

## LFD TESTING PROCESS FLOW

### Manager LFD Testing Procedure

1. [Line manager collates staff list on spreadsheet](#)
2. Manager emails [ppecovid19@lanarkshire.scot.nhs.uk](mailto:ppecovid19@lanarkshire.scot.nhs.uk). Requesting to order kits
3. Link sent to manager for completion of order
4. Kits delivered within 10 days
5. [Staff sign for kits \(box of 25\)](#)
6. [Manager completes spreadsheet and returns to LFD lead](#)
7. [Staff register, test and record each test result twice weekly](#)

### Staff LFD testing procedure

- Staff receive test kits
- Register your details on the portal [covidtestingportal.scot](https://covidtestingportal.scot.nhs.uk)
- Test twice weekly and record results each time you test
- **Remember** Register, Repeat test, Record
- If you receive a positive LFD test - self isolate and arrange a PCR test via NHSL / national testing portal