

Appendix 1 – DCA Vantage Job Aid Hemoglobin A1c Testing

Specimen Requirements for HbA1c Testing:



- Use the collection device provided with reagent kit (capillary holder and capillary)
- Refer to Blood Collection – Skin Puncture Job Aid for patient and skin preparation prior to collection

Quality Control:

- QC samples must be run every 24 hours or before running patient samples (if analyzer is not in use every day)

Ensure reagent cartridges have been at room temperature at least 15 minutes prior to use

Note - After opening the foil pouch, the reagent cartridge must be used within 1 hour

Step	Action	
1	Turn the analyzer and wait for the unit to warm up; the on/off switch is located in the lower left corner below the printer. It will display a READY message when it is ready to use.	
2	Check the lot number of the reagent; if the lot number is different from the previous lot, perform calibration. Ensure QC has been run prior to analyzing patient samples.	
3	Tear open foil Reagent Kit package containing reagent cartridge remove; do not touch or otherwise contaminate the optical window or erroneous test results may be generated. Discard if the cartridge is damaged, the pull tab is loose or missing, or if loose desiccant particles are found inside the foil pouch. Capillary holders are packaged separately in a blister package.	
4	<ul style="list-style-type: none"> • If EDTA venous collection: <ul style="list-style-type: none"> • Ensure sample is well mixed by gently inverting the tube several times. • Remove lid from the tube, hold the capillary holder at an angle and touch only the tip of the capillary to the rubber stopper of the lid until the capillary is filled. • If finger poke: <ul style="list-style-type: none"> • Prepare the patient as per SOP 100-10-79 Phlebotomy Manual. • Hold the capillary holder at an angle and touch only the tip of the capillary to a small drop of blood on the finger until the capillary is filled. 	
5	Using lint free tissue, carefully wipe the outside of the glass capillary, inspecting for the presence of bubbles. If any are present, discard the capillar holder and start again. Begin analysis within 5 minutes of filling the sample capillary.	
6	Carefully insert the capillary holder into the reagent cartridge until the holder gently snaps into place.	
7		<ol style="list-style-type: none"> 1. Locate the dot (on the instrument) next to the bar code track; locate the bar code on the reagent cartridge. 2. Hold the reagent cartridge so that the bar code faces right; insert reagent cartridge into bar code track above the dot and quickly (within 1 second) and smoothly slide the reagent cartridge down past the dot. A beep sound will signal a successful scan; if no beep sounds, repeat the procedure.
8	Insert reagent cartridge into analyzer 	<ol style="list-style-type: none"> 1. Open cartridge compartment door. 2. Hold reagent cartridge so the bar code faces right. 3. Insert reagent cartridge into the compartment until a snap is heard/felt. 4. Pull the pull-tab completely out of the reagent cartridge using a smooth, slow, continuous motion. 5. Close the compartment door; dispose of flexible pull-tab. A beep sounds and the assay begins 5 seconds after the door is closed. If the door is closed before pulling the tab, this 5 seconds allows for the door to be re-opened, the tab pulled, and the door closed again.
9	A pop-up window will appear on the touch screen to enter the demographics; once all data has been entered press NEXT .	
10	Once testing is complete (approx. 7 minutes), the result is printed by pressing the PRINT button on the screen.	
11	Open cartridge compartment door; press and hold down the button on the right side of the compartment while pushing the tab of the cartridge to the right; the cartridge can now be pulled out and discarded.	