


Appendix A- Primary Care PEP Preparedness Checklist

#X	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé	Standard Operating Procedure (SOP) for Pathways	Status: Final Last Revision Date: 2-Jul-20 Owner: Primary Care
		Pathway: Post Exposure Prophylaxis (PEP) Preparedness	Page 1 of 3

A) Overview and Goals: to ensure hub site preparedness for the provision of PEP follow up at Primary Care Clinics

B) Glossary of Terms and Acronyms:

Post - exposure Prophylaxis (PEP) –	Medications that are given after an exposure has occurred which may reduce the risk of acquiring an infection from the exposure
Hub Sites	Designated Community Clinics within Winnipeg agreeable to providing the necessary PEP follow up within 48hrs of initial assessment in an Emergency Department or Urgent Care

C) About this SOP:



This SOP pertains to primary care clinics providing PEP and outlines the processes and the resources required.

There are several steps within this process, and to help with role clarity of who is responsible for certain aspects within the process steps.

D) The Process:


<u>Person Responsible</u>	<u>Domain</u>	<u>Task</u>	<u>Date Completed</u>
Manager	Lab Services	Ensure onsite or nearby lab services can accommodate the time sensitive testing requirements	
Manager	Clinical Support	Identify PEP Site Champion to provide training	
Manager	Clinical Support	Identify Site Medical Lead or Physician to provide clinical consultation as required.	
Clinical Team	Clinical Support	Aware of Manitoba Health PEP protocol and all related operating guidelines, workflows and decision tools. https://www.gov.mb.ca/health/publichealth/cdc/protocol/hiv_postexp.pdf	
Manager/Site Medical Lead	Medication	HIV- Ensure HIV Post Exposure Prophylaxis Kits A and B are ordered and stocked at the clinic <ul style="list-style-type: none"> ○ Use HSC Pharmacy Stock Med order sheet ○ Site Medical Lead to complete and sign HIV PEP Kit Order Form: HIV Post – exposure Prophylaxis Drug Order Form 	

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	Pathway: Post Exposure Prophylaxis (PEP) Preparedness		Page 2 of 3

		<ul style="list-style-type: none"> ○ FAX the signed order form to HSC Pharmacy. Do not send the Order form to Tache Pharmacy, HSC Pharmacy will forward however, they need a copy for their records. ○ Ensure cold chain is maintained <p>Other STI- Ensure all Sexually Transmitted Infection Medications and Administration Reporting Form are ordered and stocked following appropriate delivery to the clinic</p> <ul style="list-style-type: none"> ○ Manitoba Health STI Medication Order Form: ○ <u>Manitoba Health STI Medication Administration Form:</u> https://www.gov.mb.ca/health/publichealth/cdc/protocol/stia/dminform.pdf <p>Vaccinations- Ensure the following vaccinations are ordered and stocked following appropriate delivery to the clinic</p> <ul style="list-style-type: none"> ○ HBIG ○ Hepatitis B ADULT ○ Hepatitis A Vaccine: Manitoba Health will provide Havrix®1440 (Adult) as <u>stock</u> medication to Primary Care sites providing PEP. 	
Manager	Reporting	<p>Ensure surveillance forms are available all Manitoba Health Forms (surveillance forms for all positive cases and contact https://www.gov.mb.ca/health/publichealth/surveillance/forms.html</p> <ul style="list-style-type: none"> ○ User Guide for Completion of Surveillance Forms for Reportable Diseases ○ Hepatitis B and C, HIV, and Syphilis Investigation Form – Case Form ○ STI Case Investigation Form For Chlamydia, Gonorrhea, Chancroid and LGV Infections – Case Form ○ HIV Case Report Form for Anonymous Testing ○ HIV Case Report Form for Rapid HIV Testing 	
Manager	Education	<p>Ensure education tools are ordered and stocked.</p> <p>What: Sites to use Health Information Resources for Health Care Professionals- Health Information Resources Inventory listing: https://www.gov.mb.ca/health/jmc/index.html</p> <p>Order: What You Should Know If You Have Come Into Contact With Blood Or Body Fluids (English and French) Product Number: MHPP188</p>	

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		Use: Health Information Resources Order form: https://www.gov.mb.ca/health/jmc/hirorderform.pdf	
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