

## Standard Work Instructions

<b>Title: Injectable PrEP Workflow</b>		
<b>Performed By: Navigator, Nurses, Providers</b>	<b>Date: 9/28/23</b>	
<b>Owner: Albert Liu</b>	<b>Revised By:</b>	<b>Revision #:</b>

**Purpose:**

	Major Steps	Details (relevant details and tips, diagram, workflow, picture, time grid)	Time	Reason
<b>Screening</b>				
1.	Obtain insurance information	<ul style="list-style-type: none"> <li>Navigator obtains participant’s insurance card and information</li> </ul>	5 min	
2.	Discuss PrEP options	<ul style="list-style-type: none"> <li>Navigator discusses PrEP options and elicits interest in long-acting injectable PrEP</li> </ul>	15 min	
3.	Viiv Connect Form	<ul style="list-style-type: none"> <li>Navigator fills out Apretude Enrollment form with Patient Information (Section 1), Insurance Information, (Section 2), Prescriber information (Section 3), Medication information (Sections 4-5, 7-8)                             <ul style="list-style-type: none"> <li>○ <a href="#">English Form</a></li> <li>○ <a href="#">Spanish Form</a></li> </ul> </li> </ul>	10 min	
4.	Complete Viiv Connect Form	<ul style="list-style-type: none"> <li>Have participant complete Sections 1 (including signature), PAP (Section 6)</li> </ul>	5 min	
5.	Explain insurance process	<ul style="list-style-type: none"> <li>Explain insurance approval process. Explain that staff will contact participant to schedule their first injection once insurance approvals are received.</li> </ul>	5 min	
6.	Discussion with Provider	<ul style="list-style-type: none"> <li>Provider provides general information about Apretude, including injection location and schedule, and review side effects, including injection site reactions. Discuss preference for direct-to-inject vs. oral lead in</li> </ul>	10 min	
7.	Medical history and physical exam	<ul style="list-style-type: none"> <li>Provider completes baseline medical history, reviews medications, and physical exam (including inspection of bilateral gluteal regions)</li> </ul>	20 min	
8.	Review medications	<ul style="list-style-type: none"> <li>Provider reviews medication list for any contraindicated medications:                             <ul style="list-style-type: none"> <li>• Anticonvulsants (carbamazepine, oxcarbamazepine, phenobarbital, phenytoin)</li> <li>• Antimycobacterials (rifampin, rifapentine, rifabutin)</li> </ul> </li> </ul>	5 min	
9.	Specimen collection	<ul style="list-style-type: none"> <li>Nurse draws labs including HIV Ag/Ab, HIV RNA, syphilis, basic metabolic panel, HbsAg, and collects specimens – urine, throat and rectal swab for GC/CT</li> </ul>	15 min	
10.	Complete Viiv Connect form	<ul style="list-style-type: none"> <li>Provider completes and signs off on Apretude enrollment form</li> </ul>	5 min	

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<b>Screening</b>			
<b>11.</b> Send prescription	<ul style="list-style-type: none"> <li>For Medi-Cal and commercial insurance, provider e-prescribes Apretude:</li> </ul> <p>Apretude initial loading dose: <b>INJECT 3ML INTRAMUSCULARLY AS DIRECTED 2 LOADING DOSES EVERY 30 DAYS, THEN EVERY 2 MONTHS.</b></p> <p>Apretude maintenance dose: <b>INJECT 3ML INTRAMUSCULARLY AS DIRECTED EVERY 2 MONTHS.</b></p> <ul style="list-style-type: none"> <li>For those interested in oral lead in, prescribe: <b>Vocabria 30 mg, 1 PO QD # 30</b> <b>ICD 10 code: Z20.6</b></li> </ul>	10 min	
<b>12.</b> Insurance navigation, medication delivery	<ul style="list-style-type: none"> <li>Navigator checks on status of insurance approval, schedules medication delivery</li> </ul>	Variable	
<b>13.</b> Review lab results	<ul style="list-style-type: none"> <li>Clinicians review labs for eligibility</li> </ul>	5 min	
<b>14.</b> Schedule injection visit	<ul style="list-style-type: none"> <li>If eligible, navigator reaches out to schedule first injection visit</li> </ul>	10 min	
<b>Enrollment</b>			
<b>15.</b> Specimen collection	<ul style="list-style-type: none"> <li>Medical Assistant collects blood for HIV rapid test (if part of clinic protocol), 4<sup>th</sup> gen (if per protocol), and HIV RNA</li> </ul>	15 min	
<b>16.</b> Review labs	<ul style="list-style-type: none"> <li>Provider review labs with client</li> </ul>	5 min	
<b>17.</b> Update Medical history	<ul style="list-style-type: none"> <li>Provider discusses any changes to medical history</li> </ul>	10 min	
<b>18.</b> Prepare injection	<ul style="list-style-type: none"> <li>Nurse assesses BMI and selects needle size                             <ul style="list-style-type: none"> <li><input type="checkbox"/> 23G x 1.5 in BMI ≤30</li> <li><input type="checkbox"/> 21G x 2.0 in BMI &gt; 30</li> </ul> </li> </ul>	5 min	
<b>19.</b> Prepare and administer injection	<ul style="list-style-type: none"> <li>Nurse prepares medication and administers CAB-LA</li> </ul>	10 min	
<b>20.</b> Schedule 1 month follow-up	<ul style="list-style-type: none"> <li>Clinician schedules next follow-up visit in 28 days</li> </ul>	5 min	