

## HIV Rapid/POC Testing Training

All new sites are provided with HIV POC online training modules for self directed or group facilitated training. The modules include training slides, facilitator guides, take home reference materials, quizzes, and links to additional resources. All training materials are available at <https://hivtestingontario.ca/poc/counsellor-training/>. (Generally, the ministry does not participate in training but is available to respond to any questions about the program, as required.)

Training and the training format are the responsibility of each site. The following are ways in which training may take place:

**GROUP TRAINING:** Group training brings together all staff who will be involved in some aspect of the delivery of the program, including: testing staff, program lead/Quality Assurance lead, inventory management lead/ordering lead, and receptionist (as required). Prior to training, staff should be provided with training modules to review independently. Note:

- The time allotment for training will depend on the number of trainees and their familiarity with the content. Generally, group training can take upwards of 4 hours.
- A sample agenda for Group Training and Next Steps for All Trainees is provided below. The ordering of modules, with scientific materials in the morning and counselling in the afternoon, has proven most effective with larger groups where particular focus is required on scientific and administrative aspects of the program.
- The downloadable slides for each module are available from the website page. Each slide deck includes notes for the presenter. The decks are intended to provide all the information necessary to deliver the program; however, in order to complete training within a reasonable timeframe (e.g., 4 hours or less), trainers will need to use their discretion and abbreviate the material, bearing in mind that trainees will have ongoing access to the training materials.

Note: Prior to training, sites should ensure they have a supply of HIV POC tests and QC controls for training purposes.

**INDEPENDENT/GROUP TRAINING:** Independent/group training provides POC program staff with links to the online training materials for independent learning, followed by an abbreviated group training. Program staff will be brought together by the program lead for a 1-1.5hr meeting to respond to any questions raised by staff about the training modules, and to conduct practice testing in a group setting. Staff should be encouraged to review the POC test package insert, and the POC video on how to do the test, available on the manufacturer's website: [www.biolytical.com](http://www.biolytical.com), prior to their practice testing session.

**INDEPENDENT TRAINING:** Independent training provides POC program staff with links to the online training materials for independent learning. The program lead will arrange supervised practice testing with each trainee and respond to any questions about the training modules. Staff should be encouraged to review the POC test package insert, and the POC video on how to do the test, available on the manufacturer's website: [www.biolytical.com](http://www.biolytical.com), prior to their practice testing session.

## Sample Agenda for Group Training

Downloadable slides are available for each of the training units below at <https://hivtestingontario.ca/poc/counsellor-training/>. These decks will need to be reviewed and edited in consideration of audience needs in order to fit the time allotted below.

Item	Slide Deck	Time*	Note
<b>Welcome &amp; Introductions</b>	N/A	<b>10mins</b>	<ul style="list-style-type: none"> <li>Ask how many have done HIV testing and/or HIV POC, or are familiar with the POC test</li> <li>Explain purpose of POC program</li> </ul>
<b>Overview of Training</b>	N/A	<b>10mins</b>	<ul style="list-style-type: none"> <li>Walk through training agenda; highlight breaks/lunch; washrooms.</li> </ul>
<b>(Optional) Overview of Ontario or local HIV data</b>	(Optional)	<b>10mins</b>	<ul style="list-style-type: none"> <li>Review Ontario epidemiology at: <a href="http://www.ohesi.ca">www.ohesi.ca</a></li> </ul>
<b>HIV Window Period</b>	Module 4: The Science and Practice of HIV Testing	<b>20mins</b>	
<b>HIV POC Test</b>	Module 5: Performing the HIV Rapid Screening Test	<b>15mins</b>	
<b>Interpreting Test Results</b>	Interpreting HIV Test Results	<b>10mins</b>	<ul style="list-style-type: none"> <li>Walk through the Test Results Chart</li> <li>Ensure staff complete the quiz on interpreting results, after training</li> </ul>
<b>BREAK</b>		<b>10mins</b>	<ul style="list-style-type: none"> <li>Take the time to prepare the room for practice testing</li> </ul>
<b>Practice Testing</b>	N/A	<b>20mins</b>	<ul style="list-style-type: none"> <li>Ensure supplies of tests, QC controls (show an HIV reactive result), sharps container, etc.</li> </ul>
<b>HIV Requisitions and Reporting</b>	Module 6A or 6B: Requisitions and Reporting	<b>25mins</b>	<ul style="list-style-type: none"> <li>The training slides you use will depend on whether your site is providing anonymous or nominal POC testing, or both.</li> </ul>
<b>Overview of HIV Test Counselling</b>	Module 1: The Role of an HIV Test Counsellor	<b>15mins</b>	
<b>BREAK/LUNCH</b>		<b>20mins</b>	
	Module 2: Assessing HIV Risk	<b>20mins</b>	
	Module 3: Delivering Results and Providing Supports	<b>15mins</b>	
<b>Mock Counselling Scenarios</b>	Role Play Scenarios	<b>20mins</b>	<ul style="list-style-type: none"> <li>If time permitted, staff can practice considering what questions to ask clients based on the scenarios.</li> </ul>
<b>Final Questions/Next Steps</b>			<ul style="list-style-type: none"> <li>Encourage lingering questions</li> <li>Review next steps, including required staff certification</li> <li>Encourage independent review and discussion of the Quality Assurance module.</li> </ul>

## Next Steps for all Trainees Providing HIV Rapid/POC Testing

The following next steps will conclude the training and are required for all trainees who will be providing client testing:

1. Test Result Interpretation Quiz: (<https://www.hivtestingontario.ca/interpreting-institm-hiv-test-results-quiz/>; attached to module 5 on the training page.) The program lead will provide the Quiz to staff and will review responses. Leads will review incorrect results with staff to ensure a correct interpretation of results.
2. Practice Testing: All staff will conduct practice POC testing at least once before starting client testing. Ideally, practice testing will be done during training day, and if not, supervised practice testing is strongly encouraged. Address testing performance issues as they arise.
3. Staff Certification: All staff will successfully complete a staff certification/validation panel. For details see <https://hivtestingontario.ca/poc/certification/>
4. Outreach Testers: If some staff will be doing outreach testing on their own, they are required to have successfully interpreted a minimum of 25 tests. This can include the test interpretation Quiz, QC testing, and practice testing.
5. Site Visit to Observe Testing: some sites may request to have their staff visit an operational POC testing site to observe counselling/testing and related processes. To request a site visit, please contact: [AIDSHEPCprograms@ontario.ca](mailto:AIDSHEPCprograms@ontario.ca)