

MEDICAL COUNCIL OF ZAMBIA

CRITERIA FOR REGISTRATION OF VCT CENTRES

1. PLANNING APPROVAL

- Approved drawings from District Council or City Council (to indicate Date of Approval) only or Planning approval for change of use under the Town and Country Planning Act if the building was used for another purpose before
- If existing building has been renovated, extended or additional structures added, approval from the Local Authority (LA) for the extensions or additional structures (to indicate date of approval)

2. ADMINISTRATIVE REQUIREMENTS

- Physical address and name of facility including mailing address
- Provision for office/Registry
- Provision for a dry-store

3. SCOPE OF ACTIVITIES IN A VCT CENTRE

VCT centres should restrict themselves to the following core activities:

- Voluntary psychosocial counselling of clients and patients
- Voluntary testing of clients and patients who may request or volunteer to be tested
- Treatment of patients and/or administration of ARVs should be left to approved facilities registered for that purpose
- Referral of clients or patients to appropriate facilities should be done when this is in the interest of the client or the patient
- The Registration and operation of VCT Centres under the Medical and Allied Professions Act (CAP. 297) will enjoy **exemptions** in its application as appropriate in line with **section 48** of the Act

4. STAFFING

A VCT Centre in an Existing Consulting Room

- Medical Practitioner in charge – whether part-time or full time
- Ownership of facility/nationality of owner/s
- Available professional staff i.e. Nurses, Medical Officers, Paramedicals, etc
- Practitioner registration status/current practising licence

B Stand alone VCT Centre

Minimum number of professional staff in a VCT Centre or facility:

- (i) RHC/Clinic/VCT Centre**
 - One psychosocial Counsellor
 - One Laboratory Technician
- (ii) Central/General/District Hospital (level I, II & III)**
 - 2 Psychosocial Counsellors
 - 2 Laboratory Technicians

C Training and Qualifications of Counsellors

- (i) Psychosocial Counsellors**
 - Minimum 6 weeks training from any of the Institutions indicated below
 - Health Professionals e.g Medical Doctors and Dental Surgeons who have done Psychosocial Counselling as part of their primary or post-graduate training, would not need to show evidence of this
- (ii) Pastoral Counsellors**
 - Psychosocial Counselling in addition to their pastoral training is an added advantage
 - Duration of training in Psychosocial Counselling should be 6 weeks as for Psychosocial Counsellors and done at institutions as shown below. Training done elsewhere outside Zambia or within should be supported with documentary proof

NB: Medical Council of Zambia to open a register for Psychosocial Counsellors

D Institutions recognised for the Training of Counsellors within Zambia

- (i) Kara Counselling and Training Trust, Lusaka
- (ii) Zambia Counselling Council, UNZA Great East Road Campus
- (iii) Chikankata Mission Hospital, Mazabuka
- (iv) University of Zambia , Lusaka

- (v) Ministry of Health – Counselling Services Unit, Chainama Hospital, Lusaka
- (vi) Chainama College of Health Services, Lusaka
- (vii) Technical and Vocational Training College, Luanshya
- (viii) Churches Health Association of Zambia (CHAZ)
- (ix) Any other institution recognised by the MCZ for this purpose

E Eligible Persons to Run a VCT Centre (Supervision)

- must be trained Counsellors who have undergone a recognised course of training in Psychosocial Counselling and /or HIV testing.
- must have a minimum of 3 years experience in a field relevant to Counselling
- must have supervisory skills

5. RECEPTION/WAITING ROOM

- Adequate sitting facilities
- Client registers
- Client cards
- Filing facilities
- Must be Clean
- Adequate natural/artificial ventilation and lighting
- Waste bin with a foot operated lid
- Desk and a chair
- Adequate confidentiality of records
- I.E.C. materials for clients available
- Adequate Privacy

NB: In a situation where the VCT Center is part of the existing facility, the existing Reception and Waiting area can be used for that purpose.

6. COUNSELLING ROOM

- must be clean
- table
- two chairs
- adequate natural/artificial lighting and ventilation
- foot-operated waste bin with lid
- I.E.C. materials available
- Adequate Privacy

7. TESTING ROOM

A Testing equipment at VCT Centres

- HIV Rapid Testing Kit
- Centrifuge
- Fridge/Freezer
- Containers for Sharps and non sharp medical wastes
- Thermometer and Temperature monitoring chart
- Adequate Privacy

B HIV Tests to be carried out at different levels as follows: -

(i) VCT Centre/level 1 Hospital

- HIV Rapid Test
 - Abbot Determine
 - Gene II
 - Bionar
 - Elisa
 - Capillus

(ii) Central and General Hospital (level ii and iii)

- Level II Hospital (General Hospital)
 - Rapid Test (Abbot Determine, Gene II & Bionar)
 - Elisa
 - Level III Hospital (Central Hospital)
 - Rapid Test (Abbot Determine, Gene II & Bionar)
 - Elisa
 - Western Blot
 - PCR
- NB: Any other tests or equipment to be specified.

C Blood Samples

- Blood Samples not to be kept longer than is necessary; maximum period of four weeks unless a special need is indicated to keep it longer than this. Only referral laboratories can keep blood longer than four weeks i.e. U.T.H.-Virology Laboratory or TDRC.
- Referral Laboratories shall be identified and recognised by CBoH and MCZ
- VCT Centres involved in research work to be formally authorised for that purpose by the CBOH in consultation with the National Ethics Committee and the National HIV/AIDS Council
- Random validation of Blood Sample results to be done from time Time
- Identification of the owner of the blood should not appear on any documentation for testing without prior consent of the client.

8. LABORATORY FACILITIES

- Working Refrigerator
- Surgical Gloves
- Specimen Containers
- Disposable Instruments (for drawing blood)
- Disinfectants
- Working bench (non-corrosive acid proof surfaces preferably white)
- Desk

- Chair
- Running water
- Soap
- Disposable paper Towels
- Needles/Syringes/Lancets
- Swabs
- Spirit
- Adequate Lighting (Natural & Artificial)
- Adequate Ventilation (Natural & Artificial)
- Standard contaminated waste disposal facility
- Lockable storage for test kits
- “Sharp” disposal containers
- Laboratory coats
- Laboratory reagents
- Face mask
- Tourniquets

9. BIOSAFETY PROCEDURES

- A copy of Biosafety Procedures to be available on the premises
- A copy of the Manual or Standard Operating Procedures to be available on the premises (SOPs)
- adequate facilities for disposal of contaminated instruments/blood/wastes to be available
- Validation of test results and test procedures to be done by an independent approved QA Laboratory
- All VCT facilities where testing is undertaken must have a QA Scheme with an approved independent external laboratory

10. STATE OF BUILDINGS AND GENERAL OUTLOOK OF THE PREMISES

- Free from insect/rodent infestation
- Good state of repair and clean
- Surroundings clean

11. SANITARY FACILITIES

- Adequate toilet facilities for male and female patients and staff in good working condition and state of repair. To be in a clean state
- Fly screening of windows
- Availability of tissue
- Floor, wall, ceiling/roof to be in a good state of construction and clean.
- Wash hand basin with adequate water, soap and means of hand drying to be available
- Adequate ventilation and lighting

12. REFUSE STORAGE AND DISPOSAL

- Facilities for storage and disposal of “non-sharp” wastes
- Incinerator/access to incineration facilities
- Facilities for storage and disposal of “Sharps”
- Fly control (adequate)
- Rodent control (adequate)

LABORATORY BIOSAFETY PROCEDURES

(a) Availability of safety equipment

- (i) Primary barriers
- (ii) Safety cap
- (iii) Centrifugation

(b) Personal protection equipment

- (i) gloves, coats, gowns, shoe covers, boots, respirator, face shield, safety glasses or goggles.

(c) Secondary barriers in place (barriers to protect persons working inside and outside the laboratory and animals and persons in the surrounding community from infectious agents) i.e. prevention of:

- (i) formation of aerosols (within the room)
- (ii) over crowding
- (iii) infestation with rodents and arthropods
- (iv) unauthorised entrance.

(d) Presence of

- (v) Disinfectants
- (vi) safety cabinet
- (vii) a cleanable working bench
- (viii) auto clave
- (ix) wash hand (WHB) basin
- (x) protective coat, gown
- (xi) disposable gloves
- (xii) Bench wipes (mutton cloths)
- (xiii) Methylated spirit

(e) Routine fumigation of the Laboratory facility

(f) Routine (in house) training of staff in biosafety.

(g) Minimum requirements by laboratory category as follows:

Laboratory Category	Requirements
I Rural health centre/clinic	a,b, & c above
II District Hospital	a,b, & c above
III Central/UTH/General Hospital	a,b,c,d & e above

(h) HIV TESTING REAGENTS

- 1) Abbot Determine
- 2) Transfer pipettes
- 3) Gene II
- 4) Disinfectant
- 5) Methylated Spirit
- 6) Bench wipes (mutton cloth).