

## *RESULT REPORTING*

### **Purpose:**

The purpose of this procedure is to ensure the quality of technical services provided by the staff at sites performing rapid HIV testing staff by establishing a standard for result reporting and reviewing.

### **Responsibility:**

It is the responsibility of certified staff at all sites performing rapid HIV testing under RWJMS to:

- Properly identify patients and maintain the identity of the source patient throughout the testing process.
- Sign off on all testing performed by them.
- Report and document any aberrations to the Rapid HIV Testing Support Program.

It is the responsibility of the on-site coordinator or designee to:

- Review all patient and quality control testing results weekly and document their review.
- Forward all testing logs to the Rapid HIV Testing Support on a monthly basis.
- Investigate and report back to the Rapid HIV Testing Support Program coordinator all problems and questions as they occur.
- Implement corrective action plans as required.

It is the responsibility of the Rapid HIV Testing Support Program staff to:

- Review quality control, proficiency test results and patient logs.
- Assist the laboratory directors in identifying significant reporting, QC or PT issues.
- Train, recertify and monitor competency of staff.

### **Procedure:**

#### **Patient Identification**

1. Confirm the identity of the patient verbally with the patient and/or someone accompanying the patient.
2. Label any specimen collection containers while still at the patient's side. The single use test devices must be labeled so as to uniquely identify the patient.
3. Identifying numbers are used, not the patient's name.

#### **Reporting**

1. All patient testing results must be documented on the appropriate Test Log and reported to the HIV Testing Support Program.
2. All patient testing results will also be documented in the patient chart maintained at the site.
3. The results of all quality control performed will be documented on the Test Log
4. All reagent lot numbers and expiration dates will be documented on the Test Log.
5. All testing personnel will initial the Test Log for any testing performed. A legible signature or printed name is required at least once per Test Log sheet.
6. All negative results will be shared verbally with the patient. As per NJDHSS/DHAS policy, negative results are not to be provided to the client in writing.
7. All preliminary positive results will be shared with the patient and the staff will refer to the preliminary positive policy for follow-up procedures.

UMDNJ - ROBERT WOOD JOHNSON MEDICAL SCHOOL  
NJ RAPID HIV TESTING SUPPORT PROGRAM

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