

ACCU-CHEK® Inform System Skills Checklist

Trainer should check activity as it is demonstrated or described.

User Assembles Equipment

- ACCU-CHEK Inform system
- ACCU-CHEK Comfort Curve test strips (Cat. No. 2030365)
- ACCU-CHEK Comfort Curve glucose control solution (Cat. Nos. 2030390)
- Code Key for the test strips being used
- Cotton ball or tissue for blotting finger after testing
- Lancet
- Automatic lancet device (optional)
- Alcohol wipes (optional)

User Reviews Procedure

1. Coding (Calibrating ACCU-CHEK Inform system)

- States when coding is necessary (when new vial of strips opened or when changing vials).
- Properly inserts Code Key.
- Presses power button on.
- Compares code number on ACCU-CHEK Inform system display to code number on side of vial of strips.
- Enters additional test strip information into the ACCU-CHEK Inform system.
- Leaves code key in meter.
- Goes on to do a test or turns ACCU-CHEK Inform system off.

2. Routine Testing Procedure

- Assesses patient therapy to ensure POC testing is appropriate.
- Washes hands in warm, soapy water, rinses and dries completely (or wipes with alcohol and allows to dry).
- Puts on personal protection equipment, according to facility policy.
- Presses power ON button.
- Enters (or scans) operator ID.
- Presses the forward arrow button.
- Selects Patient Test.
- Enters (or scans) patient ID.
 - Presses the forward arrow button.
 - Verifies the strip lot in one of the following ways:
 - Only view (and visually confirm) the required strip lot number
 - Enter the current strip lot number
 - Verify the current strip lot number by pressing YES or NO
 - Scan the test strip vial barcode
- Removes a test strip from the vial. Replaces the vial lid.
- When strip icon appears on the meter display, inserts test strip with yellow target area or test window facing up.
- Performs the finger puncture.
- When flashing drop icon appears on the meter display, applies blood.
- Reads result.
- Enters comment(s), if necessary.
- Presses the forward arrow button to return to the Patient Test screen.
- Presses the forward arrow button to record the test and return to Main Menu screen.
- If no further testing is desired, presses power OFF button to turn the system off.
- Removes strip and gloves and discards them according to facility policy.
- Documents the blood glucose result according to facility policy

3. Reviewing Results

- Presses power ON button.
- Enters (or scans) the Operator ID.
- Selects Review Results on the Main Menu screen to review the most recent results.
- Presses the up and down arrow buttons to display various test results.
- Selects Patient to view specific patient results.
- Enters (or scans) the patient ID for desired patient.
- Presses the up and down arrow buttons to display various results for the selected patient.
- Selects ALL to return to viewing all results.
- Selects QC to view QC results.
- Presses the up and down arrow buttons to display the various QC results.
- Understands the system's memory can store up to 4,000 results and 50 comments.

4. 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 preparation
 - Troubleshooting/Error codes

5. Quality Control

- Understands what to do when "QC Due Immediately" or "Quality Control is Due" appears on the ACCU-CHEK Inform meter display.
- States when to discard solution (at the expiration date, or three months after opening, whichever comes first).
- Writes a discard date on control vial label.
- Performs exactly like a routine test, using one drop of one level of control solution instead of blood.
- Does not touch tip of dropper to strip.
- Reviews Quality Control Tests in the System Operator's Manual if the test result falls outside the acceptable range.
- If problem persists, calls the ACCU-CHEK Customer Care Service Center at 1-800-440-3638.

6. Cleaning / Disinfecting

- Demonstrates cleaning / disinfecting procedure of ACCU-CHEK Inform system as stated in the Operator's Manual.
- Correctly states minimum cleaning / disinfecting frequency.

User Signature

Date

Trainer Signature

Date