



Module: Requisitions and Reporting (NOMINAL TESTING FORM)

Materials in this module will help you:

- Accurately complete the form that you will submit to the Public Health Ontario Laboratories (PHOL) for HIV rapid POC test results and additional HIV testing requests
- Use the stickers provided by the Ministry of Health to notify PHOL of HIV rapid testing results and request additional laboratory testing
- Complete the daily testing log to maintain the quality of testing at your site
- REMEMBER: Clients can choose to have either a rapid POC test or a standard blood-draw.

Record Keeping is Essential

Every time you do a POC HIV test for a client, you MUST:

- Complete an HIV Serology Requisition form. These can be downloaded from <https://www.publichealthontario.ca/>
- Make a log entry for the test on your site’s daily log



Errors in this record keeping would be an incident that requires an investigation at your site.

The HIV Serology Testing Form

- This form is used for both rapid POC and standard laboratory testing
- Complete information about a client’s ethnicity and risk factors should be part of every form; this helps improve HIV care and the targeting of prevention services in Ontario; it is not used to track the client
- Only submit one form for each client, even if a second follow-up test is requested for confirmation or further window period screening.

Workflow and the Serology Requisition

Do not complete the patient information section of the form until POC testing is complete. The outcomes of POC testing will determine whether a standard testing sample will also be submitted. If a form is submitted without a sample, it must be **anonymized** to protect the privacy of your clients.

- **When using the form to submit a blood sample for lab testing**, it should be completed in full with the client’s name, date of birth and OHIP number. Submit whole blood samples for routine testing. The name and date must be the same on both the form AND the sample.
- **When POC testing was done, but you are not submitting a sample:**
 - Only put the clients year of birth on the form, not their full birth date
 - Use an identification code, not the client’s full name

Suggested code

If you saw Jack Smith on July 3, 2019, the code could be  **JS-03072019**



Requests for Testing and the Priority Sticker System

The priority sticker system helps the laboratory process samples more efficiently. The following sticker system instructions will alert PHO laboratory to POC test submissions and assist in their handling. All HIV POC test requisitions must include colour-coded stickers (supplied by AIDS and Hepatitis C Programs), as per the chart below.

Scenario	Sticker Colour	Number of Stickers
Client tests Reactive	PINK	1
Client tests Window Period	YELLOW	1
Client tests non-reactive (negative)	GREEN	1
Client tests Reactive and does not submit blood sample *	 	2
Client tests Window Period and does not submit blood sample*	 	2
Client tests Window Period and is low risk of HIV; blood sample not submitted*	 	2
Client tests Window Period and is testing at six weeks after exposure*	 	2

* Forms without samples should be anonymized (no name or date of birth; use code/year of birth only.)

Resources for More Information

New Requisition for HIV and HTLV testing, *Labstract*, April 2018 – The current HIV serology requisition was updated in April 2018. To learn more about the changes made at that time, see <https://bit.ly/2W5onhP>

HIV testing in Ontario, 2016 – Information from the serology form is used to generate reports about who is being tested for HIV in Ontario, and to gather information about at risk communities. See the 2016 report here: <http://ohesi.ca/documents/OHESI-HIV-testing-in-Ontario-in-2016.pdf>. A factsheet updated with 2017 information is also available: <http://www.ohesi.ca/documents/OHESI-WAD-2018-Fact-Sheet.pdf>



The Daily Log

This is a screen shot of the daily log template. An entry must be made for every test you do.

Point-of-Care (POC) HIV Testing Record - Daily Log

Date	Client ID (or use e.g. practice test)	Risk	POC Test Lot and Expiry Date	POC result			Referred to PHL (Yes/No)	If POC is negative, reason for referral	PHL Result			False Positive		False Negative		Date Reported	Tester's Initials
				Negative	Reactive	Invalid			Ag/Ab combo Screen	HIV1/HIV2 Antibody Confirm	Final Interpretation	No	Yes	No	Yes		

This part of the log is used to make a record of any POC test.

This part of the log is used for follow-up of tests sent to the Public Health Ontario Laboratory (PHOL), and analysis of the returned results.

Make sure you sign and date each entry

Use the fields for every test. Record:

- When you did the test
- Who you did the test for (usually a client name/number) or proficiency, practice, etc
- The risk factors (abbreviate i.e. MSM, ACB, PWID etc.)
- The lot number and expiry date of the kit you used
- The test result

Use these fields to record:

- Samples sent to PHL and returning results
- Differences between rapid tests results and laboratory results (may be done by QA lead as part of monthly summary).

The Daily Log lets you track:

- Samples sent to PHOL for testing, to ensure all are returned
- The number of kits used for inventory management

The log assists with quality assurance at your site, helping to identify any differences between POC test results and PHOL findings.