



## Step-by-step Self-Swab Instructions

**Only take a swab if asked to do so by a WellKiwis nurse, otherwise the swab will not be tested!**

### Step 1: Check and complete details

- Before you start, check that the correct participant details are on the sticky labels on the request form and tube, and that they correspond to the person being swabbed
- Write the date and GP details on the request form



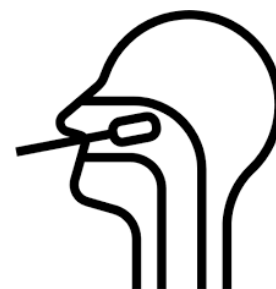
### Step 2: Prepare for taking the self-swab

- Get ready by cleaning and drying a work surface
- Wash and dry your hands
- Lay out the contents of your self-swab kit (swab tube, nasal swab, return bag) on a clean surface
- Place the swab tube upright into a cup or glass and loosen the lid



### Step 3: Do the self-swab

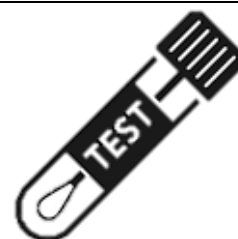
- Remove the nasal swab from the packaging and hold it by the white handle. Do not touch the tip
- Gently insert the nasal swab into one nostril until the safety stopper touches just inside the nose (the nasal swab should be parallel with the floor)
- Keep it there for 15 seconds (if possible) and rotate it as you remove it from the nostril



Video instructions are also available on the WellKiwis website  
[www.wellkiwis.co.nz/providing-swab-samples/](http://www.wellkiwis.co.nz/providing-swab-samples/)

### Step 4: Put the nasal swab into the swab tube

- While holding the nasal swab by the handle, remove the loosened cap from the swab tube and place the swab into the tube
- Make sure that the tip goes into the liquid at the bottom of the swab tube
- Break the handle off the nasal swab or cut it off with scissors
- Screw the cap firmly back on the swab tube



### Step 5: Package the swab for collection

- Check that the sticky labels on the swab tube and request form match and are for the person requiring the swab
- Place the request form into the outer pocket of the specimen bag
- Place the swab tube into the specimen bag and seal it  
*Important: Please do not place multiple swab tubes and request forms in one specimen bag. Please use one specimen bag per person*
- Place the specimen bag into the return bag and seal it  
*Note: Multiple specimen bags can go into one return bag*
- Leave the return bag in the specified place for collection by the WellKiwis team



**IF YOU HAVE ANY QUESTIONS DURING THIS PROCESS, PLEASE CALL US DURING OFFICE HOURS**

**TINEKE (WELLKIWIS CLINICAL TEAM LEADER) on (027) 260 4559**