

Implementation Checklist for HIV Testing in Community and Primary Care settings

1. Initial Engagement

- Review the following
 - Rationale for increasing HIV testing
 - Approaches to HIV testing (POC, Lab, routine, opt-out)
 - Context of the clinical program
 - Leadership and operational roles

2. Site Preparation

- Who will fill leader and operational roles for implementation
 - Use Roles and responsibilities doc
- Client volumes – how many unique clients are served per year?
- Training and Go live dates
 - Training should be as close to go live as possible.
- Modify Curriculum
 - what content needs to be customized?

3. On-Site readiness

- Place patient pamphlets in clinic rooms and waiting area – who will do this? Any barriers to placement?
- Place posters in clinic rooms and waiting area – who will do this? Any barriers to placement?

3a. Lab testing

- What process does the clinic follow to order HIV tests?
 - Copies of lab requisitions (for clinic ordering #) for Lifelabs, BC Biomedical, and PHSA Laboratories
 - Who do they order HIV tests through?
 - Names and MSP# of physicians whom tests are ordered under.

3b. POC testing

- What is the process for recording POC tests administered
- How will POC tests administered be reported to VCH?
- Understand POC recall process – who is person designated to lead this if it should happen
- How to order POC tests – who will place orders?
- Reporting positive results – who to contact and what will happen to the client?

Support Materials

- Patient information brochure about HIV testing
- Posters for clinic rooms and waiting area

Lab Testing Support Materials

- Letter from Reka re: Routine HIV testing rationale
- FAQ for Providers on Routine HIV testing
- Link to Testing guidelines
- Testing frequency recommendations (M. Gilbert)
- Summary of Lab requisition approaches (if doing opt-out testing)

POC Support Materials

- POC video – how to administer
- What to do with a positive result?
- Lab vs. POC testing guide

4. Training

- Schedule staff for CCRS
 - HIV 101
 - HIV Pre-Post test counselling
 - POC Basics
 - Hep C/STI training
- On site shoulder to shoulder training
 - POC test mechanics
 - How to record POC tests on the testing log
 - Reporting preliminary positive tests
 - How to ordering POC tests

5. Check-in

- Identify any barriers to testing
- Identify any successes
- Identify any problems in operational processes
- Address problems identified
- Share testing level progress (# tests administered)