

## **PAEDIATRIC PROVIDER INITIATED TESTING AND COUNSELLING**

This checklist is offered as an aid to support supervision and quality assurance for paediatric PITC services. Through observation, interviews and reviews of PITC data, the quality of PITC services and the accuracy of data can be routinely monitored. Ultimately, the goals are to:

- Obtain valuable information on programme functioning and quality.
- Facilitate participatory problem solving.
- Assure the programme successfully meets the needs of children and their families.
- Improve worker performance and the quality of PITC services by providing technical support and acknowledging healthcare workers' contribution to the success of the program.

When paediatric PITC services are initially implemented, routine quality assurance checks should be made bi-weekly and supervisory visits should occur monthly for at least six months. When PITC services are firmly in place and running smoothly, monthly quality assurance checks and quarterly supervision should be adequate.

### **Instructions**

Through direct observation, interviews and/or review of data:

- Answer each question with a “yes” or “no”. (Note: It may not be possible or necessary to complete every section of this tool every time an evaluation occurs.)
- Assign one point for each “yes” response, and zero points for each “no” response.
- Tally the number of points by section and compare with the total number of points possible for that section.
- Acknowledge the team's strengths.
- Discuss areas for improvement (if any) and formulate a plan to correct problems.
- If no problems were identified, continue routine QA activities.
- If problems were identified, re-evaluate after taking corrective action.
  - Acknowledge improvements (if any).
  - Re-evaluate corrective action plan if no improvements are seen.

Name of Health Facility:	Date of Supervision	Name of Supervisor

1. General Information			
Questions	Yes-1	No-0	Comments
<p><b>Are reference materials on site and accessible, including:</b></p> <ul style="list-style-type: none"> <li>▪ PITC Paediatric Guidelines</li> <li>▪ Rapid Test Instructions</li> <li>▪ Counselling Cue cards</li> <li>▪ DBS instructions</li> </ul>			
<p><b>Are staff members who are not directly involved in delivery of paediatric PITC services aware of the rationale for these services?</b> Note any circumstances that could inform plans for future training. Briefly interview representative staff and stakeholders, such as:</p> <ul style="list-style-type: none"> <li>▪ Nurse and/or midwife</li> <li>▪ Community health worker</li> <li>▪ Clinical officer</li> <li>▪ Pharmacist</li> <li>▪ Laboratory technician</li> </ul> <p>The number of staff represented will vary depending on the size and type of facility.</p>			
<p><b>Total number of points this section:</b> _____</p> <p><b>Total number of points possible:</b> <u>2</u></p>			

<b>2. Questions on Staffing and Training</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Was an orientation to introduce and discuss paediatric PITC held?</b>			
<b>Has a specific paediatric PITC coordinator or director been identified?</b>			
<b>Have the staff who will implement paediatric PITC been trained in specific skills, e.g., DBS testing, heel stick, pre- and post-test counselling, etc?</b>			
<b>Have counsellors who will conduct pre- and post-testing been identified?</b>			
<b>If lay counsellors are being used at the facility, is there clarity regarding their specific duties and their supervision?</b>			
<b>Are there sufficient healthcare workers for paediatric PITC services?</b>			
<b>Is there a designated person for data reporting and collection, or if not, are staff who collect data trained to fill out forms?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>7</u></b>			

<b>3. Physical Facility</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Are supplies kept in a secure location?</b>			
<b>Is there adequate space for testing and counselling?</b>			

<b>3. Physical Facility</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Does the space allow for privacy for individual counselling?</b>			
<b>Is there a table available to conduct tests?</b>			
<b>Is there sufficient equipment to conduct activities, e.g., beds, chairs for waiting room, etc.</b>			
<b>Are the rooms, equipment and physical space kept clean?</b>			
<b>Is there a system at the testing location for disposing of hazardous materials (e.g., sharps containers) and rubbish?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>7</u></b>			

<b>4. Supplies</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments/Observations</b>
<b>Were sufficient supplies available to ensure universal precautions are followed, e.g. gloves, etc?</b>			
<b>Were there sufficient supplies of other needed materials, e.g., sterile gauze pads, timers, etc?</b>			
<b>Were there sufficient numbers of antibody test kits (not out of date) available?</b>			
<b>Were there sufficient numbers of DBS test kits (not out of date) available?</b>			

<b>4. Supplies</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments/Observations</b>
<b>Were expired supplies kept separate from those that are to be used?</b>			
<b>Is a system in place to ensure that stock-outs do not occur?</b>			
<b>Are there working systems to manage receiving supplies and transport of DBS samples to central labs for testing?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>7</u></b>			

<b>5. Observation of Testing and Counselling</b>			
<b>5a. Pre-Test Information Session</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments/Observations</b>
<b>Did the counsellor introduce herself and establish rapport?</b>			
<b>Did the counsellor attempt to assess the baseline level of knowledge of the group?</b>			
<b>Did the counsellor explain that paediatric PITC is routine in Zambia?</b>			
<b>Were the benefits of testing (especially for children) and the availability of care and treatment reviewed?</b>			
<b>Was confidentiality discussed?</b>			
<b>Was the testing procedure explained?</b>			

<b>5. Observation of Testing and Counselling</b>			
<b>5a. Pre-Test Information Session</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments/Observations</b>
<b>Was an overview of the meaning of test results provided, including noting the potential need for further testing of children who are</b> <ul style="list-style-type: none"> <li>▪ less than four weeks of age</li> <li>▪ breastfed within the last three months</li> <li>▪ less than 18 months of age</li> </ul>			
<b>Did the counsellor explain the relationship between a child's HIV status and the status of the mother?</b>			
<b>Was the right to refuse testing explained in an unbiased way?</b>			
<b>Did the counsellor close the session by asking if there were any more questions and offer to answer privately if preferred?</b>			
<b>Did the counsellor use facilitation and listening and learning skills appropriately, e.g., asking open-ended questions, maintaining a non-judgmental attitude, showing empathy?</b>			
<b>For older children and adolescents: If the caregiver deems the child to be of appropriate age and maturity to discuss HIV testing, was an individual session provided for the child?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: 12</b>			

<b>5b. Rapid HIV–Antibody Testing Procedures</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments/Observations</b>
<b>Did the counsellor use the correct HIV test (in accordance with the testing algorithms)?</b>			
<b>Was the blood sample collected appropriately? (Heel stick for children 9kg or under; toe if over 9kg; finger prick for those over two years)</b>			
<b>Was the puncture site warmed and sterilised?</b>			
<b>Was the pipette used appropriately to draw the blood?</b>			
<b>Was the blood applied appropriately to the test strip?</b>			
<b>Were the caregiver and child given instructions and support?</b>			
<b>Were universal precautions used consistently?</b>			
<b>Was rapid HIV-antibody testing conducted according to instructions?</b>			
<b>Were the caregiver and child told when to expect test results, where to wait and to expect further counselling?</b>			
<b>Were the results correctly interpreted by the counsellor?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>10</u></b>			

<b>5c. DBS Collection for DNA PCR Testing Procedures</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments/Observations</b>
<b>Was DBS collection the correct test at the correct time (in accordance with algorithm)?</b>			
<b>Was the blood sample collected appropriately? (Heel stick for children 9kg or under; toe if over 9kg)</b>			
<b>Was the puncture site warmed and sterilised?</b>			
<b>Was the blood applied appropriately to the filter paper?</b>			
<b>Were the caregiver and child given instructions and support?</b>			
<b>Were universal precautions used consistently?</b>			
<b>Was the specimen labelled correctly before starting the DBS collection?</b>			
<b>Was the specimen air dried for at least three hours?</b>			
<b>Was glassine paper inserted between dried filter paper cards and desiccant packets inserted appropriately?</b>			
<b>Was the DNA PCR laboratory request properly completed and placed with the specimen?</b>			
<b>Were the caregiver and child told when to expect test results, when to return and what to expect upon return?</b>			
<b>Have all DBS specimens in the past month been accepted by the laboratory?</b>			



**5c. DBS Collection for DNA PCR Testing Procedures**

<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>12</u></b>			

**5d. Post-test counselling**

<b>Questions</b>	<b>Yes-1</b>	<b>No -0</b>	<b>Comments</b>
<b>Did the counsellor introduce herself and establish rapport?</b>			
<b>Were the test results delivered clearly, privately and without any attached judgment?</b>			
<b>Was follow-up care for child and family discussed, e.g., need for further testing, what to do if child is sick?</b>			
<b>Was the caregiver's understanding of the results of the test as well as understanding of follow-up plan assessed?</b>			
<b>Were questions about the need or presence of emotional support for the caregiver and family asked?</b>			
<b>Did the counsellor use facilitation and listening and learning skills appropriately, e.g., asking open-ended questions, maintaining a non-judgemental attitude, showing empathy?</b>			
<b>Were appropriate referrals made?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>7</u></b>			

<b>5d. Post-test counselling</b>			
<b>For infants less than 18 months — positive</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No -0</b>	<b>Comments</b>
<b>If the rapid antibody test is positive, were caregivers given information on DNA PCR testing?</b>			
<b>Were caregivers instructed on how to access cotrimoxazole and how it should be given until the results of the DNA PCR testing come back?</b>			
<b>Was safe infant/child feeding discussed?</b> <input type="checkbox"/> If less than 6 months, was exclusive breastfeeding discussed? <input type="checkbox"/> If approaching six months (or older than six months), was complementary feeding discussed? <input type="checkbox"/> If older than six months was “adequate diet” discussed?			
<b>Was the mother’s HIV status discussed? Was the mother given accurate information on her HIV status and the need for and availability of follow-up care and treatment?</b>			
<b>Was an evaluation done to determine other family members who need HIV testing and counselling?</b>			
<b>Were caregivers guided through the next steps of service, including acquiring cotrimoxazole, returning for DNA PCR results, care for mother and other family members, etc?</b>			

<b>5d. Post-test counselling</b>			
<b>For infants less than 18 months — positive</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No -0</b>	<b>Comments</b>
<b>Did the counsellor explore the caregiver's understanding of the results and follow-up care?</b>			
<b>Did the counsellor use facilitation and listening and learning skills appropriately, e.g., asking open-ended questions, maintaining a non-judgmental attitude, showing empathy?</b>			
<b>Total number of points this section: _____</b> <b>Total number of points possible: <u>8</u></b>			

<b>5d. Post-test counselling</b>			
<b>For children 18 months or older and under 16 years of age — positive</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Are children allowed in the post-test counselling session if parents deem them of appropriate age and maturity level?</b>			
<b>Were caregivers instructed on how to access cotrimoxazole and how it should be given?</b>			
<b>Was safe child feeding discussed?</b> <input type="checkbox"/> Was “adequate diet” discussed? <input type="checkbox"/> If approaching 24 months, was weaning and continuing need for animal-source milk discussed?			
<b>Are parents guided through the next steps of service, including acquiring medicines?</b>			

<b>5d. Post-test counselling</b>			
<b>For children 18 months or older and under 16 years of age — positive</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Are children referred to paediatric and psychiatric services, as needed?</b>			
<b>Was the mother's HIV status discussed? Was the mother given accurate information on her HIV status and the need for and availability of follow-up care and treatment?</b>			
<b>Was an evaluation done to determine other family members who need HIV testing and counselling?</b>			
<b>Are families encouraged to return to the clinic for follow-up and further referrals?</b>			
<b>Did the counsellor use facilitation and listening and learning skills appropriately, e.g., asking open-ended questions, maintaining a non-judgmental attitude, showing empathy?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>9</u></b>			

<b>5d. Post-test counselling</b>			
<b>For infants less than 18 months — negative</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>If the DNA PCR test comes back negative, are recommendations made regarding infant/young child feeding practices?</b>			

<b>5d. Post-test counselling</b>			
<b>For infants less than 18 months — negative</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Are caregivers encouraged to come back for further testing if the child is</b> <ul style="list-style-type: none"> <li>▪ less than four weeks of age</li> <li>▪ breastfed within the last three months</li> <li>▪ less than 18 months of age</li> </ul>			

<b>5d. Post-test counselling</b>			
<b>For children 18 months or older and under 16 — negative</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Are parents encouraged to teach their children basic health practises that can decrease the risk of getting HIV?</b>			
<b>Are parents encouraged to come back for further testing if the child is still breastfeeding?</b>			
<b>Total number of points this section: _____</b>			
<b>Total number of points possible: <u>4</u></b>			

<b>6. Referral Linkages and Systems</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Are linkages established that include referral mechanisms, appointment tracking and follow-up with:</b> <ul style="list-style-type: none"> <li>▪ Paediatric HIV-related treatment?</li> <li>▪ Adult HIV-related treatment?</li> <li>▪ Reproductive health and family planning services?</li> <li>▪ Under-Five clinic/immunisation services?</li> <li>▪ Community based services?</li> </ul>			
<b>Are healthcare workers knowledgeable about how to make referrals and know of the potential places where caregivers and children can be referred?</b>			
<b>Is there a tracking and communication system in place for attendance at appointments for:</b> <ul style="list-style-type: none"> <li>▪ DNA PCR results?</li> <li>▪ For repeat testing and counselling (e.g. three months post cessation of breastfeeding)?</li> <li>▪ For testing of partner(s) and sibling(s)?</li> </ul>			
<b>Does the facility have a working linkage with the laboratory for DNA PCR testing?</b>			
<b>Are DNA PCR results received within 2-4 weeks?</b>			
<b>Total number of points this section: _____</b> <b>Total number of points possible: <u>5</u></b>			

<b>7. Data Collection and Use</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Was the testing register, laboratory specimen log, Under-Five card, Mother's card, and medical record correctly completed?</b>			
<b>Is the weekly/monthly report for PITC correctly completed?</b>			
<b>Does the site conduct and document QA activities?</b>			
<b>Have all monthly monitoring forms been submitted in the past year?</b>			
<b>Total number of points this section: _____</b> <b>Total number of points possible: <u>4</u></b>			

<b>Client-Exit Interview (the caregivers are the clients)</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Did you feel that you were respected by the counsellor, regardless of your age or HIV status?</b>			
<b>Was the facility clean and comfortable?</b>			
<b>Did the counsellor explain testing your child for HIV in a way that you understood?</b>			
<b>Did the counsellor explain that you have a right to refuse HIV testing for your child?</b>			
<b>Were you provided with a private, confidential space for your post-test counselling?</b>			
<b>Did you understand what the test results mean?</b>			
<b>Did you understand what the next steps are for you and your child?</b>			
<b>Did you feel comfortable enough with the counsellor to discuss any concerns about your or your child's health status?</b>			
<b>Did you get referrals from the healthcare worker?</b>			
<b>Do you plan to follow up on the referrals, e.g., going to get care and treatment for your child and/or yourself?</b>			



<b>Client-Exit Interview (the caregivers are the clients)</b>			
<b>Questions</b>	<b>Yes-1</b>	<b>No-0</b>	<b>Comments</b>
<b>Did you feel that you were given just the right amount of information?</b>			
<b>Do you have any suggestions for improvement?</b>			
<b>Total number of points this section: _____</b> <b>Total number of points possible: <u>12</u></b>			