

Checklist for Reviewing Potential IPP Sites & Monitoring Post-Orientation

Name of organization:	Date: Yes/No	Date: Yes/No	Date: Yes/No	Comments Reviewer's initials
Location has currently licensed professional staff , e.g.,ARNP, PA, MD, to supervise clinical and pharmacy activities and assume responsibility for treatment *				
What are the hours of operation? How many days per week?				
Is the clinic in a geographic area with reduced access for services or does it serve a population disproportionately at-risk for STD?				
The contact person is someone who is directly responsible for providing screening.				
Is any care provided by a different entity, e.g. contractor, PP? If so, how will both parties assure the best possible care? Have they agreed on how to communicate confidential information and conduct Tx and reporting?				
If medications are provided on-site, there is secure storage.				
How are dispensed medications logged and lot numbers tracked?				
If meds are provided on-site providers are prepared for allergic reactions.				
Are partners treated, contacted, or referred, e.g., for EPT?				
Providers have a procedure in place for mandatory reporting of suspected sexual abuse or neglect that complies with state reporting laws.				
Agency has a written client consent form for testing and a written policy & procedure for its use+				
The agency has current written policies and procedures on conducting screening, processing specimens, laboratory logs, treatment and follow-up activities.				
Current CDC treatment guidelines are available and key staff have been oriented to their use				
Location has a current local business license.				
Location has a current laboratory license appropriate to the complexity of tests done (waived, PPMP, etc). Exp. Date:				
Work area is adequate for safe preparation of specimens (sink, storage, protective equipment such as gloves, clean area for preparing mailings).				
Staff is trained in correct procedures for mailing laboratory specimens **				

Refrigerator temperatures are monitored for proper specimen storage.				
Specimens are logged out and results checked off upon return.				
All returned lab results are reviewed and initialed by a clinician.				
Medical information is maintained in a secure area; locked when not attended.				
Location has private areas for client interviews, exams, toilet areas.				
Agency will do case reports and has a supply of state report forms.				
Comprehensive disease prevention information, e.g. condoms, behavior change, abstinence, risk reduction information, is provided				
Clinic staff has been trained in how to provide general counseling on STD prevention and specific risk-reduction counseling for those diagnosed with STI.				
There is a referral list of community providers for a variety of medical concerns or urgent problems				
The agency has signed assurances as required with the State IPP administrator that program expectations for comprehensive, medically & scientifically accurate sexual health and risk-reduction information will be met.#				

*Obtain staff list with credentials and FTE assignments

+ Obtain sample copy of form and any policies/procedures

** <http://www.doh.wa.gov/EHSPHL/PHL/packaging.htm>

Obtain sample copies of education materials to be used with clients