

Community Based HIV Point of Care Test Site Guidelines



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Key Contacts

Northern Health HIV POC Committee

T: 1.855.565.2990

E: Regionalcd.hubteam@northernhealth.ca

Provincial Point of Care HIV Testing Program

BC Centre for Disease Control

T: 604.707.5635 | F: 604.707.2603

E: POCinfo@bccdc.ca

Applicability

Northern Health (NH) aims to improve access to HIV Point of Care (POC) for communities across the North, including those on First Nation reserves. These guidelines are applicable to the following types of settings eligible to become an HIV POC test site:

- NH community and outreach services
- Community-based agencies
- Northern First Nations Health services and other Indigenous health agencies
- Primary and Community Care
- Community health fairs only under the following circumstances; when it is offered as an outreach service by an existing, pre-approved HIV POC site, provided all of the responsibilities outlined below can be met

These guidelines are not eligible to the following settings:

- Research initiatives
- Acute care and residential settings, including detox
- Private for profit industry settings such as occupational health and safety programs in industrial work camps

Application Pathways

Eligible sites wishing to access publicly funded kits for HIV POC testing must apply and be approved by the NH HIV POC Committee to become an HIV POC test site.

Contracted community health services may apply to offer HIV POC testing:

- As part of their service contract for community-based services. There is no other avenue within NH to receive funding for HIV POC in community settings
- Apart from their service contract without receiving additional funding from NH

Agencies or companies that purchase kits independently do not need to submit applications to NH, but are encouraged to contact BCCDC to obtain support with training, quality control (QC), and data-collection.

Application and Site Selection Process

At a Glance

Test Site Lead:

- Gains approval from NH Community Services Manager (CSM) and submits application to NH HIV POC Committee
- Once approved, ensures all testers have received training about HIV Testing and how to use the HIV POC Test Kits (See Education)
- Connects with the NH HIV POC Committee to arrange for practical portion of training
- Ensures test site is able to maintain responsibilities and is ready for testing and storage of POC test kits and QC materials

Detailed Application Process

- Following discussion and approval with local NH responsible CSM, applicant contacts the NH HIV POC Committee by email to obtain a HIV POC site application. Guidance in completing the application is provided as needed
- Test site lead submits the completed application electronically to the NH HIV POC Committee by email
- The NH HIV POC Committee reviews and deliberates on the application
- The applicant will be contacted with the results of the committee's deliberations. If the application is:
 - declined, the applicant will be offered guidance for reapplication as needed
 - pre-approved, the following additional steps will occur:
 - The committee representative will contact the applicant to plan for training or any other outstanding needs prior to approval
 - Approved

Following Approval

The **NH HIV POC Committee Chair** (or designate) will notify:

- BCCDC's Provincial HIV POCT Program Lead
- The responsible NH CSM, and
- FNHA for Indigenous communities

The Test **Site Lead** will:

- Review BCCDC's [Site Operations Manual](#)
- Once applicants are approved per Health Authority process, the BC HIV POCT Program contacts the location lead to arrange for shipment of supplies and discussion of the program requirements

Costs

Agencies, Indigenous communities and NH programs offering HIV POC services will be responsible for the costs of travel, accommodation and meals to attend the training and for costs associated with staff time and delivering HIV POC in outreach settings.

Education and Training

BCCDC offers two online courses, free of charge and are required for all testers:

HIV Point of Care Testing Online Course

The course consists of two 30 minute modules that cover the INSTI test and the quality assurance elements that support the test. It is available on the PHSA Learning Hub. There is a practicum portion of this course which may require the tester to travel within Northern Health to demonstrate INSTI test performance and interpretation skills.

bccdc.ca/health-professionals/education-development/hiv-point-of-care-testing-online-course

The HIV Testing Online Course

This is a facilitated 4 week online course that consists of 5 modules that each take approximately an hour each to complete. It is offered twice a year, there are limited spots available. Preference is given to learners who are supported by the Health Authority and are planning to use the HIV testing skills upon course completion.

bccdc.ca/health-professionals/education-development/hiv-testing-online-course

Once all the testers at the site have completed the online courses, the site lead will connect with the NH HIV POC Committee to arrange for the site specific practical portion of training.

Ongoing Competency for Testing Providers

See [BC HIV Point of Care Test Site Operations Manual](#) Section 6 *Training and Competence* for recommendations.

Responsibilities

The BCCDC HIV POC Test Program Outlines Roles and Responsibilities for all service providers in the [Site Operations Manual](#), Section 5 *Roles and Responsibilities*.

BCCDC Provincial Point of Care HIV Testing Program

- Provide guidance and policies
- Provide health Authority HIV POC Committee with monthly summaries and quarterly data reports regarding of HIV POC test kit usage
- Provide training and support to HIV POC sites regarding procurement, distribution, training for quality improvement, trouble-shooting
- Follow-up with sites on positive and uncertain HIV POC test results
- Report problems or concerns with test kits to Northern Health, BCCDC managers and manufacturers as applicable

Northern Health HIV POC Committee

- Assume overall responsibility for coordinating and evaluating community based HIV POC services in NH and for reporting requirements
- Monitor and allocate the distribution of HIV POC kits
- Approve new sites, evaluate existing sites and identify when HIV POC services in a community should be discontinued
- Develop and implement a framework for monitoring and evaluating sites
- Report problems or concerns to the BCCDC

Test Site Lead

- Provide a confidential space for discussion and testing
- Ensure necessary equipment is available, including temperature monitored fridge for QC materials
- Ensure site staff comply with testing policies
- Report any problems, additional staff training or support needs to the HIV POC Committee contact and/or the BC Program
- Participate in evaluation of site and bi-annual proficiency testing
- Be accountable for quality assurance
- Report reactive or indeterminate results to the NH Regional CD Hub

Tester

- Provide pre and post discussions, including informed consent, to clients according to established process and procedures
- Perform client testing and interpret results and deliver test results to client
- Report reactive or indeterminate results to the site lead
- Obtain or facilitate the clients' access to venous blood sample for confirmatory testing
- Participate in HIV POC-related Quality Assurance activities
- Record usage/results of test on client testing log
- Follow local policies re: confidentiality of records
- Report problems or concerns with the test kit to Site Lead

Ordering Test Kits

To order kits directly from BCCDC HIV POCT program, the site lead will need to email POCinfo@bcccd.ca indicating which supplies, and how many they need, for replenishment after their initial set up.

Changes in Use of HIV POC Kits

The test sites ability to increase their allocation of HIV POC kits is contingent upon having their request reviewed and approved by the NH HIV POC Committee. If approved, the NH Committee Chair will notify the BCCDC.

When BCCDC reporting indicates a significant reduction in a sites' use of HIV POC kits, the NH Committee Chair (or designate) will contact the site lead to explore potential barriers or difficulties in the use of kits and determine if additional training and support is needed. Sites should not redistribute kits without first consulting with the BCCDC.

Worksheet and Templates for Test Sites

Managing the whole HIV POC testing process is critical to its success. It is recommended that test site develop and maintain standard procedures/policies and/or practice protocols related to HIV POC testing that are consistent with existing practice standards.

BCCDC Templates and modifiable versions of documents are available on the BCCDC Program webpage – Resources – [Worksheets](#) section.

Common logs for everyday location use include:

- BCCDC Client Test Log
- BCCDC Quality Control Log
- BCCDC Temperature Log
- [Northern Health Preliminary Positive Report to Communicable Disease \(CD\) Hub](#) (See Appendix A)

ONLY the monthly summary report form is sent to the BC HIV POC Test Program. All other documents supporting this process on-site are location documents.

Evaluation

All sites approved by NH are required to comply with BCCDC quality approval and monitoring processes. Within NH, The HIV POC Committee will annually review the viability of all sites and reserves the right to discontinue service.

References

BCCDC Point of Care (Rapid) HIV Testing Program

bccdc.ca/our-services/programs/point-of-care-rapid-hiv-testing

BCCDC Communicable Disease Control Manual, Chapter 5, Point of Care HIV Test Guidelines for Health Care Settings (May 2014)

bccdc.ca/health-professionals/clinical-resources/communicable-disease-control-manual/sexually-transmitted-infections

Appendix A: A Preliminary Positive Report to Communicable Disease (CD) Hub

If you have a preliminary positive or indeterminate HIV Point of Care (POC) test result, fax this completed form to the Regional CD Hub confidential fax at 250.645.7995 as soon as possible. If for some reason you are unable to fax, please phone the Regional CD Hub at 1.855.565.2990.

Test Date: _____

Identifier (Name / Initials / Aliases): _____

Birthdate: _____ Gender: _____

Confirmatory Bloodwork Date: _____

Refusal: _____

Date Reported to the Regional CD Hub: _____

HIV POCT Site: _____

Site Lead: _____ Site Phone: _____



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