

	<b>Quarterly Saskatchewan HIV Point of Care (POC) Test Reporting Procedure</b>	
<b>WORK STANDARD</b>	<b>Document Owner:</b> Saskatchewan HIV Collaborative	
	<b>Date Approved:</b> March 6, 2023	<b>Last Revision:</b>
	<b>Related Policies/Documentation:</b> <ul style="list-style-type: none"> <li>• <i>Guidelines for the Use of HIV Point of Care (POC) Test Kits in Saskatchewan</i> (Government of Saskatchewan, March 2014)</li> </ul>	

## PURPOSE & BACKGROUND

For monitoring and surveillance purposes, all licensed HIV Point of Care (POC) test sites in Saskatchewan must report their HIV POC test results on a quarterly basis. Each test site has a designated HIV Strategy Coordinator, First Nations and Inuit Health Branch (FNIHB) representative, or Northern Inter-Tribal Health Authority (NITHA) representative based on its former regional health authority affiliation. HIV Strategy Coordinators may have boundaries that have been altered based on the revised SHA Networks and should confirm these details with their respective Manager.

Report information is submitted to the Project Assistant for the Saskatchewan HIV Collaborative, who compiles the data and subsequently submits it to the Saskatchewan Ministry of Health, the Communicable Disease Information Consultant of the Surveillance and Central Support Unit, and the HIV/BBP/IDU Consultant of the Population Health Branch. This information is included in various publications and reports generated by the Ministry of Health.

The quarterly reporting periods are as follows:

- First Quarter (Q1): January 1 to March 31
- Second Quarter (Q2): April 1 to June 30
- Third Quarter (Q3): July 1 to September 30
- Fourth Quarter (Q4): October 1 to December 31

Starting in 2022, the provincial Laboratory Information System (LIS) has provided quarterly HIV POC testing data for all licensed sites in their database directly to the SK HIV Collaborative Project Assistant. The aim of this partnership is to streamline the reporting process by reducing the workload for HIV Strategy Coordinators, the FNIHB representative, and the NITHA representative and to reduce manual reporting errors.

The Saskatchewan Ministry of Health's Population Health Branch obtains an updated list of licensed HIV POC testing sites in Saskatchewan annually and typically releases this information in February. The release of this information dictates when a review and subsequent update of this work standard is required as well as which sites' quarterly reports must be collected by the HIV Strategy Coordinators, FNIHB representative, and NITHA representative.

Any questions or concerns related to this standard work, please contact Lisa Lockie at:

[Lisa.Lockie@health.gov.sk.ca](mailto:Lisa.Lockie@health.gov.sk.ca), or Beth Blakley at: [bblakley@skprevention.ca](mailto:bblakley@skprevention.ca).

## WORK STANDARD SUMMARY

Essential Tasks	Person Responsible	Deadline (based on reporting period) †
1. Email the LIS contact to ensure a request for quarterly HIV POC testing data is in the queue. Send a reminder email to the HIV Strategy Coordinators, FNIHB representative, and NITHA representative with the work standard.	SK HIV Collaborative Project Assistant	Q1: first week of April Q2: first week of July Q3: first week of October Q4: first week of January
2. Complete an <i>HIV Point of Care (POC) Testing Reporting Form</i> (Appendix A) for the site. For sites enrolled in the LIS (Appendix B), a report <u>does not</u> need to be completed. (A new form must be completed for each site and submitted every reporting period, even if no POC tests were performed.)	Site Coordinator	Q1: April 23 at 4:30pm Q2: July 24 at 4:30pm Q3: October 24 at 4:30pm Q4: January 24 at 4:30pm
3. Fax or email the completed form <u>to</u> the appropriate HIV Strategy Coordinator, FNIHB representative, or NITHA representative (outlined in Appendix A). (If the form cannot be faxed or emailed, the Site Coordinator must arrange to communicate the reporting form information for their site over the phone <u>before the deadline</u> . The HIV Strategy Coordinator, FNIHB representative, or NITHA representative is then responsible for completing the form on the site's behalf.)		
4. Verify the form is completed in its entirety (i.e., including site name, Site Coordinator's name, and all HIV POC test result numbers) and is for the correct reporting period.	HIV Strategy Coordinator / FNIHB or NITHA Representative	Q1: April 26 at 4:30pm Q2: July 27 at 4:30pm Q3: October 27 at 4:30pm Q4: January 27 at 4:30pm
5. Email the verified form to the SK HIV Collaborative Project Assistant (outlined in Appendix A).		
6. Ensure a form is submitted from all the sites within your region/jurisdiction that are <u>not</u> enrolled in LIS (Appendix B).		
7. Compile the information and data from all the <i>HIV POC Testing Reporting Forms</i> in the excel workbook.	SK HIV Collaborative Project Assistant	Q1: April 30 at 4:30pm Q2: July 31 at 4:30pm Q3: October 31 at 4:30pm Q4: January 31 at 4:30pm
8. Email the finalized quarterly HIV POC testing worksheet to the SK Ministry of Health Communicable Disease Information Consultant and HIV/BBP/IDU Consultant as well as the confidential CDC Ministry of Health email address.		

† If a deadline falls on a weekend or statutory holiday, it is moved to the last previous workday.

**NOTE:** If there are any discrepancies between LIS and Site Coordinator reports, the SK HIV Collaborative Project Assistant will contact the appropriate HIV Strategy Coordinator immediately with explicit details of what information needs to be verified and by whom. Any changes or additions to reports already submitted to the SK Ministry of Health Communicable Disease Information Consultant and HIV/BBP/IDU Consultant will be updated and resubmitted by the SK HIV Collaborative Project Assistant with the next scheduled quarterly report.

Appendix A: HIV Point of Care (POC) Testing Reporting Form

Appendix B: Licensed HIV POC Test Sites with Coordinator and LIS Info (January 24, 2022)

## APPENDIX A: HIV Point of Care (POC) Testing Reporting Form

Site Name: \_\_\_\_\_ Site Coordinator: \_\_\_\_\_

### Reporting Period (Check one of the following):

- ☐ First Quarter: January 1 to March 31
- ☐ Second Quarter: April 1 to June 30
- ☐ Third Quarter: July 1 to September 30
- ☐ Fourth Quarter: October 1 to December 31

Reporting Year: \_\_\_\_\_

### HIV POCT Test Results:

1. Number of **reactive** HIV POC tests for this reporting period: \_\_\_\_\_
2. Number of **non-reactive** HIV POC tests for this reporting period: \_\_\_\_\_
3. Number of **indeterminate/invalid** HIV POC tests for this period: \_\_\_\_\_
4. **Total** Number of HIV POC tests for this reporting period: **(1+2+3)**: \_\_\_\_\_

This form is to be filled out by the Site Coordinator and submitted to the HIV Strategy Coordinator or FNIHB/NITHA representative for your area based on the former regional health authority. Up-to-date contact information can be found at: [https://skhiv.ca/about-us/#\\_hiv-coordinators](https://skhiv.ca/about-us/#_hiv-coordinators).

<b>Athabasca Health Authority / Keewatin Yatthé Health Region / Mamawetan Churchill River Health Region</b> Email: <a href="mailto:Maro.Villa@saskhealthauthority.ca">Maro.Villa@saskhealthauthority.ca</a> Phone: (306) 425-8517 Fax: (306) 425-8530	<b>Prince Albert Parkland / Kelsey Trail Health Regions</b> Email: <a href="mailto:Paulette.Martin@saskhealthauthority.ca">Paulette.Martin@saskhealthauthority.ca</a> Phone: (306) 765-6537 Fax: (306) 765-6536
<b>Regina Qu'Appelle / Five Hills Health Regions</b> Email: <a href="mailto:Laurel.Stang@saskhealthauthority.ca">Laurel.Stang@saskhealthauthority.ca</a> Phone: (306) 766-7940 Fax: (306) 766-7796	<b>Sunrise / Sun Country Health Regions</b> Email: <a href="mailto:Deanna.Bartok@saskhealthauthority.ca">Deanna.Bartok@saskhealthauthority.ca</a> Phone: (306) 786-0851 Fax: (306) 786-0525
<b>Prairie North / Heartland Health Regions</b> Email: <a href="mailto:Kelly.Greenwald@saskhealthauthority.ca">Kelly.Greenwald@saskhealthauthority.ca</a> Phone: (306) 446-6406 Fax: (306) 446-7378	<b>Saskatoon / Cypress Health Regions</b> Email: <a href="mailto:Tegan.Pfefferle@saskhealthauthority.ca">Tegan.Pfefferle@saskhealthauthority.ca</a> Phone: (306) 514-8903 Fax: (306) 655-0614
<b>First Nations and Inuit Health Branch (FNIHB)</b> Email: <a href="mailto:brett.dow@sac-isc.gc.ca">brett.dow@sac-isc.gc.ca</a> Phone: (306) 934-3505 Fax: (306) 934-3000	<b>Northern Inter-Tribal Health Authority (NITHA)</b> Email: <a href="mailto:jdepeel@nitha.com">jdepeel@nitha.com</a> Phone: (306) 953-5026 Fax: (306) 953-5020

HIV Strategy Coordinators and FNIHB/NITHA representatives are responsible for submitting a copy of this form to the SK HIV Collaborative Project Assistant via email: [contact@skhiv.ca](mailto:contact@skhiv.ca) or [bblakley@skprevention.ca](mailto:bblakley@skprevention.ca). Completed forms can also be submitted via fax to 306-651-4301.

## APPENDIX B: HIV POC Test Sites with Coordinator and LIS Info (January 24, 2022)

Former Health Region <sup>1</sup> / FNIHB / NITHA	Location	Site(s)	HIV Strategy Coordinator / FNIHB Representative / NITHA Representative	LIS (Y / N)
AHA	Stony Rapids/Black Lake	Athabasca Health Center	Maro Villa	N
CHR	Swift Current	Cypress Regional Hospital	Tegan Pfefferle	Y
FHHR	Moose Jaw	Dr. F. H. Wigmore Regional Hospital	Laurel Stang	Y
HHR	Kindersley	Kindersley Integrated Health Care Facility	Kelly Greenwald	Y
	Rosetown	Rosetown & District Health Centre	Kelly Greenwald	Y
KTHR	Cumberland House	Victoria Laliberte Memorial Health Centre	Paulette Martin	N*
	Melfort	Melfort Hospital	Paulette Martin	Y
	Nipawin	Nipawin Hospital	Paulette Martin	Y
	Tisdale	Tisdale Hospital	Paulette Martin	Y
KYHR	Beauval	Beauval Health Center	Maro Villa	N
	Beauval	Beauval Community Outreach	Maro Villa	N
	Buffalo Narrows	Buffalo Narrows Health Center	Maro Villa	N
	Buffalo Narrows	Buffalo Narrows Outreach	Maro Villa	N
	Ile a la Crosse	St. Joseph's Hospital	Maro Villa	Y
	Ile a la Crosse	Ile a la Crosse Outreach	Maro Villa	N
	La Loche	La Loche Community Outreach	Maro Villa	N
MCRHR	La Ronge	La Ronge Community Outreach	Maro Villa	N
	La Ronge	La Ronge Health Center	Maro Villa	Y
	La Ronge	La Ronge Medical Clinic	Maro Villa	Y
	Pinehouse	Pinehouse Community Outreach	Maro Villa	N
	Sandy Bay	Sandy Bay Community Outreach	Maro Villa	N
	Sandy Bay	Sandy Bay Health Center	Maro Villa	N
PAPHR	Prince Albert	Access Place - Sexual Health Clinic	Paulette Martin	N
	Prince Albert	Prince Albert Co-operative Health Centre	Paulette Martin	N
	Prince Albert	Victoria Hospital	Paulette Martin	Y

	Rosthern	Rosthern Hospital	Paulette Martin	N
	Shellbrook	Parkland Integrated Health Center	Paulette Martin	N
PNHR	Green Lake	Green Lake Outreach	Maro Villa	N
	Lloydminster	Lloydminster Hospital	Kelly Greenwald	Y
	Maidstone	Maidstone Health Complex	Kelly Greenwald	Y
	Meadow Lake	Meadow Lake Hospital	Kelly Greenwald	Y
	North Battleford	Battleford Indian & Metis Friendship Centre	Kelly Greenwald	N
	North Battleford	Battlefords Sexual Health Clinic/Outreach Van	Kelly Greenwald	N
	North Battleford	Battlefords Union Hospital	Kelly Greenwald	Y
	North Battleford	North Battleford Library & Central Park	Kelly Greenwald	N
	North Battleford	Saskatchewan Hospital	Kelly Greenwald	Y
	North Battleford	The Lighthouse	Kelly Greenwald	N
	Turtleford	Riverside Health Complex	Kelly Greenwald	Y
RQHR	Fort Qu'Appelle	All Nations' Healing Hospital/Women's Health Centre	Laurel Stang	Y
	Moosomin	Southeast Integrated Care Centre	Laurel Stang	Y
	Regina	Communicable Disease & Sexual Health Outreach (APSS, ANHN, Brief & Social Detox Services, Carmichael Outreach, Cathedral Neighborhood Centre, Harm Reduction Methadone Clinic, Parliament Harm Reduction Clinic, Public Health Street Project - van, Regina Provincial Correctional Center, Victoria Park, SWAP, & UofR)	Laurel Stang	N
	Regina	Queen City Wellness Pharmacy	Laurel Stang	N
	Regina	Regina General Hospital - ID Clinic	Laurel Stang	N
	Regina	Regina General Hospital - Labour & Birth	Laurel Stang	N
SCHR	Estevan	St. Joseph's Hospital of Estevan	Deanna Bartok	Y
	Weyburn	Weyburn General Hospital	Deanna Bartok	Y
SHR	Canora	Canora Hospital	Deanna Bartok	N
	Esterhazy	St. Anthony's Hospital	Deanna Bartok	Y
	Kamsack	Kamsack District Hospital	Deanna Bartok	N
	Kamsack	Stepping Stone Wellness Clinic	Deanna Bartok	N

	Melville	St. Peter's Hospital	Deanna Bartok	Y
	Preeceville	Preeceville and District Health Centre	Deanna Bartok	N
	Yorkton	Turning Point Program	Deanna Bartok	N
	Yorkton	Yorkton Regional Health Centre	Deanna Bartok	Y
SkHR	Humboldt	Humboldt District Hospital	Tegan Pfefferle	Y
	Saskatoon	Saskatoon Community Clinic - Westside Clinic	Tegan Pfefferle	N
	Saskatoon	Saskatoon Tribal Council Health Centre	Tegan Pfefferle	N
	Saskatoon	Saskatoon Tribal Council Outreach	Tegan Pfefferle	N
	Saskatoon	Sexual Health Centre / OUTSaskatoon	Tegan Pfefferle	N
	Saskatoon	Public Health Services (Sexual Health Clinic, Brief & Social Detox Unit, Kilburn Hall Youth Facilities, Lighthouse Supported Living, Prairie Harm Reduction, Saskatoon Corrections, & Saskatoon Friendship Inn)	Tegan Pfefferle	N
FNIHB	Assiniboia	Wood Mountain First Nation Health Centre	Brett Dow	N
	Beardy's and Okemasis First Nation	Beardy's and Okemasis First Nation	Brett Dow	N
	Big River First Nations, Pelican Lake First Nations, Witchehan Lake First Nations, Big Island Lake Nations, & Saulteaux First Nations	Big River First Nations, Pelican Lake First Nations, Witchehan Lake First Nations, Big Island Lake Nations, & Saulteaux First Nations	Brett Dow	N
	Broadview	Kahkewistahaw First Nation Health Centre	Brett Dow	N
	Cando	Red Pheasant First Nation Outreach	Brett Dow	N
	Carry the Kettle First Nation	Carry the Kettle First Nation Health Centre	Brett Dow	N
	Cote First Nation, Keeseekoosie First Nation, & Key First Nation	FNIHB Outreach Van	Brett Dow	N
	Cowessess First Nation	Cowessess First Nation Health Centre	Brett Dow	N
	Day Star First Nation	Day Star First Nation Health Centre	Brett Dow	N
	Fishing Lake First Nation	Fishing Lake First Nation Health Centre	Brett Dow	N
	George Gordon First Nation	George Gordon First Nation Health Centre	Brett Dow	N
	Grenfell	Zagime Anishinabek First Nation Health Centre	Brett Dow	N
	Kamsack	Cote Health Centre	Brett Dow	N
	Kamsack	New Beginnings Outreach Centre	Brett Dow	N

	Kawacatoose First Nation	Kawacatoose First Nation Health Centre	Brett Dow	N
	Leask	C.M. Ledoux Health Centre	Brett Dow	N
	Lestock	Muskowekwan Health Center	Brett Dow	N
	Maple Creek	Nekaneet First Nation Health Centre	Brett Dow	N
	Moosomin First Nation	Moosomin First Nation Health Centre	Brett Dow	N
	Mosquito First Nation	Mosquito First Nation Health Centre	Brett Dow	N
	Muskowekwan First Nation	Muskowekwan First Nation Health Centre	Brett Dow	N
	Norquay	The Key First Nation Health Centre	Brett Dow	N
	North Battleford	Battle River Treaty Six Health Centre	Brett Dow	N
	Onion Lake First Nation	Onion Lake First Nation Health Centre	Brett Dow	N
	Punnichy	Day Star Health Centre	Brett Dow	N
	Punnichy	George Gordon's Health Centre	Brett Dow	N
	Raymore	Kawacatoose Health Centre	Brett Dow	N
	Saulteaux First Nation	Saulteaux First Nation Health Centre	Brett Dow	N
	Thunderchild First Nations	Thunderchild First Nation	Brett Dow	N
	Turtleford	Thunderchild First Nation Health Centre	Brett Dow	N
	Whitewood	Ochapowace First Nation Health Centre	Brett Dow	N
	Witchekan First Nation	Witchekan First Nation Health Centre	Brett Dow	N
NITHA	Air Ronge	Jeannie Bird Clinic	Jessie Depeel	N
	Grandmother's Bay	Grandmother's Bay Clinic	Jessie Depeel	N
	Hall Lake	Hall Lake Clinic	Jessie Depeel	N
	Sucker River	Sucker River Clinic	Jessie Depeel	N

<sup>1</sup> AHA – Athabasca Health Authority; CHR – Cypress Regional Health Authority; FHHR – Five Hills Regional Health Authority; HHR – Heartland Regional Health Authority; KTHR – Kelsey Trail Regional Health Authority; KYHR – Keewatin Yatthé Regional Health Authority; MCRHR – Mamawetan Churchill River Regional Health Authority; PAPHR – Prince Albert Parkland Regional Health Authority; PNHR – Prairie North Regional Health Authority; RQHR – Regina Qu'Appelle Regional Health Authority; SCHR – Sun Country Regional Health Authority; SHR – Sunrise Regional Health Authority; and SkHR – Saskatoon Regional Health Authority.

\* Victoria Laliberte Memorial Health Centre (Cumberland House) is included in Nipawin Hospital LIS reporting.