

HIV and Hepatitis C Program, Ministry of Health
HIV Rapid/Point of Care Testing Program

Next Steps Checklist for Ministry-Approved Sites

1. Review the training materials (<http://hivtestingontario.ca/poc/counsellor-training/>) and the other resources available at HIV Testing Ontario about managing a POC testing site (<http://hivtestingontario.ca/poc/managing-a-site/>). If you have any questions, follow up with HIV and Hepatitis C Program staff at: poct@ontario.ca
2. Train other staff who will be delivering the program. Facilitator's manuals and downloadable slides are available with the training materials above.
3. Contact the HIV and Hepatitis C Program at poct@ontario.ca identifying two program leads for your site, include contact information and mailing addresses; indicate which lead will be managing the online inventory ordering system.
4. Ensure a minimum of one staff person is trained to use the online inventory management system: (<https://www.hivpoc.ca>). A complete training manual is available on the system. The ministry will provide staff with access to the system.
5. Order site supplies through www.hivpoc.ca, including:
 - a 3-4-month supply of POC tests through the inventory system. Include tests for staff practice, staff certification (6 tests per staff), Quality Assurance testing (2 tests per month), and client testing (estimate volume for 3-4 months).
 - Staff Certification/Validation (<http://hivtestingontario.ca/poc/certification/>) panels – 1 order per staff person.
 - Quality Controls (<http://hivtestingontario.ca/poc/controls>) – 1 order provides QC tests for about one year.
6. Prepare storage space (<http://hivtestingontario.ca/poc/kit-storage/>) for your tests (obtain min-max thermometer); refrigerator/freezer space; train reception on how to handle packages that need immediate refrigeration.
7. Order a supply of HIV test requisition form stickers (green, yellow, pink, white) by contacting: poct@ontario.ca. Information on using these requisitions is in the training modules.

8. Review the Quality Assurance Logs (<https://hivtestingontario.ca/poc/quality-assurance-templates/>) required and set-up your process for tracking test usage and completing other logs.
9. Email (info@iqmh.org) the Institute for Quality Management in Healthcare (IQMH) to obtain a username and password for the Qview portal where you submit proficiency test results (<https://qview.ca/QVIEW/LoginSSO.aspx>). Learn more about proficiency testing (<http://hivtestingontario.ca/poc/proficiency/>).
10. Complete the Sexual Health InfoLine Ontario (SHILO) program information form for your POC program and email (SHILO@toronto.ca) it to Toronto Public Health.