

IOP 360-07-23

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- I. **Purpose:** The Department's Minimum Standards for Human Immunodeficiency Virus (HIV) Counselors, Trainers, and Early Intervention Consultants are critical to the training, implementation, and daily operation of HIV counseling and testing activities across the state of Florida. This procedure standardizes the process for training individuals to administer HIV testing, training those who train or teach individuals to administer HIV testing, and training and development for new Early Intervention Consultants.
- II. **Authority:** Section 381.004, Florida Statutes; Florida Administrative Code Rule 64D-2.
- III. **Scope:** All Department personnel, contracted providers, and volunteers.
- IV. **Definitions**
  - A. **Centers for Disease Control and Prevention (CDC):** The leading national public health institute of the United States. The CDC is a United States federal agency under the Department of Health and Human Services, headquartered near Atlanta, Georgia.
  - B. **Community-Based Providers:** Nonprofit groups that work at a local level to improve life for residents. Their focus is to build equality across society in all streams—health care, environment, quality of education, access to technology, access to spaces, and information for the disabled, to name a few.
  - C. **Counseling:** A health professional providing essential HIV counseling and testing services to clients and families who may be at risk of acquiring HIV or are affected by the disease. An HIV/AIDS counselor specializes in providing educational and medical information to help prevent the transmission of HIV.
  - D. **Department:** The Florida Department of Health and all 67 County Health Departments (CHD).
  - E. **Early Intervention Consultants (EICs):** Regional positions covering 15 jurisdictional areas across Florida. EICs ensure an effective HIV-testing training system exists in their area, participate in quality improvement and technical assistance activities, ensure an adequate distribution of test sites (confidential and anonymous) that target high-risk and priority populations, and make informed decisions on programming by reviewing HIV testing data on a regular basis.
  - F. **HIV 500:** Basic HIV counseling and testing training course required for certification as an HIV counselor and tester in the state of Florida. Prerequisite to HIV 501 course. Online or classroom, two-hour requirement.
  - G. **HIV 501:** Advanced HIV counseling and testing training course required for certification as an HIV counselor and tester in the state of Florida. Online or classroom, two-hour requirement. Face-to-face practicum, eight-hour

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requirement.

- H. Human Immunodeficiency Virus (HIV):** A lentivirus (subgroup of retroviruses) that causes HIV infection and, over time, acquired immunodeficiency syndrome (AIDS).
  - I. Linkage to Care:** The process of engaging persons newly diagnosed with HIV into HIV primary care.
  - J. Partner Services (PS):** Provides an array of free services to persons diagnosed with HIV or other sexually transmitted diseases (STDs), such as syphilis, gonorrhea, and chlamydial infection, and their partners. PS is a function of CHD staff who help to identify and locate sex or drug-injection partners to inform them of their risk and to provide them testing, counseling, and referrals for other services.
  - K. Pre-exposure Prophylaxis (PrEP):** An HIV prevention method in which people who don't have HIV take medicine to reduce their risk of acquiring HIV if they are exposed to the virus. PrEP is prescribed to HIV-negative adults and adolescents who are at high risk for acquiring HIV. When taken as prescribed, PrEP reduces the risk of acquiring HIV through sex by more than 90 percent and through injection-drug use by more than 70 percent.
  - L. Role Play:** To act out or perform the part of a person or character, for example as a technique in training.
  - M. Test and Treat:** Test and Treat (T&T) is a clinical program providing immediate linkage to HIV care and initiation of antiretroviral therapy (ART) at the time of HIV diagnosis and/or at the time a patient re-engages in care after a gap in services.
  - N. Trainer:** Department employees certified to train other individuals in the HIV 500 and 501 courses and/or other Department sponsored courses.
- V. Procedures**
- A. Administrative Functions and Responsibilities**
    - 1. CHD or provider staff must provide the opportunity for quality HIV counseling and testing, PrEP, and linkage to care providers and PS.

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2. Every participant attending a Department-sponsored HIV 500 and 501 courses, will receive current Department and CDC-approved information and the same core elements, as specified in the course materials, regardless of where the course was given or who instructed it.
3. HIV counseling, testing, and linkage staff, who successfully complete the HIV 500 and 501 courses, and all pre- and post-requisites will receive a certificate of successful completion, as defined in the HIV 501 manual. HIV 501 trainers reserve the right to deny certificates to those who do not successfully complete prerequisite or requisite materials and activities.
4. The EIC will review all documentation of the participant's successful completion of requisite activities prior to issuing a final certificate.
5. HIV 501 trainers will be monitored a minimum of one time annually by the EIC or designee using a standardized tool.
6. HIV 501 class rosters and participant evaluations will be maintained by the HIV/AIDS 501 trainer and made available to the EIC or designee upon request.

## **VI. Training**

### **A. Training Individuals to Administer HIV Counseling and Testing**

1. Training will be adequate, available, and locally coordinated depending on needs and resources.
2. The HIV 500 and 501 courses are available online through TRAIN or through face-to-face classroom instruction. The HIV 501 practicum is only provided through face-to-face classroom instruction. The combined time required for the HIV 500 and 501 online/classroom training and practicum totals 12 hours.
3. Participants registering for the HIV 501 course must have had the HIV 500 prerequisite, no longer than six months prior to registration.
4. Participants must successfully complete the prerequisite module prior to participation in the HIV 501 course.
5. For in classroom instruction, participants must complete and return to the trainer the registration package, including the disclaimer form, prior to the class.

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6. All staff who perform HIV counseling, testing, and linkage must successfully complete the HIV 501 course as defined in the HIV/AIDS 501 course manual. CHD Directors/Administrators may choose to exempt licensed medical personnel from this requirement. This exemption is limited to physicians (chapters 458 and 459, Florida Statutes), physician assistants (section 458.347, Florida Statutes), advanced registered nurse practitioners (section 464.015(8), Florida Statutes) and dentists (section 466.003(2), Florida Statutes).
7. All counselors will observe a minimum of one pre-test counseling session, one HIV-negative post-test counseling session, and one HIV-positive post-test counseling session. Role play is acceptable on a case-by-case basis for the HIV-negative and positive post-test counseling sessions.
8. All counselors will perform a minimum of one pre-test counseling session, one HIV-negative post-test counseling session, and one HIV-positive post-test counseling session under the supervision of staff who has a minimum of one year's experience providing client centered HIV counseling, testing, and linkage services. Role play is acceptable on a case-by-case basis.
9. Participants must complete the entire training. In the event of an emergency, the instructor may make other course completion arrangements at their discretion. The participant must demonstrate skills learned through required course exercises.
10. Post-training requisites should be completed within 60 days of class completion.
11. Annual participation in the Department approved HIV 501 Update curricula, provided by a trainer, is required for recertification of all HIV counselors and testers. Recertification is required to continue HIV testing.

**B. Training of Trainers.** Department staff who provide instruction to CHD and contract provider staff regarding HIV pre-test, post-test, and PS methods will be held to the following minimum standards:

1. Staff will have successfully completed the HIV 501 course, as defined in the HIV 501 manual, and all post-training requisites at least six months prior to becoming an HIV 501 trainer.

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2. Staff will have a minimum of 40 hours of HIV counseling, testing, and linkage experience, including at least one actual HIV-positive post-test counseling session (role play is not an acceptable substitute) within the past two years.
3. Staff will have observed a minimum of one STD staff member providing partner notification services in the field.
4. Staff will have the ability to teach, train, or speak in a public setting.
5. Staff will successfully complete the HIV 501 Train-the-Trainer course.
6. Staff will co-teach a minimum of one HIV 501 course with an EIC or designee.
7. Staff will conduct a minimum of one HIV 501 course under the observation of an EIC or designee before receiving final certification.

**C. Training of EICs**

1. New EICs will successfully complete all of the components for HIV counselors and HIV 501 trainers within the first year of employment
2. New EICs will work with a minimum of two experienced EICs and observe at least one HIV/AIDS 501 Train-the-Trainer session.
3. New EICs will co-teach a minimum of one HIV 501 Train-the-Trainer session with an experienced EIC.

**VII. Supportive Data and References**

- A. Section 381.004, Florida Statutes:  
[leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0300-0399/0381/Sections/0381.004.html](http://leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0381/Sections/0381.004.html)
- B. Chapter 384, Florida Statutes:  
[leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0300-0399/0384/0384ContentsIndex.html](http://leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0300-0399/0384/0384ContentsIndex.html)

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- C. Florida Administrative Code, Section 64D-2.004: [flrules.org/gateway/RuleNo.asp?title=HUMAN%20IMMUNODEFICIENCY%20VIRUS%20\(HIV\)&ID=64D-2.004](http://flrules.org/gateway/RuleNo.asp?title=HUMAN%20IMMUNODEFICIENCY%20VIRUS%20(HIV)&ID=64D-2.004)
- D. HIV Counseling and Testing Forms Instruction Guide: [floridaaids.org/prevention/\\_documents/Counseling\\_testing/\\_documents/2016-forms-instruction-guide.pdf](http://floridaaids.org/prevention/_documents/Counseling_testing/_documents/2016-forms-instruction-guide.pdf)
- E. National HIV/AIDS Strategy for the United States: [hiv.gov/federal-response/national-hiv-aids-strategy/overview](http://hiv.gov/federal-response/national-hiv-aids-strategy/overview)
- F. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, *Morbidity and Mortality Weekly Report*; Revised Guidelines for HIV Counseling, Testing, and Referral; November 9, 2001/50(RR19);1-58: [cdc.gov/mmwr/preview/mmwrhtml/rr5019a1.htm](http://cdc.gov/mmwr/preview/mmwrhtml/rr5019a1.htm)
- G. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, *Morbidity and Mortality Weekly Report*; Revised Recommendations for HIV Testing of Adults, Adolescents, and Pregnant Women in Health-Care Settings; September 22, 2006/55(RR14);1-17: [cdc.gov/mmwr/preview/mmwrhtml/rr5514a1.htm](http://cdc.gov/mmwr/preview/mmwrhtml/rr5514a1.htm)

**VIII. History Notes:** Replaces IOP 360-07-17; effective date 12/15/2017.

**IX. Signature and Effective Date**

Signature on File \_\_\_\_\_  
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June 22, 2021 \_\_\_\_\_  
Date