**SENARAI SEMAK AUDIT POCT RAPID TEST KIT HIV/HEPATITIS C /SIFILIS (TICK EITHER ONE)**

|  |  |  |
| --- | --- | --- |
| Date of audit (dd/mm/yyyy): | |  |
|  | |  |
|  | |  |
| Testing facility name: | |  |
| Name of the auditor 1: | |  |
| Name of the auditor 2: | |  |
| Number of testers: | |  |
| Average number tested per month: | |  |
|  | | |
| 1.0 Personnel training and certification | | |
|  | Have all testers received comprehensive training on rapid testing using the nationally approved curriculum? |  |
|  | Are the testers trained on using standardized testing registers or logbooks? |  |
|  | Are the testers trained on safety and waste management procedures and practices? |  |
|  | Have all testers received refresher training within the past two years? |  |
|  | Are there records indicating that all testers have demonstrated competence in rapid testing before testing client? |  |
|  | Have all testers been certified through a national certification programme? |  |
|  | Are only certified testers allowed to perform testing? |  |
|  | Are all testers required to be recertified periodically (such as every two years)? |  |
|  |  |  |
| 2.0 Physical facility | | |
|  | Is there a designated area for testing? |  |
|  | Is the testing area clean and organized for rapid testing? |  |
|  | Is sufficient lighting available in the designated testing area? |  |
|  | Are the test kits kept in a temperature-controlled environment  based on the manufacturers’ instructions? |  |
|  | Is there sufficient and secure storage space for test kits and other  consumables? |  |
|  |  |  |
| 3.0 Safety | | |
|  | Are standard operating procedures and/or job aids in place to  implement safety practices? |  |
|  | Are standard operating procedures and/or job aids in place on how to dispose of infectious and non-infectious waste? |  |
|  | Are standard operating procedures and/or job aids in place to  manage spills of blood and other body fluids? |  |
|  | Are there standard operating procedures and/or job aids in place  to address accidental exposure to potentially infectious body fluids through a needle-stick injury, splash or other sharps injury? |  |
|  | Is personal protective equipment always available to the testers? |  |
|  | Do all testers consistently use personal protective equipment? |  |
|  | Do all testers properly use personal protective equipment  throughout the testing process? |  |
|  | Are clean water and soap available for hand washing? |  |
|  | Is an appropriate disinfectant available to clean the work area and equipment? |  |
|  | Are sharps and infectious and non-infectious waste handled  properly? |  |
|  | Are containers for infectious and non-infectious waste emptied  regularly in accordance with the standard operating procedures  and/or job aids? |  |
|  | | |
| 4.0 Pre-testing phase | | |
|  | Are national testing guidelines specific to the programme (suchas on HIV testing services, preventing the mother-to-child transmission of HIV or TB) available at the testing point? |  |
|  | Is the national HIV testing algorithm being used? |  |
|  | Is there a process in place for an alternative testing algorithmin case of expired test kits or shortages? |  |
|  | Are standard operating procedures and/or job aids in place for each rapid test used in the testing algorithm? |  |
|  | Are only nationally approved rapid testing kits available for use currently? |  |
|  | Are all the test kits in use within the expiration date currently? |  |
|  | Are test kits labelled with the date received and initials? |  |
|  | Is a process in place for managing stocks? |  |
|  | Are job aids on client sample collection available and posted at the testing point? |  |
|  | Are sufficient supplies available for collecting client samples? |  |
|  | Are there guidelines describing how client identification  should be recorded in the testing register? |  |
|  | Are client identifiers recorded in the testing register in  accordance with national guidelines and on test devices? |  |
|  | | |
| 5.0 Testing phase | | |
|  | Are job aids on testing procedures available and posted at the testing site? |  |
|  | Are timers available and used routinely for rapid testing? |  |
|  | Are sample collection devices (such as disposable pipettes) used accurately? |  |
|  | Are testing procedures adequately followed? |  |
|  | Are positive and negative quality control specimens routinely used (such as daily or weekly) in accordance with country guidelines |  |
|  | Are quality control results properly recorded? |  |
|  | Are incorrect or invalid quality control results properly recorded? |  |
|  | Are appropriate steps taken and documented when quality control results are incorrect and/or invalid? |  |
|  | Does the person in charge routinely review quality control records? |  |
|  | | |
| 6.0 Post-testing phase – documents and records | | |
|  | Is there a national standardized HIV rapid testing register or  logbook available and in use? |  |
|  | Does the testing register or logbook include all the key quality elements? |  |
|  | Are all the elements in the register or logbook recorded or captured correctly (such as client demographics, kit names, lot numbers, expiration dates, tester name and individual and final results)? |  |
|  | Is the total summary at the end of each page of the register or  logbooks completed accurately? |  |
|  | Are invalid test results recorded in the register or logbook? |  |
|  | Are invalid tests repeated and the results properly recorded in the register or logbook? |  |
|  | Are all client documents and records securely kept throughout all  phases of the testing process? |  |
|  | Are all registers or logbooks and other documents kept in a secure location when not in use? |  |
|  | Are registers or logbooks properly labelled and archived when full? |  |
|  | | |
| 7.0 Supplies, reagents and equipment | | |
|  | Are supplies available and in date for collecting specimens? |  |
|  | Are all supplies and reagents for point-of-care testing  and collecting specimens stored as recommended by the  manufacturer? |  |
|  | Are all supplies and reagents for point-of-care testing and  specimen collection inventoried monthly? |  |
|  | Are there procedures and/or policies for ordering and  receiving supplies and reagents? |  |
|  | Are all equipment and instruments functioning? |  |
|  | Are there standard operating procedures and job aids  available for maintaining equipment and instruments,  including troubleshooting steps and procedures? |  |