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## **Elements of HIV Prevention Counselor Orientation**

### **Administrative Issues**

HIV/AIDS Workplace Guidelines

HIV Laws, Rules & Regulations – Federal & State (Health & Safety Code)

Agency RFP Application/Copy of TDH Contract

Objectives

Work Plan

Evaluation Plan

Reporting Requirements

Data Collection

Documentation Forms

Quarterly Reports and Instructions

Due Dates/Deadlines

HIV/STD Reporting (STD 27 and 50.42 forms)

Expectations of Counselors

Community Plan (Regional Action Plan)

Policies and Procedures (state and local)

Confidentiality

Client Consent/Releases

Safety (Outreach and in-house)

Crisis Intervention Plans

Universal Precautions

Accidental Exposures/Prophylactic Treatments

Mandatory Reporting (CPS/Law Enforcement)

Duty to Warn

Spousal Notification

Complaints

Grievances

Travel/Transportation for Clients

Staff Travel Guidelines and Documentation

Program Operations & Services

Staff Responsibilities

Site Protocols

Standing Delegation Orders

### **Counseling Issues**

HIV PCPE Precourse

HIV PCPE Course/TDH Counselor Registry

1998 HIV/STD Guidelines, addendums, and technical assistance bulletins

Partner Services Guidelines

HIV Prevention Interventions

Harm Reduction

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## Prevention Messages

- CDC and TDH notices and announcements

## Demonstrations

- Condoms (male and female)
- Cleaning Injection Works
- Safer Smoking and Injection Kits
- Other Barrier Methods

Cultural Issues (e.g. limited English Proficiency Issues, TDD use, race/ethnicity)

Client/Staff Boundaries

Self Disclosure

## Counselor Quality Assurance

- Review TDH Counselor Evaluation Tool
- Review TDH HIV Prevention Site Visit Tool
- Supervisor's Scheduled Observations
- Observations of Peer Sessions with Feedback and Strategizing Sessions
- Role Play /Reverse Role Play with Feedback and Strategizing Sessions
- Co-counseling with Experienced Counselors (Interagency/Intragency)
- Program Objectives (e.g. return rates, partner elicitation, successful referral to early intervention)

## Partner Elicitation Orientation

- Health Department Notification and Client-Self Notification

- Observe
- Role Play/Reverse Role Play
- Problem Solving/Strategizing
- Counselor Follow up

- Meet the DIS

Prevention Case Management

HIV Case Management

STD Overview/Facts & Fallacies

Syphilis Elimination Overview

TB Overview

HCV, HBV and HAV Overview

Substance Abuse Overview

## **Documentation Issues**

Scan Forms

Counseling Sessions

- HIV Prevention Documentation Guide

Partner Elicitation

- Partner Information forms (field and interview records)

Serology Forms

Hepatitis C Forms (if applicable)

HERR activities

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- Foxpro Training
- Client Records
- Referrals
- Filing System
- Record Security
- Record Retention
- Destruction of Records

## **Referral Issues**

- Qualified Service Organization Agreements
- Letters of Agreement/Memoranda of Understanding
  - Memoranda of Understanding with local STD Program
- Client Consent/Releases
- Documentation/Tracking of Referrals
- Referral Resources
  - Community Resource Directory (State and Local)
  - Contact Names
  - Client Eligibility Criteria
  - Follow-up

## **Laboratory Issues**

- Phlebotomy Training
  - HCV, HIV and syphilis testing
- Informed Consent
- Lab Orientation/Protocols of Testing Sites
- Instruction for Specimen Submission