Implementation Checklist

Resources in **bold italics** are included in your syllabus and are also available at hiv.upccpd.ca.
(MOA) denotes a task you can delegate to your Medical Office Assistant.

- ☐ **1. Inform your colleagues**
  - ➢ Use the **Summary Sheet** and **Physician FAQ** as a guide to explain the rationale and recommendations for routine HIV testing to colleagues.

- ☐ 2. **Engage your MOAs**
  - ➢ Explain rationale for routine HIV testing (as above)
  - ➢ Review everyone's duty under the *Health Professions Act* to maintain confidentiality around information contained in all medical reports
  - ➢ Delegate as much of the office preparation as possible (see below).

- ☐ **3. Choose a START DATE**
  - ➢ Write it down: _____ and enter it into your calendars.

- ☐ **4. Display information for patients**
  - ➢ Print **HealthLinkBC** "Health File" patient information handout (available in English, Chinese, French, Punjabi, Spanish and Vietnamese); make available in exam rooms and waiting area **(MOA)**
  - ➢ Order or print **posters**; display in exam rooms and waiting area **(MOA)**
    Tip: Email hiv.cpd@ubc.ca to request posters.

- ☐ **5. Set up reminder systems**
  What reminder systems do you already use and that work for you? Some physicians have found it helpful to:
  - ➢ Prepare **lab requisitions** **(MOA)**
    - "Highlight" HIV testing on paper requisition with a bright colour; change highlighter colour every month or so to reduce habituation **(MOA)**
    - "Highlight" HIV testing on EMR requisition template in a bright colour, or by whatever other means your EMR allows **(MOA)**
  - ➢ Set up chart reminders **(MOA)**
    - EMR reminders e.g. for all adults; add HIV test offer to patient summary **(MOA)**
    - Paper Chart reminders e.g. sticker on front sheet when test results are filed **(MOA)**
  - ➢ Create memory aides
    - Visual reminder for you in your exam room - HIV testing poster in your line of sight; a flower on your desk; tally sheet taped to your desk **(MOA)**
      Tip: Ask your MOA to set up a variety of reminders at different times to reduce habituation.

- ☐ **6. Set a target**
  - ➢ Choose an easy target at first, e.g. 2 tests per day.

- ☐ **7. START TESTING**
  - ➢ Use the **Offering a Test** resource for suggested wording for your test offer and recommendation
  - ➢ Give your patient the **HealthLinkBC** "Health File" with their lab requisition
  - ➢ Use a simple **Tally Sheet** to log no. of tests offered, no. of tests ordered; some find it helpful and interesting to also count declined tests & reason(s).

- ☐ **8. Review your progress**
  - ➢ Revise and reset your targets, aim to increase weekly. Reward yourself!