

## *Guidelines for indenting HIV & STI test kits and reagents*

### *Regional Referral & District Hospitals*

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#### **Situational Analysis;**

For past few years many hospitals have experienced shortage of HIV test kits, reagents and VDRL reagents to provide test as mandated. Hence the problem became more persistent with increasing number of people turning up to know their HIV status. Most often pregnant women opting to undergo HIV testing during their ANC visits are also not given the test in lieu of the test kits and reagents shortage.

The main cause of these shortages in supplies is often seen as lack of proper coordination between the district hospital laboratories with the respective units like MCH and VCT clinics. Forecasting the actual need while quantifying for annual requirement is a major problem reported in every district hospitals. There is also no proper monitoring for the cases referred from BHUs to the district hospitals for HIV and syphilis screening.

#### **Purpose;**

This guideline will serve as reference for the respective district laboratory in-charges to forecast the actual need of the test kits, reagents and other laboratory consumables especially pertaining to diagnosis of HIV and syphilis.

#### **Objectives;**

- 1- To meet the shortage of test kits and reagents for HIV and syphilis screening
- 2- Enhance diagnostic services [every time; anywhere; anybody]
- 3- Improve treatment and care services through improved laboratory diagnostic facilities

#### **✓ How to forecast the need for one year?**

- 1- Coordinate with MCH/VCT clinic, TB, Blood Bank unit to see the previous year's enrolment (ANC pregnant women, reported TB patient, Blood donor, STI patient and VCT client).

- 2- Forecast the need for each BHU in respective Dzongkhags.
- 3- Work out the actual requirements for the cases enrolled in previous year including the shortfalls.
- 4- Add 5% buffer stock on the total cases enrolled under different units in the previous year (eg. For 2012 indent, we have to refer to the total number of cases reported in 2011)
- 5- Subtract the total number of stock at hand

✓ **How to forward indent request to National HIV/AIDS & STIs Control Program (NACP)?**

- 1- Forward the indent request to National HIV/AIDS & STIs Control Program (NACP) for compilation.
- 2- The indent request shall be signed by the following in-charges to be more accountable;
  - MCH unit
  - VCT Focal Person
  - TB Focal person
  - Blood Bank Unit
- 3- Indent request also needs to be signed by Chief Medical Officer, District Health Officer and Laboratory in charge.
- 4- Indent to reach to the program 5 days before the stipulated deadline both in soft and hard copy.

Indent request to;

Program Manager

National HIV/AIDS & STIs Control Program

Communicable Disease Division

Department of Public Health, Ministry of Health

Indent form -I

Test kits & Reagents for HIV & RPR

Hospital:-

Dzongkhag:-

Sl. No	Particulars of the items	Qty. Forecasted (A)	stock at hand (B)	Buffer stock of 5% ©	Total qnty. Required
1	HIV Rapid Test				
2	RPR test				
3	TPHA kit				
4	HBsAG test kit				
5	HCV test kit				

Note:-

- 1- Forecasting includes total number of STI patient, ANC mothers, TB patients, VCT client & Blood donors recorded in district hospital in previous year
- 2- Stock at hand refers to total stock in the hospital (has to minus from quantity forecasted)
- 3- Buffer stock refers to additional stock on the total number of cases recorded
- 4- Total quantity required is Quantity forecasted minus the stock at hand (A-B+C) plus the 5% buffer stock