

Notes on the template documents

The template documents have been designed to be used as they are or to be adapted as required. The entire pack is available for download from the Tackling HIV Testing section of the MedFASH website, www.medfash.org.uk, and all materials may be freely reproduced for the purpose of ensuring quality of care.

The materials in the resource pack have been subject to a process of review and comment by the *Tackling HIV Testing: increasing detection and diagnosis* Project Advisory Group which comprises leading experts in the field of HIV and sexual health, general medicine, other important specialties and public health plus representatives of patient organisations (see Section 10 for a list of members). It is hoped that this will make it easier for them to pass through hospital trust approval processes, thus enabling a consistent hospital-wide approach to HIV testing to be implemented quickly and smoothly.

A Protocol for HIV testing of adults outside the HIV specialist setting

This document is adapted from similar protocols already developed and in use by hospital trusts around England. It is intended as a stand-alone document and summarises for ease of reference the key points of the *UK national guidelines for HIV testing 2008*, including the table of clinical indicator conditions for HIV infection. It is intended for use across hospital trusts to provide guidance on when HIV testing is indicated, how to perform the test and how to give the result.

It should be noted that the protocol focuses on testing for HIV on presentation of clinical indicators and on grounds of local HIV prevalence. This is intended to provide a clear steer to clinicians in secondary care settings that risk assessments such as a sexual history are not a prerequisite for the offer of an HIV test and to allay concerns about performing them. The *UK national guidelines for HIV testing 2008* recommend the offer of HIV testing to people from groups at higher risk of HIV infection attending for care in primary and secondary care settings and these recommendations should be followed as appropriate.

B Essential elements of the pre-test discussion

This is a handy aide-memoire that summarises the essential points to cover in a pre-test discussion and can be put up in consulting rooms for staff to check.

C Useful contacts sheet for help with HIV testing

A summary sheet for staff to complete with the contact details of the HIV team and others who can offer advice and assistance with HIV testing.

D Frequently asked questions about HIV testing

A set of answers to questions that patients often ask about HIV testing. It can be used by staff as a 'crib sheet' and also given to the patient as it stands to take away. It contains a fill-in section for useful contact telephone numbers.

E Patient information about testing for blood-borne viruses (BBVs)

Where outpatient departments produce information for patients about the routine tests performed, this paragraph can be inserted into existing sheets. It covers testing for hepatitis B and C as well as HIV.

F HIV testing poster for use in patient waiting areas

To normalise HIV testing among patients it is important that it is seen as routine and unexceptional. This poster advises patients that HIV testing is a routine investigation in the department and asks them to discuss any concerns they may have with staff.

G Letter to medical director

HIV leads, or other 'HIV champions' might like to consider taking up the issue of routine HIV testing with the medical director. This document is a prepared version of a letter giving a summary of the evidence and asking for help with developing a hospital-wide policy on HIV testing.