

Exchange Works – Documentation Policy

Reviewed Date		Number	D7.314.11
Revised Date	July 20, 2018	Approved Date	Click here to enter a date.

Introduction

Inequities in access to health care are prevalent for people who use substances and these inequities are heightened by structural and social determinants of health. Harm reduction emphasizes human rights and the importance of treating all people with respect, dignity and compassion-regardless of substance use. Harm reduction is a non-judgmental approach that accepts a person’s right to make choices about their health and lives. It focuses on promoting safety and does not require that substance use be discontinued¹

Exchange Works uses a harm reduction philosophy and strategies.

Purpose

In order to understand the nature of the work, to be accountable for the interventions of the Exchange Works program and to provide continuity in the interventions with clients, it is necessary to document client interactions. Documentation for the Exchange Works activities may differ from standards of practice in place for other work done due to the reluctance of many of the users of the service to identify themselves by name or provide information to staff. The receipt of new needles is not contingent on the amount of client information available to the staff.

Policy

To record all interactions with Needle Exchange clients where supplies are given or received or information is provided.

Procedures

1. Staff will document client contacts using the most current Exchange Works Contact Log. Appendix A attached.
2. Staff will record the following minimum information to the best of their ability without requesting this information, on the contact log for each client accessing the exchange:
 - date
 - staff/volunteer initials
 - gender of the client (male-M, female –F, Trans male – TM, Tran female - TF)
 - estimated age range of client
 - quantity and type of supplies provided:

For prepackaged needle kits, record total number of kits provided (stem kit, bowl kit,, 1ml, 3ml or steroid kits). Record all other loose supplies or bulk needles given out (i.e. 1 pack of filters or 5 packs of screens)

- quantity of needles returned;

NB. To help estimate the number returned - a 1 Litre container holds 70 needles; 4 Litre container 400 needles; pocket container holds 10 needles; 22L holds 2100 needles. A 68L Kiosk liner holds 6000 needles.

3. If you provide any information on the following services please place a check mark (✓) in the appropriate box: SMDHU Services including but not limited to the naloxone program, Addictions/Treatment Services, Safe Disposal Options.
4. If any additional information or service is provided during your interaction please document according to your agency requirements.
5. Exchange Works Contact Logs will be maintained by the staff working at the Exchange Works location and stored in a secure location to ensure confidentiality.
6. At the end of March, June, September and December courier, email or fax the contact logs to the Harm Reduction Coordinators at the Health Unit to coordinate data entry.
7. Information on the Exchange Works contact log will be transcribed onto a spreadsheet for statistical purposes only by the Harm Reduction Coordinators at the SMDHU.
8. The Contact log is retained at the SMDHU for two years and then shredded.

Related Policies

EW – Staff Training and Anonymity
EW - Key Messages and Education
EW – Media Inquiries
EW – Needle Stick Injuries
EW – Provision and Return of Supplies
EW – Staff Safety

Related Forms

Exchange Works Contact Log

Final Approval Signature: _____

Review/Revision History: 2010.06.24, 2006.07.18, 2007.07.07, 10.08.26, 16.06.14, 18.07.18

References

Canadian Nurses Association (2018) Joint position statement, Harm Reduction and Substance use; retrieved from www.cna-aiic.ca/-/cna/page-content/pdf-en/joint_position_statement_harm_reduction_and_substance_use.pdf

https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/joint_position_statement_harm_reduction_and_substance_use.pdf

Appendix A:



Needle Exchange Client Contact Log May 2018

HARM REDUCTION ~ Client Contact Log

SITE: _____ MONTH & YEAR: _____

Client #	1	2	3	4	5	6	7	8	9	10	TOTALS
DATE (Number ONLY)											
INITIALS (printed)											
Demographics	**One person per column** Please CHECK OFF information below										
Male/Trans Male											
Female/Trans Female											
New											
Repeat											
Age Range: <19yr											
Age Range: 19-24											
Age Range: 25-50											
Age Range: >50											
DRUG OF CHOICE (if discussed)											
SUPPLIES OUT	Please RECORD NUMBER of supplies given (NOT just a check mark)										
Stem Kit											
Bowl Kit											
1ml Needle Kit											
1ml Ultra-fine Kit											
3ml Needle Kit											
Steroid Kit											
ANY loose needles (indicate number provided)											
ANY loose supplies/other:	Please RECORD NUMBER of supplies given (NOT just a check mark)										
Alcohol Swabs											
Spoons/Steri-cups											
Water											
Vitamin C											
Tourniquets											
BIO BINS Given	Please RECORD NUMBER of supplies given (NOT just a check mark)										
Pocket bio bin (BLACK)											
1 litre bin											
5 litre bin											
22 litre pail											
NEEDLES RETURNED	Please RECORD NUMBER and/or CONTAINER SIZE RETURNED										
Returned Needles:											
Pocket bin = 10 needles											
1L = 70 needles											
5L = 450 needles											
30L = 2900 needles											
General information	Please CHECK any or all resources given or discussed with client										
Additions/Treatment Services											

PLEASE FAX YOUR MONTHLY CONTACT LOG ATTENTION: MIA BROWN AND/OR DOUG IRONSIDE ~ Fax (705) 734-9265