Module: Requisitions and Reporting (ANONYMOUS TESTING FORM)

Materials in this module will help you:

- Accurately complete the form that you will submit to the Public Health Ontario Laboratories (PHOL) for HIV rapid POC test results and additional HIV testing requests
- Use the stickers provided by the Ministry of Health to notify PHOL of HIV rapid testing results and request additional laboratory testing
- Complete the daily testing log to maintain the quality of testing at your site
- Use the logs to find the results of a client who has misplaced their tracking number
- REMEMBER: Clients can choose to have anonymous or standard/nominal testing; and, they can choose rapid test or a standard blood-draw with either form of testing.

Record Keeping is Essential

Every time you do a POC HIV test for a client, you MUST:

- Complete an HIV Serology Requisition form. These can be ordered from the Ministry
- Make a log entry for the test on your site's daily log
- Create a take-home card for the client with their anonymous identification number

The HIV Serology Testing Form

- This form is used for both rapid POC and standard laboratory testing
- Complete information about a client's ethnicity and risk factors should be part of every form; this helps improve HIV care and the targeting of prevention services in Ontario; it is not used to track the client
- Only submit one form for each client, even if a second follow-up test is requested for confirmation or further window period screening.
- When submitting a blood sample for testing, the code on the form and the sample must match and the date must be present on both the blood and the form.

Peel-off Stickers

The large numbers at the bottom of the form peel off. They are used to identify the client's information whether or not testing is done at your site or sent to the public laboratory. Use:

- One to label the blood sample (if submitting)
- One to label the POC testing membrane (if doing a POC test)
- Place one on the client's take home card

An anonymous file is also created for the client using this ID number.

Using Anonymous ID Numbers

When doing follow-up standard testing on a POC test, or when submitting standard testing early in the window period:

- Make sure the client has their take home card with the peel-off ID number attached. This is how you will identify their results when they return.
- Encourage the client to return for their results, even if they lose their card and number.
- A person's anonymous testing number should never be stored in a nominal file that your site may maintain for STI or other testing records.

If an identification number is lost:

- You can use the daily log from the day they came in and look up anonymous files listed to see if the information and risk factors match the client.
- Clients concerned about losing their number can give you a code word to add to this anonymous file, so that when you look it up you know you have found the correct file!

Anonymous HIV testing sites must keep anonymous files for 10 years separate from all other files.

Requests for Testing and the Priority Sticker System

The priority sticker system helps the laboratory process samples more efficiently. The following sticker system instructions will alert PHO laboratory to POC test submissions and assist in their handling. All HIV POC test requisitions must include colour-coded stickers (supplied by AIDS and Hepatitis C Programs), as per the chart below.

Scenario	Sticker Colour		Number of Stickers
Client tests Reactive	Reactive (INCLUDE sample)	PINK	1
Client tests Window Period	Nonreactive-Window Period (INCLUDE sample)	YELLOW	1
Client tests non-reactive (negative)	Nonreactive (NO sample)	GREEN	1
Client tests Reactive and does not submit blood sample	Reactive (INCLUDE sample) / blood sample not included	PINK and WHITE	2
Client tests Window Period and does not submit blood sample	Nonreactive-Window Period (INCLUDE sample) / blood sample not included	YELLOW and WHITE	2
Client tests Window Period and is low risk of HIV; blood sample not submitted	Nonreactive (NO sample) / blood sample not included	GREEN and WHITE	2
Client tests Window Period and is testing at six weeks after exposure	Nonreactive-Window Period (INCLUDE sample) / blood sample not included	YELLOW and WHITE	2

The Daily Log

This is a screen shot of the daily log template. An entry must be made for every test you do.

Point-of-Care (POC) HIV Testing Record - Daily Log

Date	Client ID (or use e.g. practice test)	Risk	POC Test Lot and Expiry Date	POC result			Referred to PHL (Yes/No)	If POC is negative, reason for referral	PHL Result			False Positive?		Discrepancy? (False Negative)		Date Reported	Tester's Initials
				Negative	Reactive	Invalid			Ag/Ab combo Screen	HIV1/HIV2 Antibody Confirm	Final Interpretation	No	Yes	No	Yes		

This part of the log is used to make a record of any POC test.	This part of the log is used for follow-up of tests sent to the Public Health Ontario Laboratory (PHOL), and analysis of the returned results.	Make sure you sign and date each entry

Use the fields for every test. Record:
- When you did the test
- Who you did the test for (usually a client number, but you could write proficiency, etc)
- The risk factors (abbreviate i.e. MSM, ACB, PWID, etc.)
- The lot number and expiry date of the kit you used
- The test result

Use these fields to record:
- Samples sent to PHL and returning results
- Discrepancies between rapid tests results and laboratory results (may be done by QA lead as part of monthly summary.

The Daily Log lets you track:
- Samples sent to PHOL for testing, to ensure all are returned
- The number of kits used for inventory management

The log assists with quality assurance at your site, helping to identify any discrepancies between POC test results and PHOL findings.

Resources for More Information

New Requisition for HIV and HTLV testing, *Labstract*, April 2018 – The current HIV serology requisition was updated in April 2018. To learn more about the changes made at that time, see https://bit.ly/2W5onhP

HIV testing in Ontario, 2016 – Information from the serology form is used to generate reports about who is being tested for HIV in Ontario, and to gather information about at risk communities. See the 2016 report here: http://ohesi.ca/documents/OHESI-HIV-testing-in-Ontario-in-2016.pdf. A factsheet updated with 2017 information is also available: http://www.ohesi.ca/documents/OHESI-WAD-2018-Fact-Sheet.pdf