

Workshop Preparation

Note to Trainer

Send pre-work letter/email to trainees prior to attending workshop (note: the Alere Afinion e-learning module resides on [My Health Learning](#) and is searchable in the course catalogue using the word “Afinion”). The e-learning module should be done prior to attending the practical session.

Ensure you have appropriate equipment and resources for trainees to be able to do the “**Practical Activity**” component of this training.

For more detailed information on the Alere Afinion AS100 Analyzer you can refer to the Alere Afinion AS100 Analyzer User Manual located with the device.

Additional training aids are available on the POCT website under Resources tab> Afinion or Resources>Super user Kits to help you prepare for training delivery.

POCT Link: <http://www.pathology.health.nsw.gov.au/clinical-services/point-of-care-testing>

Training Logistics List

- Training aids (handouts, posters, ppt, etc) if required
- Alere Afinion AS100 Analyzer equipment and consumables (enough for trainer demo and participants)
- Alere Afinion AS100 Analyzer Competency Assessment Record (1/participant)
- Evaluation form (1/participant)
- Certificate of Achievement (1/participant)
- POCT Manual (lime green folder)

Introduction to the Training Workshop (5 mins)

Explain the format for the workshop (demo and hands on activity). The training session will focus on how to perform a test using the Alere Afinion Test System. During the session you will be given the opportunity to run a test, read and interpret results, and ask any questions you may have.

Remind trainees that they need to practice PPE at all times

Explain the assessment task — practical demonstration of competency using Alere Afinion AS100 Analyzer. Competency Record to be completed and signed

Check that trainees have completed the pre-work (Introduction to Alere Afinion Test System e-learning module).

Ask to site certificates and explain that competency will not be signed until this is done (if applicable to this device)

Alere Afinion AS100 Analyzer Overview Presentation (15 minutes)

Note to Trainer: You can utilise the Introduction to Alere Afinion Test System powerpoint to cover the basics for reinforcement or for visuals if needed or if trainees have not done

the pre-work (e-learning module) before you do a live demonstration running a test on the analyser.

Key Points to Cover

The Alere Afinion AS100 Analyzer

- The Alere Afinion AS100 Analyzer has two main user interfaces. The touch screen and the cartridge chamber.
- The touch screen is easily operated by using the touch buttons that appear on the screen. When a button is touched, it will turn grey and its function will be activated.
- The cartridge chamber is used to receive the Test Cartridge. When a Test Cartridge is placed in the chamber, manually closing the lid will initiate the testing process. When the test process is completed the lid will open automatically. **NOTE:** The lid must be manually closed, but opens automatically (**DO NOT open the lid manually**).
- It can hold 500 patient results and 500 quality control results.
- It allows you to enter patient and operator ID's.
- It has connectivity capability with LIS/HIS.



Tests the Alere Afinion Test System Performs

Test Cartridges available under NSW HP are:

Alere Afinion HbA1c

The Alere Afinion HbA1c is an in vitro diagnostic test for quantitative determination of glycated haemoglobin (haemoglobin A1c, HbA1c) in human whole blood. The measure of HbA1c is recommended as a marker of long-term metabolic control in persons with diabetes mellitus.



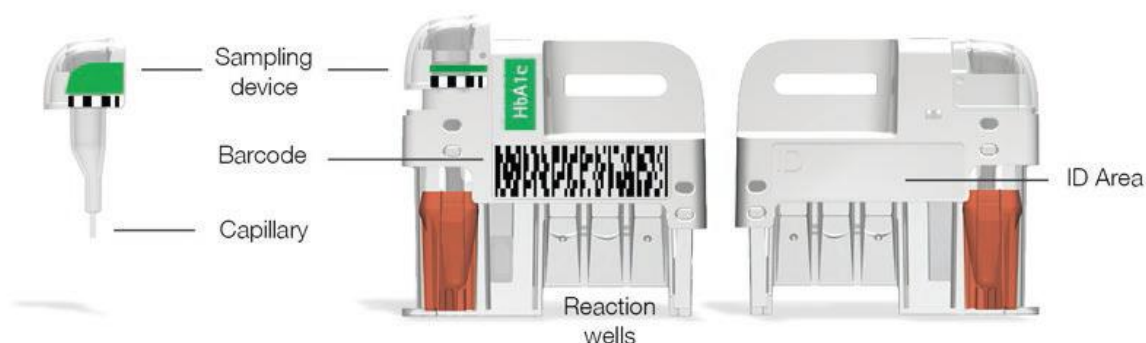
Alere Afinion HbA1c Test System specifications

Sample type	Test Time	Sample Volume	Measurement Range	Storage
Capillary blood, venous whole blood (EDTA, heparin, citrate or NaF)	3.5 min	1.5 µl	4.0 - 15.0% 20 - 140 mmol/mol	Refrigerator (2-8°C) or unopened at room temp (15-25°C) for 90 days

Alere Afinion Test Cartridge Overview

Demonstrate the main components using a test cartridge:

- The main components of the Test Cartridge are the sampling device and the reaction wells.
- The Test Cartridge also has a handle, a barcode label with lot-specific information and an area for sample identification.



The Alere Afinion Sample Device

- The Test Cartridge has an integrated sampling device.
- The Sample Device automatically collects the required amount of sample material.
- The Sample Device is either a glass or plastic capillary tube.

Storage of Test Cartridge

- Test Cartridges are to be stored between 2°C-8°C.
- Allow 15 minutes for the Test Cartridge to reach operating temperature (18°-30°C) before use
- Once the Test Cartridge has been removed from the refrigerator its shelf-life varies from 3 days to 90 days depending on the Test Cartridge (please check the Test Cartridge product insert for further information).

NOTE: Once a cartridge or cartridges have been stored at room temperature, they should not be returned to the refrigerator.

Basic Operator Training Demo (10mins)

Perform "real-time" demonstration, running a test. Walk through each step following the below points. You can use the copy of the QRG from the POCT Lime Green Folder as a training aid for participants to follow while you are doing the demo or if enough devices get trainees to follow you as you demonstrate

Key Points to Cover

Test Process

1. Remove the HbA1c Test Cartridge from the refrigerator and allow it to come to room temperature.
2. Turn the Analyzer on.
3. Scan or enter your Operator ID.
4. Open the Test Cartridge foil pouch. Grip the handle and remove from the pouch. Test Cartridge should be used within 10 minutes after opening
5. Inspect the Cartridge. Do not use the Test Cartridge if it is damaged or if loose desiccant particles are found on the Test Cartridge.
6. Collect the sample (capillary, venous, serum, plasma, or urine).
7. Pull up the sampling device straight up from the Test Cartridge.
8. Fill the capillary; hold the sampling device almost horizontally and bring to the tip of the capillary in surface contact with the sample. Make sure that the capillary fills completely. It is not possible to overfill. Avoid air bubbles and any excess sample on the outside of the capillary. Do not wipe off the capillary.
9. Insert the sampling device immediately into the Test Cartridge.
10. Touch the Patient Mode icon.
NOTE: If the lid is left open from a previous test this step is not required.
11. Insert the Test Cartridge with the barcode label facing left.
12. Close the lid manually. The Analyzer will start processing the Test Cartridge.
13. Touch the Patient ID icon. Scan or enter the patient hospital number.
14. Touch the Scroll down icon and enter the patient date of birth in 8-digit format (eg 25031972).

15. Touch the Enter icon to confirm. Patient ID can be changed at any time during the test process.
16. The test process is complete when the test results are displayed on the touchscreen. Touch the Print icon to print out result or record manually if there is no printer.
17. Touch the Accept icon to accept. The lid opens automatically.
18. Remove the used Test Cartridge from the cartridge chamber and discard into an approved biohazard waste container.
19. Close the lid manually.

Viewing Past Test Results

Demonstrate how to retrieve and print results from analyser.

Key Points to Cover

The patient and control results are stored in the memory of the Alere Afinion AS100 Analyzer. The last 500 patient results and the last 500 control results are saved in separate records. When exceeding the capacity of 500 results, the oldest result will be deleted.

1. Touch the Main Menu icon on the start-up menu.
2. Touch the Patient records or Control icon to enter results.
3. The last patient result or control is displayed. To view more results, touch the Scroll up and Scroll down icons.

Maintenance

Demonstrate cleaning and care of analyser using Alere Afinion AS100 Analyzer Cleaning Kit if available to show cleaning of cartridge chamber.

Key Points to Cover

No maintenance of the Alere Afinion AS100 Analyzer is required other than cleaning the exterior and cartridge chamber.

Procedure for cleaning the exterior:

- Switch off the Analyzer and unplug the power supply when the shutdown procedure is completed.
- Clean the outside of the Analyzer and touch display with a clean, lint-free and non-abrasive cloth dampened in water or a mild detergent.
- To disinfect the exterior, first remove as much as possible of the spilled material with a cloth dampened in the disinfectant (2% glutaraldehyde or 0.5% sodium hypochlorite) or an alcowipe. The surface of the Analyzer should be exposed to the disinfectant for at least 10 minutes.

- Allow the Analyzer to air dry.
- Plug in the power supply and switch on the Analyzer.

Cleaning the Cartridge Chamber:

The Cartridge Chamber should be cleaned immediately if materials or liquids are spilled in the Cartridge Chamber. The Cartridge Chamber should be cleaned every 30 days for regular maintenance (removal of dust particles, etc.).

The Alere Afinion AS100 Analyzer Cleaning Kit should always be used for cleaning the cartridge chamber.

Never attempt to:

- Clean the Alere Afinion AS100 Analyzer when it is plugged in.
- Clean a Test Cartridge.
- Sterilise or autoclave the Alere Afinion AS100 Analyzer.
- Immerse the Alere Afinion AS100 Analyzer in water or other cleaning fluid.
- Move or tilt the Alere Afinion AS100 Analyzer when cleaning the cartridge chamber.
- Use any cleaning liquid or equipment other than those recommended above.

Practical Activity (10 min)

(depending on number of participants/equipment)

Each participant to successfully run a HbA1c test using controls and capillary sample

Requirements:

Copies of training aid (QRG)

Sufficient HbA1c test cards and controls, etc for trainee use

Devices (1per 1-2 people)

Device Management (2 min)

Discuss the troubleshooting guide and where to find it(manual)

Show POCT Manual and explain that it is the folder where all the relevant NSW HP documents for the device reside

Wrap up (5 min)

Ask participants if there are any questions

Tell/show participants where extra materials and resources are located on the POCT website

Site certificate of achievement for pre-work

Get participants to tick off competency assessment record and ensure they sign this document

Explain roles and responsibilities for device access and recertification requirements (operators will have 24 months access to device and will be required to complete a recertification assessment via HETI On line). Email notifications will be sent as a reminder to complete training

Hand out workshop evaluation form and get trainees to complete if time permits or send form via email post training

Hand out/email certificate of completion (this can be printed ready for the training workshop ahead of time)

Post Workshop Training Administration

For Superusers

Scan and **send** signed competency assessment records to your local PoCT Coordinator. Place copies of competency assessment records in the POCT Manual or POCT Training Records Folder.

Scan and **send** any workshop evaluation forms to the POCT Training Co-ordinator

For PoCT Coordinators Only

Generate an interim card with barcodes for new operators. Email to operators

Enter new operator in POCT middleware (PocCelerator or AQUIRE depending on device).

Scan and **send** the Trainer's Report to the POCT Training Co-ordinator (only required for new installations training)

Scan and send workshop evaluation forms to PoCT Training Co-ordinator

For Vendors Only

Scan and **send** signed competency assessment records to your local POCT Hub coordinator. Place copies of competency assessment records in the POCT Manual or POCT Training Records Folder.

Scan and **send** the Trainer's Report to the POCT Training Coordinator (only required for new installations training)

Scan and send workshop evaluation forms to PoCT Training Co-ordinator

Contact for Training Queries

Any queries or concerns please don't hesitate to contact the PoCT Training Co-ordinator, Julie Monnox at julie.monnox@health.nsw.gov.au or 02 49204061