



UN Cares

Webinar on Access to HIV PEP Kits in the United Nations System



Objective of UN Cares

To reduce the impact of HIV on the UN workplace by supporting “universal access” to a comprehensive range of benefits for all UN personnel and their families. These benefits are known as the *UN Cares 10 Minimum Standards*.



UN Cares Minimum Standards

1. Information on Policies and Benefits relating to HIV.
2. Information on HIV Transmission and Treatment
3. Learning that addresses Stigma and Discrimination
4. Access to Male and Female Condoms
5. Access to Voluntary Counselling and Testing
6. Insurance covering HIV-related care and treatment
7. Confidential handling of personal medical information
8. First aid using universal precautions
- 9. Rapid access to PEP Treatment**
10. Managerial Commitment



UN HIV PEP Orientation Objectives

- 🚫 Understand the content of the next PEP Kits
- 🚫 Understand key responsibilities in PEP Kit management at country level.
- 🚫 Understand the basics of the custodian role.



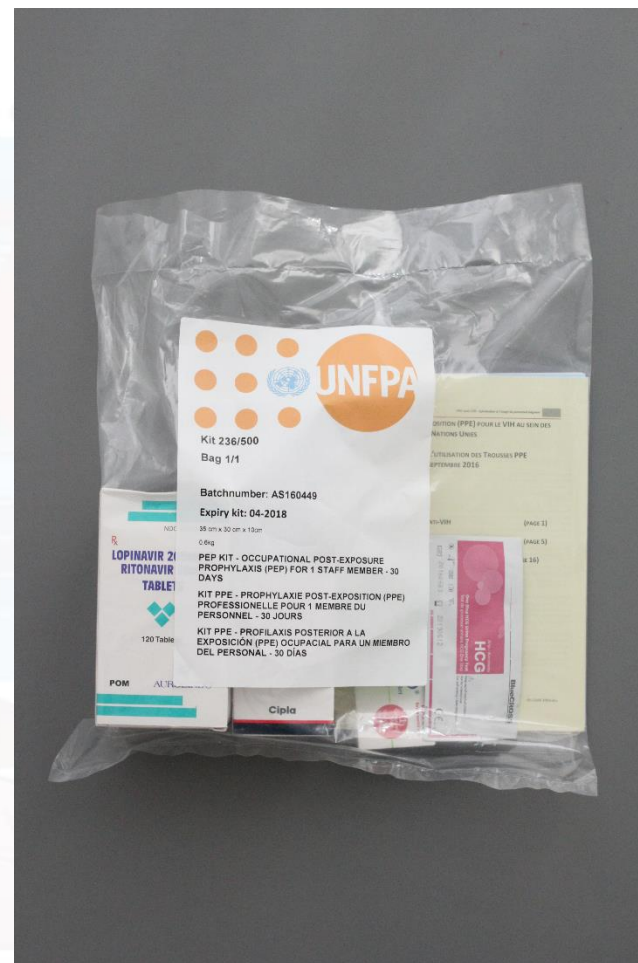
UN HIV PEP Kit



UN HIV PEP Kit

Summary of Contents

- Anti-retroviral drugs
- Pregnancy test strip
- Emergency oral contraception
- Guidance for the use of PEP Kits
- Reporting form



UN HIV PEP Kit

Medical Contents

Issue

Situation from Nov 2016

Dosage of Anti-retroviral treatment (ART)

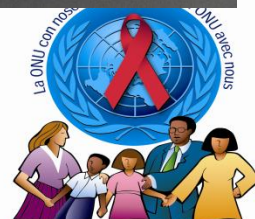
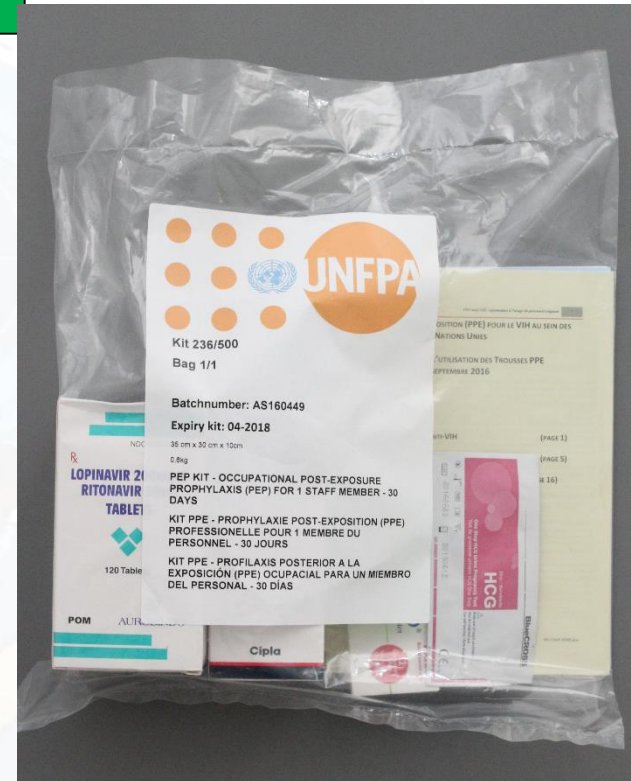
1 combination tablet, taken once daily and 2 combination tablets taken twice daily for 28 days

Type of anti-retroviral treatment (ART)

a 3-drug anti-retroviral treatment (2 separate combination tablets)

Dosage of Emergency oral contraception (“morning-after” pill)

1 tablet of Levonorgestrel taken as soon as possible, and no later than 5 days after exposure



UN HIV PEP Kit

Contents

⦿ Anti-retroviral drugs –

- ⦿ 28 days' of a 3-drug anti-retroviral treatment
- ⦿ 2 separate combination tablets

⦿ Pregnancy test strip

- ⦿ to identify if an exposed woman of childbearing age was already pregnant before possible exposure to HIV

⦿ Emergency oral contraception (“morning-after” pill)

- ⦿ 1 tablet of Levonorgestrel to prevent unwanted pregnancy after sexual assault,
- ⦿ taken as soon as possible, and no later than 5 days after exposure.

⦿ Guidance booklet on the use of PEP Kits

- ⦿ Guidance for the PEP Kit custodian, Patient, and attending Physician

⦿ Reporting form to be submitted within 24 hours of use of kit



Who is Eligible for UN HIV PEP Kit

UN HIV PEP Kits

are available to all United Nations Security System Personnel and their eligible dependents

*who may have been accidentally exposed to HIV,
regardless of means of exposure.*



UN PEP Kit Management Framework

Country-level Responsibilities



Output 1:

Global Procurement and distribution of PEP Kits has been completed on time

Key Activities

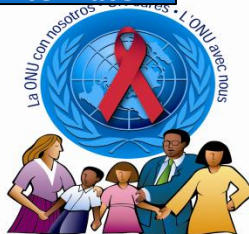
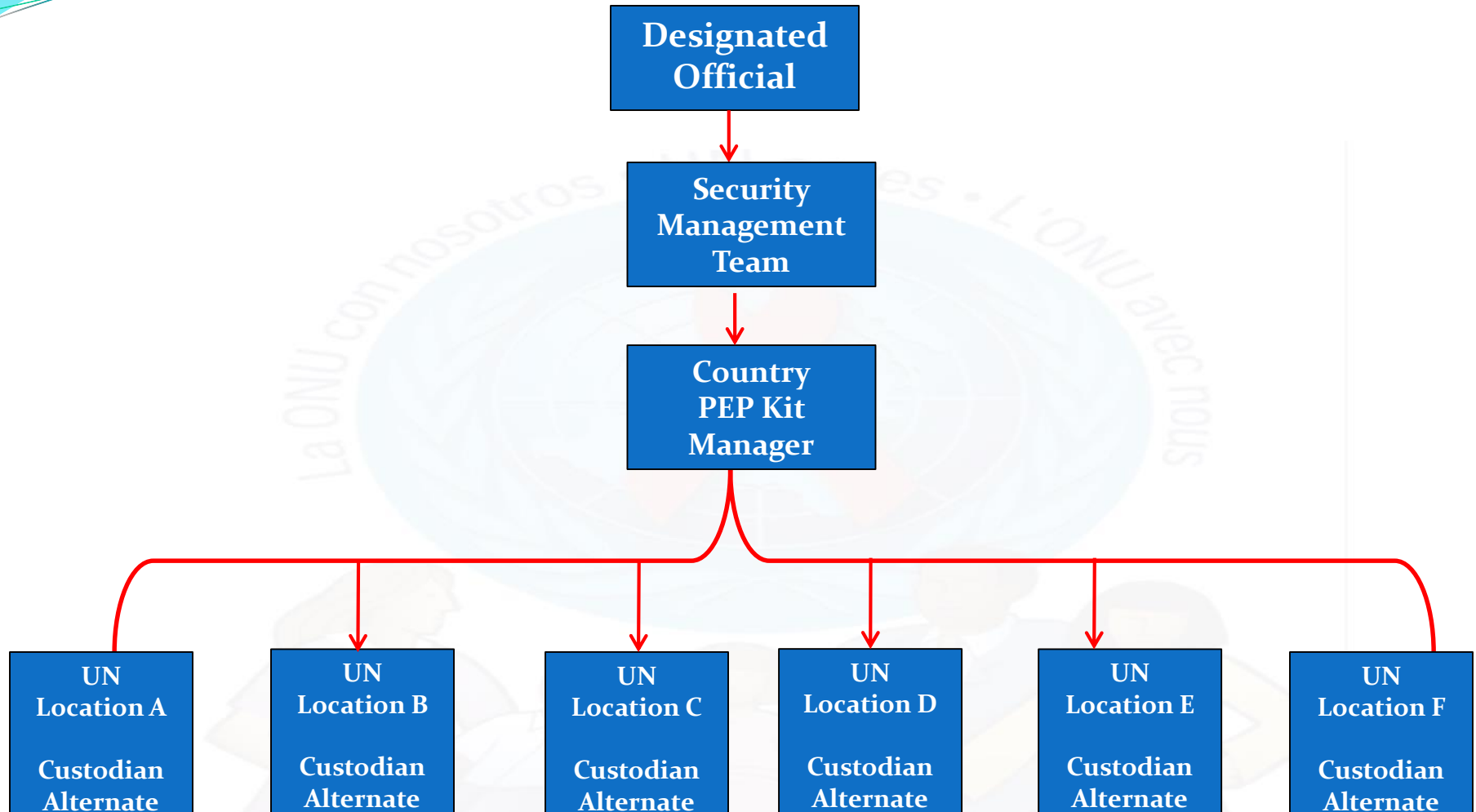
🚫 Procurement and distribution of Kits to countries

Who is Responsible?

🚫 UN Cares Global Coordinator



Country-Level PEP Kit Management Structure



Output 2:

PEP Kit Manager has been designated for each country receiving PEP Kits.

Key Activity

- 🚫 UN Country Security Management Team to designate a country PEP manager.

Who is Responsible?

- 🚫 UN Designated Official
- 🚫 UN Security Management Team



Output 3:

PEP Annex has been included in the country security Plans of all countries receiving PEP Kits.

Key Activity

- ⚡ PEP Annex to the Security Plan has been drafted and presented to the UN Country Security Management Team for approval

Who is Responsible?

- ⚡ UN Designated Official,
- ⚡ UN Country PEP Manager
- ⚡ UN Security Management Team



Output 4:

PEP Kits sent to the country have all been received

Key Activity

- 🚫 Send a confirmation of receipt to pep@uncares.org

Who is Responsible?

- 🚫 UN Country PEP Kit Manager



Output 5:

PEP Kit custodians have been designated for all UN locations in each country, trained and provided with PEP Kits.

Key Activities

- ⚡ PEP Kit custodians and their alternates have been designated for all UN locations in the country.
- ⚡ All PEP Kit custodians in the country have undergone one-day training on their role.
- ⚡ PEP Kit custodians in all UN locations in the country have received PEP Kits after training.

Who is Responsible?

- ⚡ UN Country PEP Kit Manager
- ⚡ PEP Kit Custodians



Output 6:

All PEP Kits in the country are in good and usable condition that meets manufacturer's specifications.

Key Activities

- ⚡ PEP Kits in all UN locations are safely kept under tamper-proof and hygienic conditions.
- ⚡ Expired PEP Kits are being collected and safely destroyed (or returned to WHO Medical Services, Geneva, for destruction).

Who is Responsible?

- ⚡ UN Country PEP Kit Manager
- ⚡ PEP Kit Custodians



Output 7:

UN personnel in the country know where to get PEP Kits

Key Activities

- ⚡ PEP Kit Custodians contact list has been shared with all UN personnel in the country through most commonly used communication channels – email, security bulletin, notice boards, and newsletter.
- ⚡ Staff are provided with PEP Kit information through UN Cares HIV orientation and other staff briefings.
- ⚡ Update the UN Cares Services Directory for HIV with PEP Kit custodians contact details

Who is Responsible?

- ⚡ UN Country PEP Kit Manager
- ⚡ UN Cares Focal Points



Output 8:

Usage of every PEP Kit is reported and replacement received timely.

Key Activities

🚫 For every PEP Kit used, PEP Kit Custodian completes a report form and sends to UN Medical Services in New York (msdpublichealth@un.org)

🚫 PEP Kit Custodian sends a request for replacement of used Kit to UN Cares (pep@uncares.org) immediately after usage.

Who is Responsible?

🚫 UN PEP Kit Custodians



Output 9:

PEP Kit users are opting to receive follow-up support from UN Medical Services

Key Activities

🚫 PEP Kit custodians are giving users of Kits the option to receive follow-up support from UN Medical Services

Who is Responsible?

🚫 PEP Kit Custodians
🚫 UN Medical Services.



Duties and Responsibilities of a PEP Kit Custodian



Key Duties and Responsibilities of a Custodian

- ⌘ Ensure safe and proper storage of PEP Kit.
- ⌘ Maintain Proper inventory and record of the Kits, ensuring uninterrupted supply and availability.
- ⌘ Evaluation of the administrative right of the person to receive the UN PEP Kit
- ⌘ Release a kit to a Health Care Provider after ensuring administrative eligibility of the individual.
- ⌘ Ensure confidentiality of all related information and documentation.
- ⌘ Ensure 24/7 accessibility of Kits.



Care and Storage of PEP Kits

- ⚡ PEP Kits contain medication that should be carefully stored according to manufacturer's specifications.
- ⚡ Locked containers to avoid misuse, theft or vandalism.
- ⚡ Temperatures between 15°C and 30°C. No refrigeration is required though.
- ⚡ Dry and protected from light, humidity and excessive heat.



PEP Kit Record Keeping

- ⌘ Keep proper inventory of kits under custody
- ⌘ Record and monitor expiry dates.
- ⌘ Promptly record and report usage of every Kit
- ⌘ Order replenishment of a used Kit.
- ⌘ Promptly record new stock when received.
- ⌘ All done in consultation with Country PEP Kit Manager



Managing PEP Kit requests

- ⚡ Ensure person requesting PEP is administratively eligible, as someone covered by the UN Security Management System
- ⚡ Accompany person requesting kit to a physician (if custodian is not a physician) for risk assessment.
- ⚡ Release kit to physician who is attending to the person in need



Reporting Usage of a PEP Kit – 2 steps

1. For every PEP Kit used, a custodian must report usage incident by completing the 'PEP Kit Usage Reporting Form' and submitting within 24 hours of usage ONLY to UN Medical Services Division in New York by:

✶ Email – msdpublichealth@un.org

✶ Fax - +1-917-367-4075

2. And for every PEP Kit used, a custodian should within 24 hours request replenishment by emailing pep@uncares.org

✶ NOTE: Please do NOT send the Usage Reporting Form to pep@uncares.org, in order to keep that information confidential, within UN Medical Services only.



- For further information and questions on UN HIV PEP Kits:
 - Visit UN PEP Kit website - www.uncares.org/PEP
 - Write to pep@uncares.org



UN Cares



The United Nations system-wide Workplace Programme on HIV

