

Roy Romanow Provincial Laboratory (RRPL) Instructions on How to Set Up an HIV Point of Care (POC) Site in Saskatchewan

- Facilities/sites providing HIV POC testing require a qualified professional (QP) who oversees:
 - Pre and post-test counseling
 - Training
 - Competence
 - Quality control
 - External quality assessment (EQA)
 - Documentation
- HIV POC facilities/sites should be able to support the administration of HIV POC testing and need a Standard Operation Procedure (SOP); a set of instructions that describe the entire HIV POC testing process. Help developing your SOP is available at <https://rrpl-testviewer.ehealthsask.ca/> – under Requisition click on Generic format for INSTI HIV-1-HIV-2 Antibody Test Kit Biolytical Laboratories August 2016.
- A medical laboratory license must be obtained from the Ministry of Health (MoH) or you may add to a current license, complete the online application at: <http://publications.gov.sk.ca/documents/13/76097-104477-application-or-renewal-for-a-licence-to-operate-a-medical-laboratory-2018.pdf>
- The medical laboratory license must be approved by the MoH **prior to patient testing** and obtaining the HIV POC testing kits from RRPL.
- For training make arrangements with the nearest HIV POC site, or STI clinic.
- Once training is complete contact the RRPL Immunology at 306-787-2964 to provide a copy of the approved medical license and to obtain an evaluation kit from RRPL.
- Upon successful completion of the evaluation, results are shared with the Laboratory Quality Assurance Program (LQAP), College of Physicians and Surgeons of Saskatchewan (CPSS).

- LQAP will contact the QP to arrange EQA (the site is responsible for the cost of the EQA).
- To order HIV POC testing kits and controls access a supply requisition at <https://rrpl-testviewer.ehealthsask.ca/> or call RRPL 306-787-3192.
- RRPL provides each facility/site with kit lot number validation documentation. If invalid kit results are encountered, please contact the RRPL Immunology at 306-787-2964.
- For additional information access the CPSS General Policy #7, Point of Care Testing Policy #1 and Point of Care Testing Policy #2 found on pages 6-9 at: <http://www.cps.sk.ca/imis/Documents/2016%20Laboratory%20QA%20Policy%20Manual.pdf>

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