





THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR VCT SERVICES (CUEA/DVC ADM/ACU/O2)	ACU COORDINATOR
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AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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<p>NOTE:</p> <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Administration and Coordinator of ACU's office. 	

0. Contents and Record of Changes

Revision	00		Date	24 - Dec 2010
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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
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0.3 Distribution / Circulation

This standard operating procedure is available at relevant functions for authorized users.

1.0. PURPOSE

This procedure seeks to ensure professional and ethical services to clients seeking VCT services at CUEA.


2.0. SCOPE

The procedure covers all clients seeking VCT services at the university VCT centre.

3.0. TERMS AND DEFINITIONS

- 3.1 ACU - Aids Control Unit
- 3.2 VCT – Voluntary Counseling and Testing
- 3.3 HIV – Human Immuno Deficiency Virus

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4.0. REFERENCES

- 4.1 National HIV/AIDS Act 2000
- 4.2 National HIV/AIDS Policy
- 4.3 CUEA HIV/AIDS Policy
- 4.3 CUEA Quality Management Manual

5.0. PRINCIPAL RESPONSIBILITIES

The ACU Coordinator has the overall responsibility for application of this procedure.

6.0. METHOD

- 6.1. The client shall be received at the university infirmary reception.
- 6.2. The receptionist shall book the client in the VCT attendance register.
- 6.3. The receptionist shall issue the client with a VCT attendance card.
- 6.4. The client shall be ushered into the counselling room.
- 6.5. The counsellor shall counsel the client.
- 6.6. The counsellor shall ensure that the client shall signs the Consent Form.
- 6.7. The client shall fill the Client Exit Interview Form.

7.0. APPENDICES

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