



Next Steps Checklist for Ministry Approved Sites

- 1. Review the [training materials](#) and the other resources available at [HIV Testing Ontario](#) about managing a POC testing site.** If you have any questions, follow up with the [HIV and Hepatitis C Program](#).
- 2. Ensure other staff who will be delivering the program are trained.**
- 3. Contact the [HIV and Hepatitis C Program](#):**
 - Identify 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 [Inventory Management system](#).** A complete training manual is available on the system. The Ministry will provide staff with access to the system.
- 5. Order site supplies through [Inventory Management system](#).**

A sample first order would include:

 - *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](#) panels – 1 order per staff person
 - [Quality Controls](#) – 1 order provides QC tests for about one year
 - One package each of bulb pipettes, capillary pipettes, and lancets.
- 6. Prepare [kit storage space](#) 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)**
 - To order, contact the [HIV and Hepatitis C Program](#).
 - Information on using these requisitions is in the training modules
- 8. Review the [Quality Assurance Logs](#) required and**
 - Set-up your process for tracking test usage and completing other logs



- **9. Email the [Institute for Quality Management in Healthcare \(IQMH\)](#) to obtain a username and password for the [Qview portal](#) where you submit proficiency test results.**
 - Learn more about [proficiency testing](#).

- **10. Notify the [Sexual Health InfoLine Ontario \(SHILO\)](#), operated by Toronto Public Health, about your POC program.**
 - Provide information on location(s), operating hours, and other program-related details (e.g., key population clinics, outreach sites)