

Internal Drug & Alcohol training – Observation/refection

Learner details

Name	
Physio/Medical Centre	
Qualifications	
Training attendance date	
Date	

Please undertake a urine drug screen collection and breathalyser on a colleague (not a candidate). If there is someone in the centre who has completed Drug and Alcohol collection training, please ask them to observe the process, otherwise the colleague you are testing can complete this form to make sure that you cover all steps.

If you have any questions, please contact the Bodycare team – clinicsupport@bodycare.com.au

Please return this completed form within 7 days with the required photographic evidence to the email address above.

Observation

Before the candidate arrives	YES	NO
Cistern has tamper proof tape applied		
Taps have tamper proof tape applied (or taps are removed)		
Bins have been removed from the toilet area		
Preparing yourself	YES	NO
Wash and dry hands		
Don PPE		
Preparing the candidate for urine drug screen	YES	NO
Written consent has been obtained		
ID has been checked		
Advise that the collection is unsupervised/will remain outside toilet		
Candidate asked to remove coat		
Candidate asked to empty pockets		
Candidate to wash and dry hands		
Candidate asked to select test cup (check use by, and that it is sealed)		
Candidate to open packaging		
Advise candidate that they are to provide at least 30 mls of urine (indicate on cup)		
Advise candidate that they are not to flush the toilet		

Preparing the candidate for urine drug screen - Continued	YES	NO
Offer gloves to candidate (candidate does not need to use unless they want to)		
Advise the candidate to hand specimen back to collector before washing hands		
Advise the candidate that they will have clear vision of the specimen at all times		
Reading and recording result of urine drug screen	YES	NO
Temperature checked within 4 minutes		
Creatinine checked		
Visually inspect urine for adulterants		
Explain control lines to candidate		
Read test at 5 minutes – advise candidate		
Use terminology negative or non-negative		
Record result in either Bodycare Software or MOHR platform		
If non-negative – provide candidate with referral for Lab based collection		
Advise candidate that they must attend immediately for recollection (after PEM)		
Doff PPE / Hand wash		
Telephone Bodycare to advise of non-negative sample		
Breathalyser testing	YES	NO
Don PPE		
Turn on breathalyser and attach new mouthpiece		
Advise candidate that they need to put their lips around the mouthpiece and		
Position candidate so that expired air is not directed toward collector		
Indicate to candidate when to start and stop blowing		
Show result to candidate immediately		
Remove mouthpiece and discard		
Doff gloves / wash hands		
Record result in Bodycare software or MOHR platform		
If result >0.00% BAC but < 0.05%– continue with other tests and retest in 20 mins		
If the result is 0.05% or greater, to not continue with other tests, retest in 20 m		
Advise candidate they are not to eat, drink or smoke during this time		
If second reading is <0.05% record result and continue with other tests		
If second reading is 0.05% or greater, record result, discontinue all other tests and		
Additional requirements - please provide photographic evidence of -	YES	NO
Completed urine drug test cup		
Completed breathalyser test		
Collection area with cistern and taps taped.		

Feedback to learner

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Observer details

Name	
Physio/Medical Centre	
Qualifications	
I confirm that I have observed the abovenamed learner and have completed this observation sheet honestly.	
Signature	

Learner reflection

Learner to comment on what they could improve on or any queries they may have.	
Signature	