

Staff Guide Following the Completion of a Lateral Flow Test (LFT)

The purpose of this document is to provide staff with a detailed guide for recording the results and receiving guidance following the completion of an LFT. To support staff this also includes the video link on how to take a test.

Video Instructions for Taking a Lateral Flow Test

Follow this link if you want to watch a video detailing how a test should be carried out
<https://learninghub.nhs.uk/self-swab>

Collecting Your Tests



When you pick up your box of 25 tests you will be asked to provide an email address and/or mobile phone number that should be used as a contact point between yourself and the system that is used to record the test results. If the system does not recognise your contact details when returning your LFT results you will not receive further information regarding the next steps. If you wish to change your details so that you can use a different email address and/or mobile phone number please contact your Line Manager and ask them to make the change.




As soon as the registration process of your first box of tests has been completed you will receive either an email and/or text message with further guidance and a link to the Trusts web page for LFTs. The below information will provide you with an overview of the process for each of the four different responses available following the completion of a LFT.

It should be noted that your contact information is unidentifiable within the organisation, but we are required to send this to Public Health England (PHE) so please ensure that you consider this when sharing your contact information.

1. If you have chosen to use an email address for reporting your LFT results you will receive an email as soon as a box of tests have been allocated to you. The below is an example of the email that you will receive.

Lateral Flow testing

 COVIDTESTRESULTS (DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST)
To (DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST)
 You replied to this message on 27/11/2020 13:34.
This message was sent with High importance.

 Reply  Reply All  Forward

Thank you for agreeing to join the Lateral Flow testing programme. Here is a link to the instructions for use and FAQ's <https://www.derbyshirehealthcareft.nhs.uk/getting-help/coronavirus-covid-19/lateral-flow-tests>. You have agreed to complete a test every 3 – 4 days (twice a week) and submit your test result. When you have completed a test please respond with one word only in the title of the email.

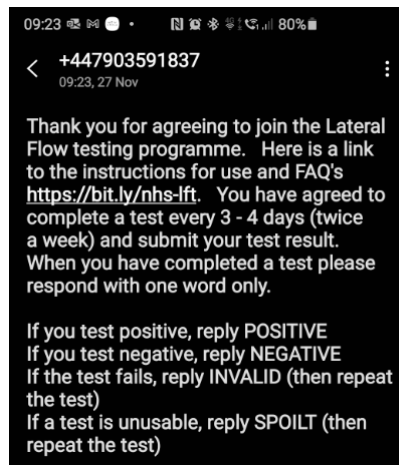
If you test positive, [click here to reply POSITIVE](#)
If you test negative, [click here to reply NEGATIVE](#)
If the test fails, [click here to reply INVALID](#) (then repeat the test)
If a test is unusable, [click here to reply SPOILT](#) (then repeat the test)

Alternatively, if you would rather respond via a secure webpage, please [click here](#).

Kind regards

DHCFT

2. If you have chosen to use a mobile phone for reporting your LFT results you will receive a text message as soon as a box of tests have been allocated to you. The below is an example of the text message that you will receive.



3. If you have chosen to use both methods for communication, you will receive a text message and an email.

It is important that you do not delete these as you will need these when reporting the results of your completed LFTs.

Note: There is a link to a website in both communications. This website has a plethora of information on it including videos explaining how to complete a test, documents, FAQs and information for a helpline if you have any unanswered questions. Please make yourself familiar with its content.

Using an Email Address to Submit your Results


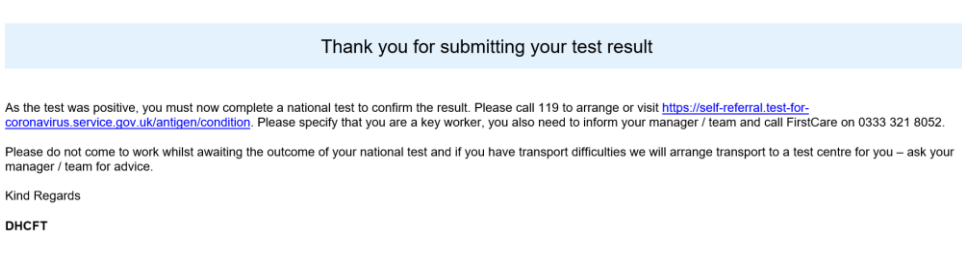
Once you have completed an LFT and are ready to submit your result locate the email that you received and reply to it with one word (Positive, Negative, Spoilt or Invalid) in the **Subject/Title** of the email and then send it. You can also click on the link in the email that relates to the result that you have received as per the below:-

If you test positive, [click here to reply POSITIVE](#)
If you test negative, [click here to reply NEGATIVE](#)
If the test fails, [click here to reply INVALID](#) (then repeat the test)
If a test is unusable, [click here to reply SPOILT](#) (then repeat the test)


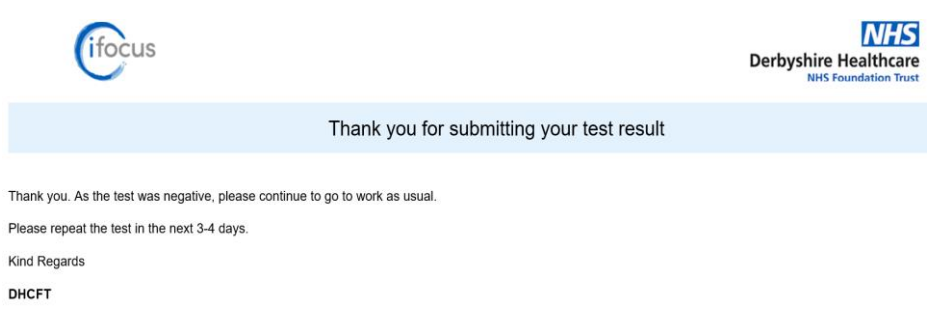
Alternatively, if you would rather respond via a secure webpage, please [click here](#).

If you prefer you can send an email directly to dhcft.covidtestresults@nhs.net and include the relevant test result in the subject. The below are the examples of sent and received emails based on the outcomes of the test.

1. You Have Received a Positive Result

<p>1.1 Example of the email you should send</p>	
<p>1.2 Example of the email response you will receive</p>	



2. You Have Received a Negative Result

<p>2.1 Example of the email you should send</p>	
<p>2.2 Example of the email response you will receive</p>	


If you are experiencing COVID-19 symptoms please refer to further guidance on <https://nhs.uk/conditions/coronavirus-COVID-19> or have a discussion with your Line Manager.

3. You Have a Spoilt Test

<p>3.1 Example of the email you should send</p>	
-------------------------------------------------	--

	 <p>Send</p> <p>From <input type="text" value="dhcft.staffcovidtesting@nhs.net"/></p> <p>To <input type="text" value="dhcft.covidtestresults@nhs.net"/></p> <p>Cc <input type="text"/></p> <p>Bcc <input type="text"/></p> <p>Subject <input type="text" value="spoilt"/></p>
<p>3.2 Example of the email response you will receive</p>	 <p style="text-align: center;">Thank you for submitting your test result</p> <p>Thank you. As the test was inconclusive please repeat the test and submit the new test outcome.</p> <p>Kind Regards</p> <p>DHCFT</p>

4. You Have Received an Invalid Result


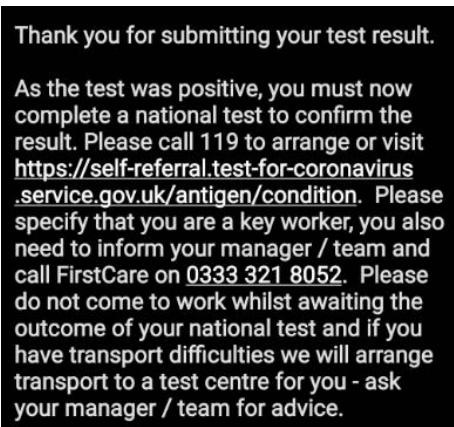
<p>4.1 Example of the email you should send</p>	 <p>Send</p> <p>From <input type="text" value="dhcft.staffcovidtesting@nhs.net"/></p> <p>To <input type="text" value="COVIDTESTRESULTS.(DERBYSHIRE.HEALTHCARE.NHS.FOUNDATION.TRUST)"/></p> <p>Cc <input type="text"/></p> <p>Bcc <input type="text"/></p> <p>Subject <input type="text" value="invalid"/></p>
<p>4.2 Example of the email response you will receive</p>	<p style="text-align: center;">Thank you for submitting your test result</p> <p>Thank you. As the test was inconclusive please repeat the test and submit the new test outcome.</p> <p>Kind Regards</p> <p>DHCFT</p>

The system will be updated with your result and will send you a reply email advising you of any next steps.


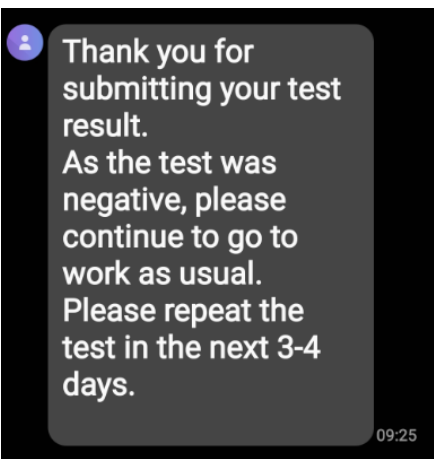
Using a Mobile Phone to Submit your Results

Once you have completed an LFT and are ready to submit your result locate the text message that you received and reply to it with one word (Positive, Negative, Spoilt or Invalid) in the body of the email and then send it. The system will be updated with your result and will send you an reply email advising you of any next steps.

5. You Have Received a Positive Result

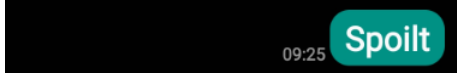
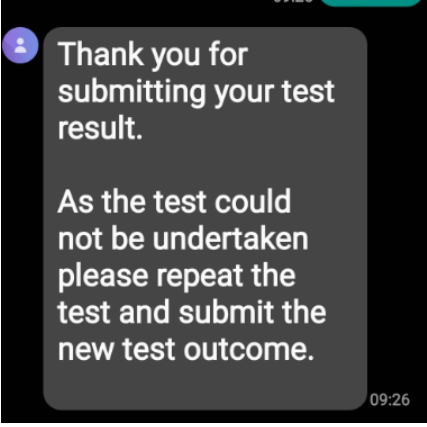
5.1 Example of the text message you should send	5.2 Example of the text message response you will receive
	

6. You Have Received a Negative Result


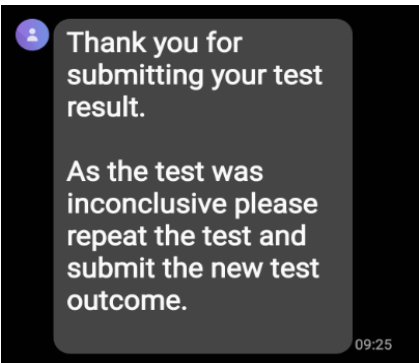
6.1 Example of the text message you should send	6.2 Example of the text message response you will receive
	

Note: If you are experiencing COVID-19 symptoms please refer to further guidance or have a discussion with your Line Manager.

7. You Have a Spoilt Result

7.1 Example of the text message you should send	7.2 Example of the text message response you will receive
 <p>A screenshot of a text message on a black background. The time '09:25' is on the left. A green pill-shaped bubble contains the word 'Spoilt' in white text.</p>	 <p>A screenshot of a text message response on a black background. The time '09:26' is at the bottom right. A grey speech bubble contains the text: 'Thank you for submitting your test result. As the test could not be undertaken please repeat the test and submit the new test outcome.'</p>

8. You Have Received an Invalid Result

8.1 Example of the text message you should send	8.2 Example of the text message response you will receive
 <p>A screenshot of a text message on a black background. The time '09:25' is on the left. A green pill-shaped bubble contains the word 'Invalid' in white text.</p>	 <p>A screenshot of a text message response on a black background. The time '09:25' is at the bottom right. A grey speech bubble contains the text: 'Thank you for submitting your test result. As the test was inconclusive please repeat the test and submit the new test outcome.'</p>

FAQs

All of the FAQs can be found on the website that has been developed for LFTs and can be accessed [here](#) and below are a few of key questions that colleagues are asking.

How often should I take a test?

You should take a test twice a week is intended to help narrow down the time scale and help identify where transmission may have occurred. This enables the test and trace team to identify and disrupt pathways of transmission.

Should I continue to take a test if I am on Leave?

Yes carry on testing as though you are at work as the test is designed to alert you to having COVID as near to the point of transmission. This makes identifying possible sources of transmission easier and increases the potential to disrupt transmission pathways.

Can I use the kit on family / friends?

The test kits have been identified to support the NHS keep COVID free during the coming winter months. There is a programme of testing being developed for the wider community and further details will follow. In the meantime, we ask that you only use the kit on yourself to avoid any confusion.