

# SAMPLE OUTLINE

## 4-Volume STD Program Manual for Local Health Departments

### I. **Volume I - ADMINISTRATION**

- A. Introduction
  - 1. Philosophy Program Overview
  - 2. Organizational Chart
  - 3. Quality Improvement Initiatives
  - 4. Key Service Definitions
- B. Duties and Responsibilities
  - 1. Job Descriptions – non-managerial
  - 2. Job Descriptions – managerial

### II. **Volume II - POLICIES AND PROCEDURES**

- A. Change Page
- B. Staff Qualifications
  - 1. STD Enhanced Role Registered Nurses
  - 2. Registered Nurses
  - 3. Mid-Level Practitioners
  - 4. Physicians
  - 5. Medical Office Assistants
  - 6. Communicable Disease Intervention Specialists
- C. Staff Orientation
  - 1. Nursing
  - 2. Mid-Level Practitioners
  - 3. Physicians
  - 4. Medical Office Assistants
  - 5. Communicable Disease Intervention Specialists
- D. Staff Development
  - 1. Nursing
  - 2. Mid-Level Practitioners
  - 3. Physicians
  - 4. Medical Office Assistants
  - 5. Communicable Disease Intervention Specialists
- E. Access to Care for Clients/Contacts Seeking STD Services
- F. 24/7 availability for High Risk STD Exposure
- G. Clinical Evaluation of STD Clients
  - 1. Registration of Clients Presenting for STD Services
  - 2. Triage of Clients Presenting for STD Services
  - 3. Medical Record Documentation Using Clinical Record (DHHS 2808)
  - 4. HIV/Syphilis Testing Only
- H. Priority Referrals for Evaluation, Testing and Treatment
  - 1. DIS Referrals
  - 2. Contacts to Cases
  - 3. High Risk for Acute Infection
- I. Client Interviewing
- J. Clinical Evaluation

1. Male Examination
  2. Female Examination
  3. Asymptomatic Male examination
  4. Asymptomatic Female Examination
- K. Client Testing
- L. Client Treatment
1. Medication Teaching
  2. Control Measures for STD Infections
- M. Contact Investigation by Local DIS
1. Client Referral and Follow up by CDCSS
    - a) Cases
    - b) Contacts
  2. Field Service Record Documentation
  3. Contact Investigation Log
  4. Review of Laboratory Results
- N. Client Counseling
1. HIV Counseling, Testing, and Referral
  2. Risk Factor Reduction
  3. Partner Notification
  4. Follow up Evaluations
- O. NC EDSS
- P. Community Outreach for STD Services
1. Correctional Facilities
  2. Secondary Schools
  3. Colleges and Universities
  4. Military Organizations
  5. Health Care Providers
  6. Hospitals and Urgent Care Centers
  7. Federally Qualified Health Care Centers
  8. Free Clinics
  9. Community Based Organizations
  10. Faith Based Organizations
- Q. Program Collaboration and Service Integration
1. Co-Morbidity Testing Guidelines
  2. Child Health
  3. Women's Health
  4. Maternity
  5. TB/EPI
  6. Adult Health
  7. Immunization
  8. Jail Health
- R. Confidentiality and Communication
1. Incoming Correspondence
  2. Outgoing Correspondence
  3. Facsimile
  4. Telephone
  5. Electronic Mail
  6. Record Transport

- 7. Verbal Communication in Public Places
- S. Clinical Specimens
  - 1. Specimen Collection, Supplies, Transport in the Clinic
  - 2. Specimen Collection, Supplies, Transport in the Field
- T. HIV Post Exposure Prophylaxis
- U. Resistant Gonorrheal Infections
- V. Billing and Coding for STD Services
- W. Record Retention
- X. Safe Escape

### **III. Volume III – STANDING ORDERS**

- A. Testing Standing Orders
- B. Treatment Standing Orders

### **IV. Volume IV – RESOURCE DOCUMENTS**

- A. Clinic Flow
- B. Communicable Disease Control Specialists Process
- C. Medication teaching sheets
- D. Adult immunization process
- E. Cumberland County Confidentiality Forms
- F. CDC/MMWR Guidance
- G. NC DPH CD Regions
- H. NC DPH Memoranda
- I. CCDPH Memoranda
- J. NC DPH Viral Hepatitis Testing
- K. NC STD Laminated Treatment Guide
- L. Billing & Coding for STD Clinical Services – Quick reference
- M. NC STD Nurse Clinician Training
- N. DHHS 2808
- O. DHHS 1111 (HIV)
- P. DHHS Field Service Record