ACCU-CHEK Inform II System Skills Checklist

Trainer should check activity as it is demonstrated or described.

User Assembles Equipment

☐ ACCU-CHEK Inform II system

☐ ACCU-CHEK Inform II test strips

☐ ACCU-CHEK Inform II glucose control solution

☐ Blood sample collection materials – (lancing device, gauze pad or cotton balls, alcohol wipes (if used))

User Performs Procedures

Coding (Calibrating ACCU-CHEK Inform II system)

☐ States when coding is necessary (when new lot introduced).

☐ Properly demonstrates the procedure for adding a test strip lot into the ACCU-CHEK Inform II meter (if user is required to do so).

Routine Testing Procedure

☐ Properly demonstrates the patient testing procedure including:

- Proper infection control and safety practices (handwashing, donning personal protective equipment)
- Assesses patient condition to ensure POC testing is appropriate.
- Enters Operator ID according to policy
- Enters Patient ID according to policy
- Verifies test strip lot according to policy
- Inserts test strip properly and recaps vial immediately
- Performs fingerstick properly (stimulates blood flow, cleanses intended site, wipes first drop away, performs appropriate aftercare)
- Applies blood to strip properly (fills window completely)
- Reads and interprets result correctly
- Enters comment(s) as needed according to policy
- Understands proper follow-up to critically abnormal or unexpected results
- Turns meter off
- Discards testing materials according to policy
- Documents result according to policy
- Docks meter in base unit properly
- Performs cleaning and disinfecting procedures as required by hospital infection control policy

☐ Properly demonstrates QC testing procedure including:

- Understands when QC testing must be performed according to policy
- Understands that controls expire 3 months from opening and ensures that the open expiration date is written on the control solution
- Proper infection control and safety practices (handwashing, donning personal protective equipment)
- Enters Operator ID according to policy
- Enters control lot and level according to policy
- Verifies test strip lot according to policy
- Inserts test strip properly and recaps vial immediately
- Applies control drop to strip properly (fills window completely)
- Enters comment(s) as needed according to policy
- Understands proper follow up to out-of-range QC results
- Turns meter off
- Discards testing materials according to policy
- Documents result according to policy
- Docks meter in base unit properly

☐ Reviews Results

- Properly reviews results including:
- Enters operator ID according to policy
- Selects Review Results on the Main Menu screen to view list of most recent results
- Uses down arrow to view previous tests
- Uses up arrow to view most recent tests
- Selects Patient to view only patient results
- Enters patient ID according to policy to view specific patient results
- Selects All to return to viewing all results
- Selects QC to review only QC results
- Understands that the meter memory stores up to 2,000 results

Tips for Best Results and Troubleshooting

☐ Trainer reviews information from respective Operator's Manuals with the user:

- Getting a good drop of blood
- General hints
- Proper test strip and test strip vial handling
- Troubleshooting/Error codes
- If problem persists, calls the ACCU-CHEK Customer Care Service Center at 1-800-440-3638

Cleaning and Disinfecting

☐ Demonstrates cleaning and disinfecting procedure of ACCU-CHEK Inform II system as stated in the Operator's Manual.

☐ Correctly states minimum cleaning and disinfecting frequency.

_____
User Signature   Date

_____
Trainer Signature   Date