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| **Nasopharyngeal sample collection**  | Competent |
| Yes | No |
| **Perform hand hygiene** |  |  |
| 1. **Open the individual collection package** that contains the swab and Viral Transport Medium tube. Set the tube aside before beginning to collect the specimen.
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| 1. Open the collection swab wrapper by peeling open the top of the wrapper. **Remove the swab**, taking care not to touch the tip of the swab or lay it down.
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| 1. **Hold the swab in your hand**, placing your thumb and forefinger in the middle of the swab shaft across the score line.
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| 1. **Gently insert the swab** into the nostril. Keep the swab near the septum floor of the nose while gently pushing the swab into the post nasopharynx.
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| 1. As a visual reference, the swab should be inserted about half the distance from the opening of the patient’s nostril and the ear. **Rotate the swab** several times.
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| 1. While holding the swab in the same hand, aseptically remove the cap from the tube. **Insert the swab into the tube** with the transport medium.
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| 1. Identifying the score line, **break the swab shaft** against the side of the tube. If needed, gently rotate the swab shaft to complete the breakage. **Discard the top portion** of the swab shaft. Avoid splashing contents on the skin. Wash with soap and water if exposed.
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| 1. **Replace the cap** onto the tube and close tightly.
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Employee Signature Validator Signature/Credentials Date