

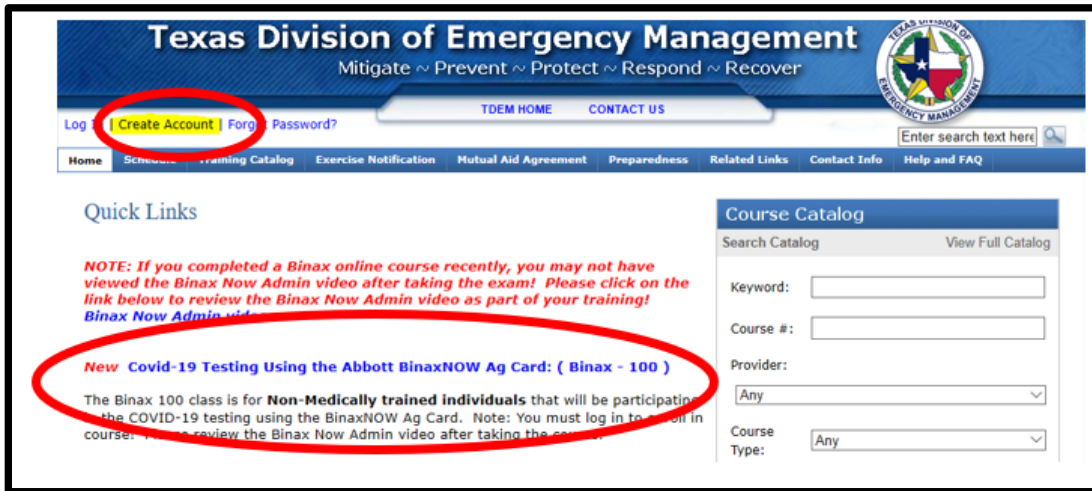
Test Coordinator Responsibilities

The test coordinator is a member of the organization over 18 years of age who is responsible for the overall conduct of the BinaxNow testing process including the development of testing strategies for the organization in coordination of organizational leadership.

There is only one test coordinator per organization.

Test Coordinator Duties Prior to Testing

- Login and register for www.preparingtexas.org



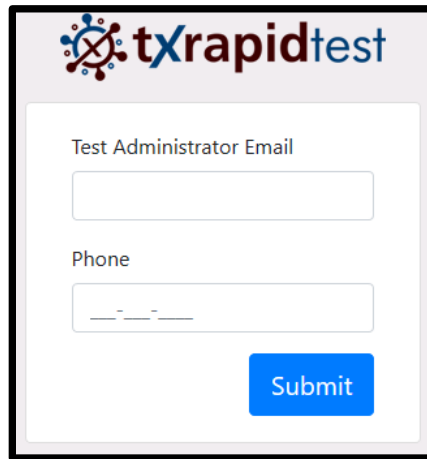
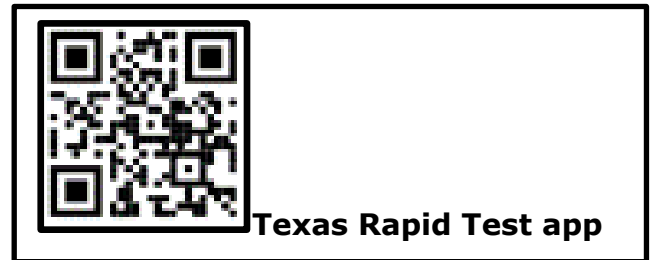
- In preparingtexas.org registration, in the space for “Agency,” put the full name of your organization without abbreviation and complete all items as appropriate.

The screenshot shows the 'Register for a User Account' form. The 'Step 2/6' indicator is circled in red. A red arrow points to the 'Agency or Organization Name' field, which contains 'Anywhere School District'. The form includes fields for 'Address 1', 'Address 2', 'City, State', 'ZipCode', 'County', '*Phone', 'Fax', and 'Cell'. A legend indicates that an asterisk denotes a required field. Buttons for 'Back', 'Next', and 'Cancel' are at the bottom right.

- Complete the Binax-300 training on preparingtexas.org.

Test Coordinator Responsibilities

- Individuals who successfully complete the Binax-300 course will receive login information for the testing application at <https://app.txrapidtest.org>. Please ensure that you check your junk/spam folders for the email. The registration process *may take up to one hour* before it is active. You will need this APP to report the results from each test.

A screenshot of the txrapidtest registration form. The form has a header with the txrapidtest logo. Below the logo, there are two input fields: "Test Administrator Email" and "Phone". The "Phone" field has a small icon of a phone and a dashed line indicating a format. At the bottom right of the form is a blue "Submit" button.

<https://app.txrapidtest.org>

Phone support @ (512) 399-8050

Email support @ support@txrapidtest.org

FAQ @ <https://helpdesk.txrapidtest.org>

TDEM Coordination

- The *Test Coordinator* will serve as a single point of contact with TDEM related to training and test supplies.
- Serves as a conduit for testing information coming from TDEM to the organization.
- Test Coordinator will schedule and receive deliveries of test materials including BinaxNow test kits, N-95 facemasks, surgical masks, and biohazard bags from TDEM.
- Delivery of the future allocations of BinaxNow Test Kits and PPE, subject to availability, will be coordinated by TDEM with the Test Coordinator. **Distribution of these supplies will only take place after the organization has reported results from at least 70% of the total tests previously allocated to the organization and has contacted TDEM for resupply.**
- Resupply requests may be sent to k-12logs@tdem.texas.gov once 70% of current tests have been reported.

Organization Coordination

- Serve as the Point of Contact (POC) for test administrators in your organization

Test Coordinator Responsibilities

- Identify and support members of your organization to be trained Test Administrators prior to receiving testing supplies.
- Advise Test Administrators as to the preparingtexas.org training requirement for Binax-300 and the data reporting system at <https://app.txrapidtest.org>.
- Provide test administrators with the test administrator guidance document.
- Serve as a resource for Test Administrators who encounter problems completing the Preparingtexas.org training
- Test administrators must provide the Test Coordinator with a copy of their certificate of completion of the BinaxNow training modules before receiving testing materials or administering tests. To obtain a copy of the certificate of completion, follow these steps: 1) Log into <https://www.preparingtexas.org/> website; 2) In the upper right part of the webpage is a link to “View My Transcripts”; 3) Click on this link; 4) Under “Completed Online Courses” you should find the BinaxNow Course; 5) Select View under Certificate for the course; and 6) You will be able to print or download a copy of the certificate.
- Organization will need to provide gloves for test administrators.
- Used BinaxNow test cards are medical waste according to the guidelines in the Medical Waste for Schools document on TDEM’s website: www.tdem.texas.gov/chambertesting/. Test Coordinator must identify how the organization will comply with the appropriate disposal of the used test kits.

Duties of the Coordinator

- Ensure quality control of the testing materials is conducted. Conducting one quality control test per 16 boxes of BinaxNow testing kits or one per shipment meets the manufacturers recommendation.
- Ensure that test administrators understand that every test kit that is used for quality control testing or training is reported through the app.txrapidtest.org application. For these kits, rather than reporting positive or negative results, the test administrator should choose the option for “Test not Performed”. The test administrator conducting the quality control test or training should use their own personal information to enter into the system.
- Serve as the subject matter expert for the organization regarding testing procedures of this specific program
- Ensure resupply of testing materials and PPE to test administrators as needed and available

Test Coordinator Responsibilities

- Ensure Test Administrators are reporting results as required. Notify TDEM test coordinator of any problems associated with testing

Duties for Demobilization of Testing

- Serve as POC for TDEM concerning demobilization of testing activities.
- Ensure all reporting has been completed as required by DSHS.
- See to the return of test instruments and supplies as directed by TDEM

Contact

Abbott Labs Technical Support for BinaxNOW Test Kits – 1 (800) 257-9525

Contact TDEM

chambertesting@tdem.texas.gov