

### STORAGE AND CONTROL AND EVALUATION OF ORAL FLUID TESTING KITS

- The Quality and Improvement Group will be responsible for the central ordering of kits and other associated resources from Randox.
- A single named Business Support Officer in each service area will hold responsibility for the secure storage and signing in and out of the testing kits, as well as stock rotation.
- The named Officer will be responsible for the recording and monitoring of the destination of each testing kit (allocated to whom, used, destroyed, out of date, returned to stock). The usage and testing within each team will be recorded reporting monthly to the Quality & Improvement Group.
- The named Officer may delegate authorisation for the signing in and out of testing kits to other business support representatives, whilst retaining overall responsibility as above.
- The Quality and Improvement Group will provide a monthly report on kit ordering, use and spend, as well as the outcomes from each test undertaken and the influence of the test on case progression and decision-making.

### NAMED BUSINESS SUPPORT OFFICERS

Lawn View House	Phillip Cheung
SEV	Elaine Ellison
SJRW	Michelle Guyatt
MH	Ben Briggs
Chancery Lane	Cameron Bradford

### THE DRUG TESTS

There are two tests:

- An oral sample test that provides a simple positive/negative result
- A 'back to lab' test that will provide a detailed analysis of the substance

### DRUG TESTING PROCESS

- A social worker will request permission from their Team Manager to apply an oral sample drug test to a service user. The request and approval (or otherwise) will be recorded on the specific Mosaic step under the name of the person to be tested.  
The social worker will take **two** 10-panel initial oral fluid sampling kits and the service user will select one of the two to be administered. Should the kit be damaged in the testing process or there is an error in the administration, the social worker will use another of the kits, otherwise the remaining unused kits will be checked back in to the business support representative.
- If the social worker suspects that the second test will also be necessary, they will request permission for this at the same time. The Team Manager authorisation or refusal for this will also be recorded on the Mosaic step under the name of the person to be tested.

The back to lab test comes in two parts. Should the social worker decide that the detailed test is required, both swabs will be used and sent to Randox. One sample will be analysed, and the encrypted results sent to the relevant email address. The

second sample will be stored at Radox in secure conditions for 12 months and, should the service user wish a confirmation test, Radox will supply a list of potential testing laboratories and the second sample will be tested at the expense of the service user. Radox will invoice the service user directly.

Teams will be identified by Radox via an identifier number, as below.

<b>Contract number</b>	<b>Team</b>	<b>Email address for results to be received</b>
1	Assessment North	<a href="mailto:atn.support@nottsc.gov.uk">atn.support@nottsc.gov.uk</a>
2	Assessment South	<a href="mailto:Catherine.clarke@nottsc.gov.uk">Catherine.clarke@nottsc.gov.uk</a> <a href="mailto:Lesley.morecroft@nottsc.gov.uk">Lesley.morecroft@nottsc.gov.uk</a>
3	CDS	<a href="mailto:cdssecure.businesssupport@secure.nottsc.gov.uk">cdssecure.businesssupport@secure.nottsc.gov.uk</a>
4	Court Team	<a href="mailto:Court.SWSO@nottsc.gov.uk">Court.SWSO@nottsc.gov.uk</a> <a href="mailto:courtteamswsossecure@secure.nottsc.gov.uk">courtteamswsossecure@secure.nottsc.gov.uk</a>
5	DCPT Ashfield	<a href="mailto:businesssupport.mashfieldcst@secure.nottsc">businesssupport.mashfieldcst@secure.nottsc</a>
6	DCPT Bassetlaw	<a href="mailto:bassdcptadmin@secure.nottsc.gov.uk">bassdcptadmin@secure.nottsc.gov.uk</a>
7	DCPT Broxtowe	<a href="mailto:broxtowe.rushcliffedcptbs@secure.nottsc.gov.uk">broxtowe.rushcliffedcptbs@secure.nottsc.gov.uk</a>
8	DCPT Gedling	<a href="mailto:businesssupportcsc.sjrjw@secure.notts.gov.uk">businesssupportcsc.sjrjw@secure.notts.gov.uk</a>
9	DCPT Rushcliffe	<a href="mailto:broxtowe.rushcliffedcptbs@secure.nottsc.gov.uk">broxtowe.rushcliffedcptbs@secure.nottsc.gov.uk</a>
10	DCPT Mansfield	<a href="mailto:businesssupport.mashfieldcst@secure.nottsc">businesssupport.mashfieldcst@secure.nottsc</a>
11	DCPT Newark	<a href="mailto:dcpt.newark@secure.nottsc.gov.uk">dcpt.newark@secure.nottsc.gov.uk</a>
12	LAC team	<a href="mailto:LAC.SWSO@nottsc.gov.uk">LAC.SWSO@nottsc.gov.uk</a>

- The social worker will request the testing kits from the relevant responsible Business support representative.
- The Business support representative will check on Mosaic that the necessary permissions have been obtained from the appropriate Team Manager.
- Where permission is granted, the Business support representative will withdraw the test(s) from the team secure supply and record:
  - Date
  - Name of social worker
  - Name of team
  - Name of intended test subject
  - Serial number(s) of the tests allocated
- Once the test(s) have been completed, the social worker must record the result, further action and resulting decision-making on the Mosaic step and inform the

Business support representative. The Business support representative will record against the test serial number that the test was used and the result.

- Where a test has been checked out but not used by the social worker, it must be returned to the Business support representative, who will record against the serial number that the test has been returned unused. This test is then available to be checked out at another time.
- At the end of every month, the Business Support Officer will submit a report to the Quality and Improvement Group detailing:
  - Number of oral fluid sample tests issued
  - Number of back to lab tests issued
  - Number of oral fluid sample tests returned
  - Number of back to lab tests returned
  - Number of tests destroyed & reason why
  - Remaining stock quantity
- When a re-supply of stock is required, the named Business Support Officer will contact the Quality and Improvement Group to request an order.
- Once received, the Quality and Improvement Group will ensure that the ordered items are delivered to the named Business Support Officer.

BUSINESS SUPPORT OFFICERS BY TEAM:

Assessment North	Elaine Ellison
Assessment South	Michelle Guyatt
CDS	Ben Briggs
Court Team	Elaine Ellison
DCPT Ashfield	Ben Briggs
DCPT Bassetlaw	Cameron Bradford
DCPT Broxtowe & Rushcliffe	Phillip Cheung
DCPT Gedling	Michelle Guyatt
DCPT Mansfield	Ben Briggs
DCPT Newark	Elaine Ellison
LAC team	Elaine Ellison