



## Program Reports and Documentation

**Managing the whole HIV POC testing process is critical to its success.** It is recommended that test locations develop and maintain standard procedures/policies and/or practice protocols related to HIV POC testing, which are based on these documents and are consistent with existing practice standards. These procedures should be reviewed per needs for each test provider group; **variant instructions for non-regulated or allied health professionals should be highlighted as necessary.**

Test locations should retain all HIV POC test records according to their agency's policy on retention of clinical records (or a minimum of two years if no such policy exists).

This section outlines the minimum information that needs to be collected for the client, for quality control testing, and for monthly summary reporting. This information may be recorded and retrieved in a variety of different formats depending on the test location (e.g., electronic charts, paper charts, testing logs).

Templates and modifiable versions of documents are available on the Program webpage – Resources – [Worksheets](#) section. It is suggested that the location lead review documents on site once a year against those on the webpage to ensure that they are using the current version of a document.

Common logs for everyday location use include:

- Client Test Log
- Quality Control Log
- Temperature Log

ONLY the monthly summary report form is sent to the BC HIV POC Test Program. All other documents supporting this process on-site are location documents.

### ***HIV POC Test Monthly Summary Reports***

In order to maintain an appropriate regional and provincial supply of HIV POC test kits, and to monitor the performance of HIV POC test kits at regional and provincial levels, test locations are required to provide a monthly summary report to the BC Program which includes the following numbers:

- HIV POC test kits (and their expiry dates), in inventory at the start and end of the month
- HIV POC test kits received (and sender identity) and kits transferred (with receiver identity)
- clients tested by HIV POC test kits:
  - clients with non-reactive HIV POC test results
  - clients with reactive HIV POC test results (total number, and numbers with final result being true positive, false positive or preliminary positive, based on standard serologic testing)
  - clients with invalid HIV POC test results
- HIV POC test kits used for quality control testing
- HIV POC test kits used for training and competence
- HIV POC Test kits used for proficiency testing
- HIV POC Test kits used for demonstration(s)
- HIV POC test kits wasted (with reason for the waste)
- HIV POC test kits expired and discarded



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This information is to be sent to the BC Program by the **end of the first week of the subsequent month** (e.g. data for the month of August is sent by the 10th of September). The appropriate regional health authority contact person(s) may also ask for overall HIV testing reports per the Health Authority process, and POC use may be part of that report.

Since the BC Program template changes often, a current version of this document is sent to each Reporting Contact at the end of each month, and is NOT AVAILABLE on the BC Program webpage.