

Accu-Chek-Inform II Glucose Meter Training Checklist

Annual Competency requirements: a minimum of one patient test and two sets of Quality Control

Employee Name-First/Last (Please Print):	POCT Operator ID (if available):	Site/Dept/Unit:
Work email address:	Employee signature:	Date:
Instructor/ Trainer Signature:		
Operator performs or completes:	Date	
1. Powers meter on. Best practice is to return meter to base unit between use.		
2. Check battery status - ensure adequate power. Minimum power up is 1 hour.		
3. POCT Operator ID entry - use manual keypad entry or barcode scanner.		
4. Storage requirement / expiration date of Quality Control (QC) / Test Strips. QC vials are dated, 3 month open vial expiry – obtain @ Point of Care, Chemistry Lab		
5. Scan barcode for Test Strip and QC Lot information.		
6. Prepare the QC solution for testing. (mix vial, wipe vial tip, discard first drop)		
7. QC test – both Level 1 and Level 2 (FRONT EDGE of Strip – dispense drop directly from vial. Q. 24 hour – QC lockout). Level 1 = _____ Level 2 = _____		
8. Describe corrective action if QC is out of range. Check process, check vial dating. (notify charge nurse or POCT laboratory for assistance if required.)		
9. Patient Identification with a minimum of identifiers. Patient name, Patient Medical Record Number, Patient Date of Birth.		
10. Bypass patient identification in the AccuChek Inform II. Press “check mark” for next screen. (Patient ID not entered in ACCII Glucose Meters @ at this time.)		
11. Capillary skin puncture procedure. Site is clean, use of antiseptic, discard first drop. Refer to procedure to identify puncture sites, appropriate lancet.		
12. Simulates patient sample testing with a Linearity Solution – provided in glucose meter tote/ educator UNKNOWN PT = _____		
13. Describes collection procedure for a neonate in an incubator. (If applicable: micro collection tube for sample collection).		
14. Normal range, Critical values as configured in PHSA ACCII Glucose Meter. Confirmatory laboratory glucose testing. Transport to lab is ON ICE/ 30 minutes.		
15. Review of Galactose interference. Protocol for NEONATES at PHSA. (1st glucose >5.5 mmol/L is confirmed by the laboratory @ next collection time)		
16. How to review a Patient or QC result . Main Menu		
17. Glucose meter, base unit & tote cleaning. Use Caviwipes. Not Accel TB wipes.		
18. Placement of meter in Base Unit. Information transfer of Patient/QC data & charging meter battery. Lights on the Base Unit (green, red, blue). Red – contact POCT		
19. Disposal of bio-hazardous material - infection control policy.		
20. Review of ongoing competency – annual one patient test, 2 sets of QC.		
21. Power Point presentation with quiz - PHSA ELearning Hub with Quiz.		
22. Review AccuChek Inform II Glucose Meter Procedure/ Quick Guides on PHSA ePOPS. http://policyandorders.cw.bc.ca/plm		

Scan and email completed Training Checklist to Point of Care Testing Lab: POCTLab@cw.bc.ca , or send to Chemistry Laboratory 604-875-2345 ext: 7521

REVISION & APPROVAL LOG

Version	Revision Type	Description of Change	Revision Date	Technical Approval	Medical Approval
1.0		New document	01 Dec 2013	Elvira Kozak	Dr. Cathy Halstead
1.1		Revision	23 Mar 2014	Elvira Kozak	
1.2		Revision	26 May 2015	Elvira Kozak	
1.3		Revision	17 Sep 2015	Elvira Kozak	
1.4	Minor	Document title and number change. Upload to QMS document control	27 Dec 2016		Dr. Benjamin Jung
1.5	Minor	Updated link to ePOPS and POCT group email	Mar 28, 2017	Calvin Lee	
1.6	Minor	Reformatted to fit one page	Apr 2, 017	Calvin Lee	

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Medical Approval: Dr Benjamin Jung

Version: 1.6

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