

Covid self-testing: roles and responsibilities

Employee

- To watch the video on how to take a test
- To undertake the test according to the guidance
- To report result on to portal
- To communicate any issues to your line manager at the earliest convenience
- To clearly state if you wish to decline the test
- To communicate any missed tests to your line manager
- To read the FAQs for guidance

Line manager

- To be the nominated lead for the self testing roll out in your department/ward
- To attend drop-in Teams session to raise any immediate problems/questions
- To populate spreadsheet with staff details
- To ensure the right number of kits are distributed and details recorded
- To record staff who decline the tests and reason why
- To be the first point of contact for your teams issues/concerns
- To read the FAQs and guidance and understand what your team is undertaking
- To call the test helpline for issues that cannot be answered via the FAQ/guidance
- To manage non-compliance and report as required
- Report to Temporary Staffing any agency staff that test positive by emailing temporary.staffing@uhd.nhs.uk

Matron

- To liaise closely with line managers and offer support or act as nominated lead in lieu of
- To read the FAQs and guidance to understand what is being asked of teams
- To be a second point of contact for your teams alongside line manager
- To attend drop-in Teams session for staff to raise problems/questions

Roll out testing team

- To liaise with line managers and matrons closely to ensure effective roll out
- To document escalated issues/queries and ensure feedback is given to be cascaded to teams
- To ensure the effective distribution of tests

- To trial roll out and ensure process is robust
- To report data to Public Health England
- To troubleshoot delivery issues, distribution issues, kit testing issues, web portal issues etc.

Infection prevention and control team

- To advise the roll out team of any issues/guidance changes that impact roll out

Bank staff

- Bank staff are all line managed by Temporary Staffing
- Duty to report any sickness absence to Temporary Staffing first, then the ward you are working on
- To read the FAQs and guidance available

Agency staff

- Agency staff who have bulk shifts in one department/ward, must liaise with ward line manager
- Duty to report any sickness absence at the earliest opportunity