Online work submission (via APHA's IT system – Sam) – Approved Tuberculin Tester Guide.

April 2019

Contents

Signing for the test

When a test or part test is complete it must be reviewed and 'signed for' (see Annex 1 for process). Before a test or part can be 'signed for', the following conditions must be met:

- all relevant animals are assigned a status of 'Confirmed Clear', 'Not Tested', or Reaction details have been entered where applicable
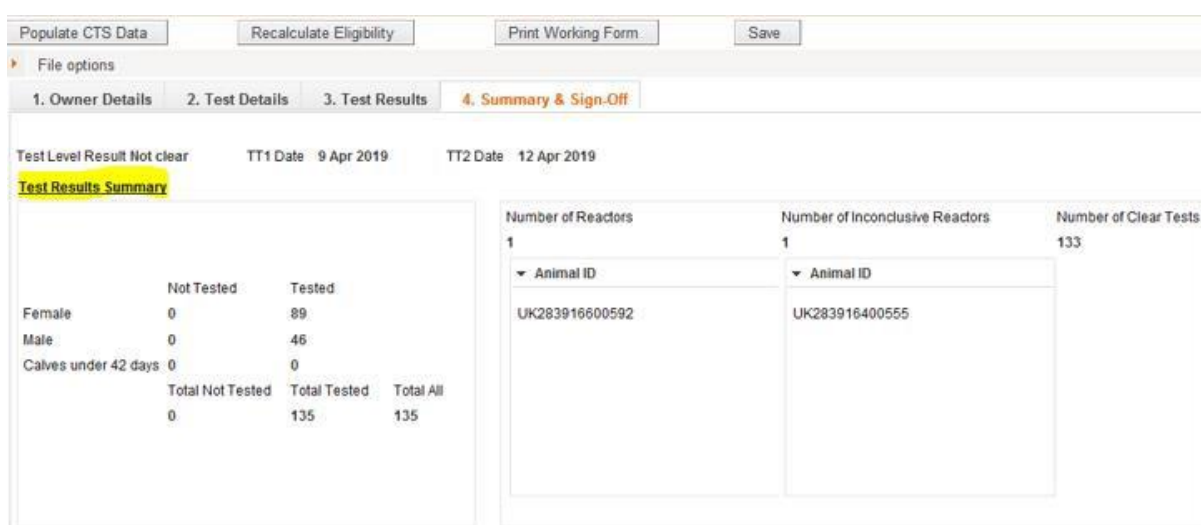
- The 'Test Details' tab has been completed

- Navigate to the 'Summary and Sign Off' tab.

Note: If a test is 'signed for' with animals remaining which have not been assigned a status, this will be treated as a part test, and the remaining animals must be submitted on a subsequent part.

- Review the 'Test Results Summary'.

If any information is incorrect make amendments as necessary, following the appropriate step of the Online Work Submission OV practise Guide.

- Complete the remaining information on the 'Summary and Sign Off' tab. e.g.

Isolation Details

Has the keeper or their agent been instructed to isolate the animal(s) pending official notification?   ○ Yes ● No

When the test is ready to sign:

- Use the 'Check Data' function to check that all data within the test is complete and ready for submission.

Check that the data is complete and valid for submission [Check Data]

Sam will highlight the field with a red cross or display an error message at the top of the screen. Hover over a red cross to see a description of the issue. Follow the appropriate section of this guide to correct the information.

Make amendments as necessary.

- Mark the test as 'Ready to Sign'.

- Tick the Approved Tuberculin Tester declaratory text.

Test Ready To Sign

Check that the data is complete and valid for submission [Check Data]

Mark the test as 'Ready To Sign'?   ● Y ○ N

I am an authorised Approved Tuberculin Tester and certify that I have carried out this test and recorded the results on the preceding screens. I agreed the interpretation of any Reactors or IRs with an Official Veterinarian. I inspected the animals that I tested, noted in their individual 'remarks' boxes any animals with signs suspicious of Tuberculosis or any other notifiable disease, and referred those animals to an Official Veterinarian for clinical examination.   ☑

- Scroll to the top of the page

- Click [Save]

Note: you *must* Save all details before Transferring (as current process)

Sam will now display a green indicator against the test in the Practice Work or My Work view. This informs the AVS that the test is complete and ready for signing.

CPH/CPHH	Earliest Start	Due by ▲	Test Arr	Work Area	Test Type	Spec Ins	Herd Type	Anmls	WSA	Delivery Part	Alloc Date	
20/335/6000/01	31-Jan-19	31-Mar-19	21-Mar-19	TB	12M		Beef	0	91814		13-Feb-19	●
20/336/5300/01	13-Feb-19	06-Mar-19		TB	PRMT		Beef	0	91824		13-Feb-19	

The ATT must now transfer the test to the **My Work** view of the AVS.

- From the Take Action drop down select Transfer Work

- Select Transfer to: OV

- Select the Vet Name

- Click Submit

The AVS must review the test data entered against the original testing notes/working form and which they are 'signing'.

Isolation Details

Has the keeper or their agent been instructed to isolate the animal(s) pending official notification?   ○ Yes ● No

Test Ready To Sign

Check that the data is complete and valid for submission [Check Data]

Mark the test as 'Ready To Sign'?   ● Y ○ N

Sign-off			
Testing Officer Name	SEight Approved TB Tester One	Testing Officer Role	ATT
Work Performed By Practice / AHO	C1014492	Delivery Partner	S8 Delivery Partner 2019
Date & Time of Signature		Name of Test Signatory	

Sign-off

I am an authorised Approved Tuberculin Tester and certify that I have carried out this test and recorded the results on the preceding screens. I agreed the interpretation of any Reactors or IRs with an Official Veterinarian. I inspected the animals that I tested, noted in their individual 'remarks' boxes any animals with signs suspicious of Tuberculosis or any other notifiable disease, and referred those animals to an Official Veterinarian for clinical examination.   ☑

I have reviewed all the information provided for this test by the Approved Tuberculin Tester. I confirm that the interpretation of any reactors of IRs was agreed with an Official Veterinarian, and that any animals with signs suspicious of Tuberculosis or any other notifiable disease were referred to an Official Veterinarian for clinical examination.

[Sign Test Results]

If any data is incorrect, follow the appropriate section of the Online Work Submission OV practice guide.

- to correct the information, or refer back to the ATT.

- Click [Sign Test Results]

Sign-off

I am an authorised Approved Tuberculin Tester and certify that I have carried out this test and recorded the results on the preceding screens. I agreed the interpretation of any Reactors or IRs with an Official Veterinarian. I inspected the animals that I tested, noted in their individual 'remarks' boxes any animals with signs suspicious of Tuberculosis or any other notifiable disease, and referred those animals to an Official Veterinarian for clinical examination.   ☑

I have reviewed all the information provided for this test by the Approved Tuberculin Tester. I confirm that the interpretation of any reactors of IRs was agreed with an Official Veterinarian, and that any animals with signs suspicious of Tuberculosis or any other notifiable disease were referred to an Official Veterinarian for clinical examination.

[Sign Test Results]

By completing this process the AVS is confirming that all details provided within this test are complete and accurate

- Click Submit.

The data entered cannot be changed once a test has been "signed" & submitted

- Follow the instruction - The skin test results have been submitted please click on "Submit" below to complete the process and close the WSA

Annex 1 – Test data entry, signing and submission

TB skin test complete

ATT / AVS

1. Retrieve farm details → 2. Enter Test Details → 3. Manually add animals → 4. Assign Animal Status → 5. Enter Reaction Details → 6. Assign Not Tested reasons → 7. Confirm status of animals → 8. Sign for Test

9. ATT completed Test

AVS

11. Confirm declaration and "Sign Test Results"

ATT

10. Check Data assign activity to AVS My Work View

No

Yes