

WORK STANDARD	Quarterly Saskatchewan HIV Point of Care (POC) Test Reporting Procedure	
	Document Owner: STBBI Program, coordinated through the Saskatchewan Prevention Institute	
	Date Approved: March 6, 2023	Last Revision: May 13, 2026
	Related Policies/Documentation: <i>Guidelines for the Use of HIV Point of Care (POC) Test Kits in Saskatchewan</i> (Government of Saskatchewan, January 2017)	

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, Indigenous Services Canada (ISC) 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 STBBI Project Assistant at the Saskatchewan Prevention Institute, 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 STBBI 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 its database directly to the STBBI Project Assistant. The aim of this partnership is to streamline the reporting process by reducing the workload for HIV Strategy Coordinators, the ISC 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, the ISC representative, and the NITHA representative.

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, ISC representative, and NITHA representative with the work standard.	STBBI 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 16 at 4:30 p.m. Q2: July 16 at 4:30 p.m. Q3: October 16 at 4:30 p.m. Q4: January 18 at 4:30 p.m.
3. Fax or email the completed form to the appropriate HIV Strategy Coordinator, ISC 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, ISC 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 / ISC or NITHA Representative	Q1: April 20 at 4:30 p.m. Q2: July 20 at 4:30 p.m. Q3: October 20 at 4:30 p.m. Q4: January 20 at 4:30 p.m.
5. Email the verified form to the STBBI Project Assistant (outlined in Appendix A).		
6. Follow up with the Site Coordinator to ensure a form is submitted for all sites within their 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.	STBBI Project Assistant	Q1: April 30 at 4:30 p.m. Q2: July 30 at 4:30 p.m. Q3: October 30 at 4:30 p.m. Q4: January 29 at 4:30 p.m.
8. Email the finalized quarterly HIV POC testing worksheet to the SK Ministry of Health Communicable Disease Information Consultant and STBBI 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 STBBI 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 STBBI Consultant will be updated and resubmitted by the STBBI 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 (May 5, 2026)

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 ISC/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>.

Far North (AHA, NE 1 & 2, NW 1) Email: Esther.Keighley@saskhealthauthority.ca Phone: (306) 425-8517 Fax: (306) 425-8530	Prince Albert Parkland / Kelsey Trail Health Regions Email: Paulette.Martin@saskhealthauthority.ca Phone: (306) 765-6537 Fax: (306) 765-6536
Regina Qu'Appelle / Five Hills Health Regions Email: Laurel.Stang@saskhealthauthority.ca Phone: (306) 766-7940 Fax: (306) 766-7796	Sunrise / Sun Country Health Regions Email: Deanna.Bartok@saskhealthauthority.ca Phone: (306) 786-0851 Fax: (306) 786-0525
Prairie North / Heartland Health Regions Email: Kristi.O'Driscoll@saskhealthauthority.ca Phone: (306) 446 8638 Fax: (306) 446 7378	Saskatoon / Cypress Health Regions Email: Michelle.Messner@saskhealthauthority.ca Phone: (306) 514 8903 Fax: (306) 655 3433
Indigenous Services Canada (ISC) Email: laura.matz@sac-isc.gc.ca Phone: (306) 515-4608 Fax: (306) 934-3000	Northern Inter-Tribal Health Authority (NITHA) Email: adepadua@nitha.com Phone: (306) 953-5035 Fax: (306) 953-5020

HIV Strategy Coordinators and ISC/NITHA representatives are responsible for submitting a copy of this form to the STBBI Project Assistant via email: contact@skhiv.ca or cchukwuelue@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 (May 13, 2026)

Former Health Region ¹ / ISC / NITHA	Location	Site(s)	HIV Strategy Coordinator / ISC Representative / NITHA Representative	LIS (Y/N)
AHA	Stony Rapids/Black Lake	Athabasca Health Authority (Stony Rapids)	Esther Keighley	N
CHR	Swift Current	Cypress Regional Hospital	Michelle Messner	Y
FHHR	Moose Jaw	Dr. F. H. Wigmore Regional Hospital	Laurel Stang	Y
HHR	Kindersley	Kindersley Integrated Health Care Facility	Kristi.O'Driscoll	Y
	Rosetown	Rosetown & District Health Centre	Kristi.O'Driscoll	Y
KTHR	Melfort	Melfort Hospital	Paulette Martin	Y
	Nipawin	Nipawin Hospital	Paulette Martin	Y
	Tisdale	Tisdale Hospital	Paulette Martin	Y
KYHR	Beauval	Beauval Health Center	Esther Keighley	N
	Beauval	Beauval Community Outreach	Esther Keighley	N
	Buffalo Narrows	Buffalo Narrows Community Outreach	Esther Keighley	N
	Buffalo Narrows	Buffalo Narrows Health Center	Esther Keighley	N
	Ile a la Crosse	St. Joseph's Hospital	Esther Keighley	Y
	Ile a la Crosse	Isle-la-Crosse Community Outreach	Esther Keighley	N
	La Loche	La Loche Community Outreach	Esther Keighley	N
	La Loche	La Loche Health Centre	Esther Keighley	Y
MCRHR	Creighton	Creighton Denare Beach Community Outreach	Esther Keighley	N
	La Ronge	La Ronge Community Outreach	Esther Keighley	N
	La Ronge	La Ronge Health Center	Esther Keighley	Y
	La Ronge	La Ronge Medical Clinic (Cat 9)	Esther Keighley	Y
	Pinehouse	Pinehouse Community Outreach	Esther Keighley	N
	Sandy Bay	Sandy Bay Community Outreach	Esther Keighley	N
	Sandy Bay	Sandy Bay Health Center	Esther Keighley	N
PAPHR	Prince Albert	Access Place and Outreach Services	Paulette Martin	N
	Prince Albert	SHA - Wellness Bus Prince Albert	Paulette Martin	N

	Prince Albert	Victoria Hospital	Paulette Martin	Y
	Rosthern	Rosthern Hospital	Paulette Martin	Y
	Shellbrook	Parkland Integrated Health Center	Paulette Martin	Y
PNHR	Lloydminster	Lloydminster Regional Hospital	Kristi.O'Driscoll	Y
	Maidstone	Maidstone Health Complex	Kristi.O'Driscoll	Y
	Meadow Lake	Meadow Lake Hospital	Kristi.O'Driscoll	Y
	North Battleford	Battleford Indian & Metis Friendship Centre	Kristi.O'Driscoll	N
	North Battleford	Battlefords Sexual Health Outreach Van	Kristi.O'Driscoll	N
	North Battleford	Battlefords Union Hospital	Kristi.O'Driscoll	Y
	North Battleford	North Battleford Library & Central Park	Kristi.O'Driscoll	N
	Turtleford	Riverside Health Complex	Kristi.O'Driscoll	Y
RQHR	Fort Qu'Appelle	All Nations Healing Hospital	Laurel Stang	Y
	Moosomin	Southeast Integrated Care Centre	Laurel Stang	Y
	Regina	SHA Communicable Disease & Sexual Health (AIDS Program South Saskatchewan, All Nations Hope Network, Carmichael Outreach, Cathedral Neighborhood Centre, Regina Provincial Correctional Center, RQHR Public Health Street Project (Van), Street Workers Advocacy Project (SWAP) - license 1, Street Workers Advocacy Project (SWAP) - license 2, University of Regina, Victoria Park, SHA - Wellness Bus Regina	Laurel Stang	N
	Regina	Infectious Disease Clinic	Laurel Stang	N
	Regina	John Joward Society (Wellness Wheel)	Laurel Stang	N
	Regina	Medicine Shoppe #355	Laurel Stang	N
	Regina	Opioid Addiction Treatment Clinic	Laurel Stang	N
	Regina	Planned Parenthood Regina	Laurel Stang	N
	Regina	Queen City Wellness Pharmacy	Laurel Stang	N
	Regina	Regina Recovery Centre	Laurel Stang	N
	Regina	SHA Addiction Treatment Centre	Laurel Stang	N
Regina	Street Culture Project Youth Shelter (WW)	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	Y
	Esterhazy	St. Anthony's Hospital	Deanna Bartok	Y
	Kamsack	Kamsack Hospital & Nursing Home	Deanna Bartok	Y
	Kamsack	Stepping Stone Wellness Clinic	Deanna Bartok	N
	Melville	St. Peter's Hospital	Deanna Bartok	Y
	Preeceville	Preeceville and District Health Centre	Deanna Bartok	Y
	Yorkton	Yorkton Regional Health Centre	Deanna Bartok	Y
	Yorkton	Turning Point Program	Deanna Bartok	N
SkHR	Humboldt	Humboldt District Hospital	Michelle Messner	Y
	Saskatoon	Public Health Services (Brief & Social Detox Unit, Public Health Services, Saskatoon Corrections, Sexual Health Clinic)	Michelle Messner	N
	Saskatoon	Saskatoon Community Clinic Westside	Michelle Messner	N
	Saskatoon	Saskatoon Sexual Health - licence 1	Michelle Messner	N
	Saskatoon	Saskatoon Tribal Council	Michelle Messner	N
	Saskatoon	Saskatoon Tribal Council Health Centre	Michelle Messner	N
	Saskatoon	Saskatoon Tribal Council Wellness Centre	Michelle Messner	N
	Saskatoon	Student Wellness Centre	Michelle Messner	N
	Saskatoon	Mayfair Drugs Pharmacy ^{New}	Michelle Messner	N
ISC	Kinistin Saulteaux Nation	Kinistin Wellness Centre	Laura Matz	N
	Leask	C.M Ledoux Health Centre	Laura Matz	N
	Muskeg Lake First Nation	Muskeg Lake Community Health Centre	Laura Matz	N
	Muskoday First Nation	Muskoday Community Health Centre	Laura Matz	N
	North Battleford	Battle River Treaty 6 Health Centre (Cat IX)	Laura Matz	N
	North Battleford	Battle River TR6 Community Wellness Van	Laura Matz	N
	One Arrow First Nation	One Arrow First Nation Health Centre	Laura Matz	N
	Yellow Quill First Nation	Yellow Quill Health Centre	Laura Matz	N
	ISC - multiple communities	ISC Outreach Testing Van	Leegay Jagoe	N

NITHA	Air Ronge	Jeannie Bird Clinic	Anthony de Padua	N
	Grandmother's Bay	Grandmother's Bay Clinic	Anthony de Padua	N
	Hall Lake	Hall Lake Clinic	Anthony de Padua	N
	Mont Nebo	Ahtahkakoop Health Centre ^{New}	Anthony de Padua	N
	Stanley Mission	Stanley Mission ^{New}	Anthony de Padua	N
	Sucker River	Sucker River Clinic	Anthony de Padua	N

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.