

MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 2510
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SUBJECT: RAPID HIV TESTING

EFFECTIVE
DATE: 04-15-11 (replaces 08-15-08)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

McIntosh Trail CSB offers free Rapid HIV testing and education to our consumers, their partners, and the community. It is the policy of McIntosh Trail CSB to perform HIV testing reliably, safely, and competently by adherence to policy and procedures, as well as the guidelines set by the Centers for Disease Control and Prevention and other governing agencies. HIV testing will only be provided to individuals who identify themselves to be 18 years of age, or older. HIV testing is provided confidentially, with adherence to HIPAA laws.

PROCEDURES

The HIV Program will be coordinated and overseen by the Lead Nurse for McIntosh Trail CSB. The Lead Nurse will be in charge of ensuring that HIV counselors are properly trained and competent in their duties, policies and procedures are followed, and that supplies are properly maintained. Additionally, the Lead Nurse will order, distribute, and stock supplies according to guidelines and manufacturer's recommendations.

Only certified HIV Early Intervention Counselors who have completed classes in HIV Counseling and Rapid Testing will provide HIV testing and counseling for our agency.

Individuals requesting HIV testing will sign a consent form before testing occurs, and may request a written copy of their results. However, written results may only be given directly to the individual who was tested, unless an authorization for release of information was signed by the individual giving permission to share the information with a third party. HIV testing results will not be a part of the individual's chart, but will be kept securely locked, accessible only by HIV EIS counselors. The records will be maintained for a minimum of three calendar years, and then shredded according to agency policy and procedures.

A comprehensive list of procedures will be maintained by the Lead Nurse in her office.