



## Module: Requisitions and Reporting



**Allow 20–30 minutes if presenting this module as part of a full day training**

This module describes how to complete the requisitions used for rapid POC and standard testing, and how to complete the daily testing log. (Note: There are two versions: one for anonymous testing sites and one for sites testing nominally.)

### The Training Slides (20 minutes)

Present the slide deck (requisitions.pptx) to your trainee group, or have an individual trainee read and review it. If you are presenting the slides, points to consider while presenting are available in the notes section of the slide.

### Follow-up Discussion with Trainees

If you are not presenting this material to a group, you should sit down with your trainee(s) to review this material and anything they do not understand. Make sure to invite questions, and ensure that they know and understand the following:

- Requisitions and record keeping are essential, and an important part of maintaining effective working relationships with the Public Health Ontario Laboratories (PHOL) and delivering accurate results to clients, **including anonymous clients**.
- Peel-off stickers from the Anonymous HIV Serology Requisition are used to create an anonymous identification number for each client. Ensure your counsellors understand how to use these labels and how to go about finding a record for a client who has lost their tracking number.
- Review where and how anonymous files are stored, and best practices in keeping these numbers away from other nominal files your centre may store.
- The sticker system alerts PHO laboratory staff to POC test submissions and helps them process samples from your site. Using the stickers correctly is essential to delivering the best, most timely results to your clients. Tables about the use of stickers are included in the trainee handouts.
- Clients can decline follow-up testing using standard lab tests, but it is critical that the counsellor make this clear on the form by adding a **WHITE sticker, in addition to** the YELLOW, PINK, or GREEN stickers
- The trainee counsellor knows what to do if an invalid test, or other incident, happens
- Complete information on the serology form helps improve care and treatment in Ontario, and the targeting of prevention services; it is not used to track the client
- Show them the daily log and talk about how completing this log fits into the process of testing at your site (i.e. Do you complete the log immediately after the test? Who is responsible for entering confirmatory test results from the Public Health Lab?)