testing.</p> <p>For standalone RN, RN to place the order and perform the swab (or delegate to MA). Reference the Respiratory Virus Testing Policy for performing the nasal swab.</p> <p><i>*Epic isolation flag will be automatically put when order placed</i></p>	RN or MA
5	Send to lab	<p>MA or Transport Team to hand deliver to lab</p> <p>OR</p> <p>Have courier deliver to lab</p>	MA, Transport Team or courier
6	Room turnover	<p>If the patient is a known COVID-19 positive, room must be closed for 1 hour (reference QLT222 Management of Patients with Confirmed, Suspected or Exposure to COVID-19).</p> <p>If the patient is suspected for COVID-19 or exposed, but not confirmed, room must be disinfected per standard protocol and does not need to be closed, unless an aerosol-generating procedure (AGP) is performed. Testing is not an AGP.</p>	MA or RN