

HIV Point of Care Site Operating Guide

This brief guide provides links to online resources to help you establish and manage an HIV Point of Care Testing Site in Ontario.

The primary objective of point of care testing sites is to provide reliable, accessible testing tailored to the needs of one or more of the **priority populations** (<http://hivtestingontario.ca/testing-talk/priority-populations/>) living in your local community, who are at an increased risk of exposure to HIV. Ontario has established standards for all HIV testing in Ontario, in the form of the **ARCCH principles** (<http://hivtestingontario.ca/arcch/>). Providing HIV testing, supportive counselling and referrals to other resources in accordance with these principles should underlie everything you do.

Establishing an HIV POC Testing Site

Visit <http://hivtestingontario.ca/poc/establishing-a-site/> to learn more about how POC testing sites are approved. If regulated health professionals will not do all testing at the site, medical directives must be in place to extend the authority of a regulated health professional. See <http://hivtestingontario.ca/poc/establishing-a-site/medical-directives/>.

Essential Resources

- Training resources and guidance on quality assurance are offered at <http://hivtestingontario.ca>
- Testing kits and other materials are ordered through the HIV POC Inventory Management portal at <https://www.hivpoc.ca>. HIV and Hepatitis C Program staff will provide you with a login.
- Use customerservicecentre@oahpp.ca to track missing laboratory results or order anonymous serology requisitions. Nominal forms can be downloaded from <https://www.publichealthontario.ca>
- Templates for quality assurance documents are available at: <http://hivtestingontario.ca/poc/quality-assurance-templates/>
- Your site's Proficiency Testing (PT) results can be submitted at <https://qview.ca/QVIEW/LoginSSO.aspx> on the IQMH site. You can find all PT assessment results there as well. Ministry staff will provide you with a log-in.
- Material Safety Data Sheets (MSDS) for the [kits](#) and [controls](#). Having MSDS available is a WHMIS (Workplace Hazardous Materials Information System) requirement.

Need direction or help resolving an incident at your site? poc@ontario.ca is the fastest and most direct way for you to contact Ministry staff.

Point of Care Testing Sites are encouraged to build relationships with service agencies in their area, to stay informed about local resources for referrals, and to create outreach partnerships which expand testing access in their communities. For more about creating outreach partnerships see <http://hivtestingontario.ca/poc/outreach-partnerships/>.

Getting Started

Once you have been approved as an HIV POC testing site by the Ministry, and your Medical Directives are in place, it is time to establish the training and processes necessary to operate your site. The Ministry offers a Next Steps checklist <http://hivtestingontario.ca/poc/establishing-a-site/next-steps/>. This checklist describes what to do first and what supplies you need to order.

Training Staff

Each site is responsible for training their testing staff (<http://hivtestingontario.ca/poc/training-responsibilities/>.)

- Eight training modules are available for test counsellors in both English and French at <http://hivtestingontario.ca/poc/counsellor-training/>. Modules can be used online or for small group trainings at your site. Other resources such as role-play scenarios are also available.
- Once staff have finished training to your satisfaction, they must complete certification testing to be qualified to test at your site, see <http://hivtestingontario.ca/poc/certification/>.

Ordering and Storing Test Kits and Other Supplies

Testing kits and other materials (such as staff certification panels and quality assurance samples) are ordered through the HIV POC Inventory Management portal at <https://www.hivpoc.ca>. HIV and Hepatitis C staff offer a 20- minute training session for the lead of a new site. (More information about ordering/receiving materials is available at <http://hivtestingontario.ca/poc/ordering/>)

- You are required to maintain up-to-date records of the kit usage at your site on the portal. Updating kit usage is often done in conjunction with monthly reporting. A user's guide is available on the portal and guidance for monthly reporting is available at <http://hivtestingontario.ca/poc/monthly/>.
- Kits must be stored in a controlled environment between 2-30° C and the temperature tracked daily. A temperature chart is available at <http://hivtestingontario.ca/poc/quality-assurance-templates/>.

Key Quality Assurance Activities

Effective quality control relies on every member of the testing staff participating in routine activities like accurately completing the daily testing log or monitoring the kit storage temperature. These activities are covered in the HIV test counsellor training at <http://hivtestingontario.ca/poc/counsellor-training/>. However, sites typically assign a quality assurance lead who oversees all aspects of quality assurance. This person may be the supervisor, or a more senior test counsellor assigned these tasks.

1. **Evaluation of testing kits using positive/negative controls** must be done regularly:
 - When the kits are first received before any kits are used (sometimes referred to as validating the kits)
 - If a temperature reading is recorded outside the 2-30°C range
 - Monthly on existing kits or after every 125 tests completed (not more than once a week for high-volume sites)

For more about using positive/negative quality controls see <http://hivtestingontario.ca/poc/controls/>

2. **Proficiency Testing** – All testing staff should participate in the regularly scheduled proficiency testing, using the blinded panels from IQMH. See <http://hivtestingontario.ca/poc/proficiency/>.
3. **Monthly reporting** is an opportunity to review testing outcomes at your site, to compare POC results with parallel results reported from standard testing, and to update kit usage on the HIV POC Inventory Management portal. More detail is provided at <http://hivtestingontario.ca/poc/monthly/>.

When Something Goes Wrong

An incident is any unexpected result that occurs during regular testing or during quality assurance procedures. All incidents (and their resolution) should be recorded in the incident log. For more about dealing with incidents, see <http://hivtestingontario.ca/poc/incidents/>. In the event of any inadvertent exposure of staff to testing materials, refer to the Material Safety Data Sheets (MSDS).

If the following incidents occur, you should notify the Ministry immediately at poc@ontario.ca:

- Two invalid tests (or greater than 1% in a one-month period.)
- Two unexpected quality control results (e.g., QC negative produces a QC positive)
- Any negative POC test, followed by a positive laboratory test (even if the client was in the window period; the HIV and Hepatitis C Program needs to alert the manufacturer promptly)
- More than one false reactive POC test (or >1% of tests done in a month)
- Damage to a significant number of newly shipped kits (>5% of the order)

Invalid tests are a rare, but possible outcome of any test. For more details, see <http://hivtestingontario.ca/poc/invalid-tests/>.