

HIV and HCV Testing Training Curriculum

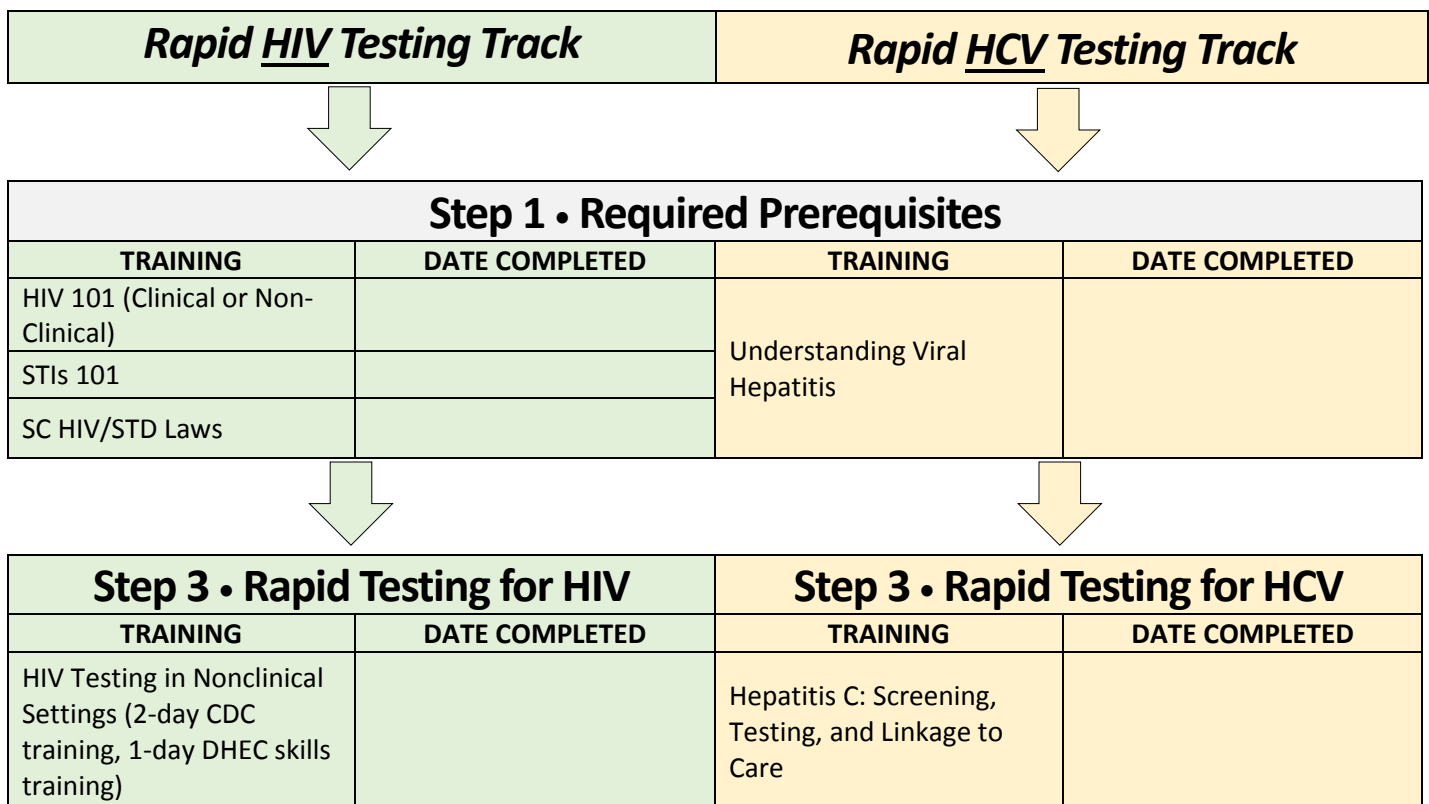
Division of STD/HIV and Viral Hepatitis



NAME	
AGENCY	
SUPERVISOR	

To participate in the HIV Testing in Nonclinical Settings training, all participants must complete the following prerequisites: HIV 101 (Clinical or Non-Clinical), STIs 101, and SC HIV/STD Laws. To participate in the Hepatitis C: Screening, Testing, and Linkage to Care training, all participants must complete the following prerequisites: Understanding Viral Hepatitis.

Please note: Priority for trainings will be given to DHEC funded agencies and partners. Please ensure all participants have read and agreed to the [Participant Guideline and Expectations](#). Refresher trainings should be taken every 3 years. To participate in the HIV or HCV testing trainings, your agency must be certified to perform such tests. Supervisors are responsible for ensuring their staff have completed the necessary trainings to become testers. Supervisors are also responsible for keeping records (copies of certificates and this training curriculum worksheet) for each staff person.



Participant Guidelines and Expectations

Registration:

Participants who do not confirm their attendance prior to a training will not be allowed to participate in that training. Individuals who habitually register for trainings and do not attend, or attend and do not register, may not be allowed to register or attend future DHEC trainings. The decision will be at the discretion of the Capacity Building Coordinator, the facilitator, and members of the DHEC leadership team.

Attendance:

- Prompt attendance is expected for all sessions
- Some trainings require the completion of pre- and/or post-course work. Pre-course work, such as knowledge assessments, e-Courses, distance learning courses, etc., should be completed prior to attending the training
- Active participation and contribution is expected from all participants

Participants who cannot complete the course in its entirety will not receive a certificate of completion or continuing education units (if available). Participants and their direct supervisor will receive an email explaining the reason for withholding the certificate of completion. For trainings that require a post-evaluation test, participants must score an 80% or higher to receive a certificate of completion.

Absences:

If a participant must miss part of a training session due to illness or personal emergency, he or she must notify the Capacity Building Coordinator or facilitator immediately. These absences will be dealt with on a case-by-case basis. The facilitator reserves the right to make the final determination/decision if a participant can continue to participate in the training.

Safe work practices:

Participants must follow instructions, rules, and regulations regarding safe work practices throughout the training. Lack of compliance with safe work practices jeopardizes the safety of the class and may lead to a request that the participant leave the class.

Courteous behavior:

The field of Public Health embraces diversity. Participants and facilitators are expected to treat everyone with respect regardless of background or experience during training session. Behavior that is disruptive in nature and/or impedes the learning environment is not acceptable and may lead to a request that the participant leave the training. Examples of disruptive behavior include:

- Disrespectful behavior toward other participants or facilitators. This includes, but is not limited to: name-calling, shouting, and derogatory comments related to race, ethnicity, religious affiliation, sexual orientation, gender identity, age, or HIV/STD risk behavior (i.e., derogatory comments directed at substance users or people engaged in other HIV risk behavior)
- Physically or verbally threatening behavior toward another participant or facilitator
- Behavior that appears to be related to substance use
- Sleeping in class
- Chronic tardiness during any part of the class

Use of cell phones during instructional time is strongly discouraged. DHEC recommends cell phones be turned off during instructional time. If cell phones must remain on, we ask that they be placed in "vibrate" or silent mode. If participants must take calls during class, we ask that they leave the room.

Participants are discouraged from bringing laptop computers or other electronic devices to the classroom unless they are necessary as an accommodation for a covered disability.

I have read and agree to the participant guidelines and expectations. Furthermore, I understand it is my responsibility to ensure my supervisor receives a copy of all training certificates to keep on file.

Employee Signature

Date

Supervisor Signature

Date