

# UN System HIV Post-Exposure Prophylaxis Program Frequently Asked Questions for Physicians, Clinical Staff, and Custodians

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## 1. What is HIV PEP?

HIV Post-Exposure Prophylaxis (PEP) is a 28-day course of HIV medications taken after a possible exposure to HIV to prevent HIV infection in the exposed individual. It should be started as soon as possible after exposure to be effective (1-2 hours ideally) and must always be started within 72 hours after exposure to HIV, or it will not work. HIV PEP should only be used in cases of emergencies.

## 2. Who oversees the UN HIV PEP Kit Program?

The is coordinated by the Division of Healthcare Management and Occupational Safety and Health (DHMOSH) Public Health Section under the guidance of the UN Medical Directors.

## 3. What does the UN System's HIV PEP Kit contain?

The HIV PEP Kit consists of the following: **Anti-retroviral medications** (Dolutegravir 50mg + Lamivudine 300mg + Tenofovir 300mg) fixed-dose combination taken daily for 28 days, **Emergency birth control** (Levonorgestrel 1.5mg, one tablet), **Pregnancy test kits** (two strips), **HIV PEP guidelines** and **Reporting forms** ([Custodian](#) and [Physician assessment forms](#))

## 4. Why was the HIV PEP content recently changed?

The UN HIV PEP Kit's content is selected based on the technical recommendations from the World Health Organization and other experts on HIV PEP management. The content changes for the Antiretroviral (Dolutegravir 50mg + Lamivudine 300mg + Tenofovir 300mg) fixed-dose combination to be taken daily for 28 days was especially necessary to ensure compliance with the medication regimen.

## 5. Will HIV PEP work after 72 hours of probable exposure to HIV?

No, the efficacy and effectiveness of HIV PEP is not guaranteed after more than 72 hours of exposure to HIV. It is therefore crucial to get HIV PEP within 72 hours of exposure.

## 6. Do we need to conduct baseline tests before administering HIV PEP?

The decision to conduct baseline tests will depend on a physician assessment's findings when reviewing the client. It is therefore important to conduct a physician assessment before distributing the kit, as some of the kit's medications must be taken with caution.

## 7. Is a pregnancy test required for all women before taking the HIV PEP kit?

It is important to know the pregnancy status of the female client before administration of HIV PEP. A pregnancy test must be done if the female client does not know her pregnancy status.

**8. Do we need to take consent from the client before giving HIV PEP?**

Yes, it is important to get the client's consent before administering HIV PEP. It is therefore important for the client to complete **Part A** of the [custodian reporting form](#). In addition, confidentiality of all shared patient information must always be maintained.

**9. Who is eligible to receive UN HIV PEP?**

All UN personnel as stipulated in the UN Security Management System and their recognized dependents are eligible, except IGO/NGO staffs and family members. Please see: [https://hr.un.org/sites/hr.un.org/files/PEP\\_SMOM%20Chapter%20Revision%20%28final%29\\_0\\_0.pdf](https://hr.un.org/sites/hr.un.org/files/PEP_SMOM%20Chapter%20Revision%20%28final%29_0_0.pdf).

**10. Who is an HIV PEP “Custodian”?**

An HIV PEP Custodian is a UN system staff member and or UN Examining Physician who has been designated to hold onto UN HIV PEP Kits that can be administered when a UN personnel has been exposed to HIV infection in their duty station, irrespective of the source of exposure. For more information on the custodian's roles and duties, see page 2 of the UN HIV PEP Guidelines available in English and French at: [https://hr.un.org/sites/hr.un.org/files/HIV\\_PEPKitGuidelines\\_2020-01-23\\_FINAL\\_Cln\\_0.pdf](https://hr.un.org/sites/hr.un.org/files/HIV_PEPKitGuidelines_2020-01-23_FINAL_Cln_0.pdf).

**11. What is the role of UN physicians in managing PEP Kits?**

The UN physician's role could include being the “custodian” in some duty stations. However, in all duty stations, the UN physician should support in conducting the physician assessment for HIV PEP eligibility in the client.

**12. As a custodian, what forms do I need to ensure are completed when I give the HIV PEP Kits to clients?**

A custodian must complete and submit the “[Custodian Reporting forms](#)” for all HIV PEP kits used, and the “[Physician assessment form](#)” must be filled and submitted by the attending healthcare worker. For custodians who are healthcare providers, they must fill and submit both forms to [dos-dhmosh-hiv@un.org](mailto:dos-dhmosh-hiv@un.org).

**13. Regarding completion of the physician assessment form, if there are no available physicians within 72 hours, what should be done in this case?**

To assist you in performing the risk assessment for HIV PEP, you must call a Centre of Excellence for HIV/AIDS, as listed in the UN Country HIV PEP Protocol (which the United Nations should have established in every country). A medical provider at the Centre of Excellence will perform a risk assessment over the telephone. If you are unable to contact a medical provider as such, you should contact your organization's headquarters Medical Service emergency line or email [dos-dhmosh-hiv@un.org](mailto:dos-dhmosh-hiv@un.org) for support.

**14. If I require an HIV PEP Kit in my duty station, where and how can I access it?**

Contact the UNDSS focal point in your duty station, who will have access to all the contact information of HIV PEP custodians and HIV PEP kits in your mission and duty station. The UN

HIV PEP Guidelines contain information for the client, the custodian and the attending physician or healthcare worker. The current HIV PEP Guidelines are available in English and French at: [https://hr.un.org/sites/hr.un.org/files/HIV\\_PEPKitGuidelines\\_2020-01-23\\_FINAL\\_Cln\\_0.pdf](https://hr.un.org/sites/hr.un.org/files/HIV_PEPKitGuidelines_2020-01-23_FINAL_Cln_0.pdf).

**15. How do I request for replenishment of HIV PEP Kits?**

Each mission will request new HIV PEP Kits based on their previous usage. Submissions of a request to replace HIV PEP Kits will be made to DHMOSH. For DHMOSH to replace or replenish HIV PEP Kits, we must receive all custodian reporting forms and physician assessment forms for all the used kits from the requesting duty station/mission or country.

**16. What do we do with the old/expired PEP kits?**

All the old kits must be replaced with the new kits because of the new changes to the contents of the kit. All expired kits must be disposed of locally when possible and/or sent to the WHO in Geneva when local disposal is not available. Information about the quantity of expired HIV PEP kits, expiry date, and date of disposal must be submitted to [dos-dhmosh-hiv@un.org](mailto:dos-dhmosh-hiv@un.org).

**17. How soon can we get our kits replenished or replaced from UN HQ?**

We try to ensure that the kits are delivered to duty stations within the shortest time possible upon receipt of the request. It is essential that the custodian continuously review their HIV PEP Kit inventory and make their request for kits on time to avoid kit stockout in their duty stations.

**18. Is the replacement of kits automatic after completion of all the required reporting forms?**

No, it is the custodian and the country PEP manager's responsibility to maintain a proper inventory of the kits and make a formal request for PEP Kit replacements to DHMOSH when they have reached their set threshold for replenishment.

**19. What role do UNDSS staff play in the HIV PEP Program?**

In some duty stations, UNDSS staff may serve as the HIV PEP Custodian. They are to perform all responsibilities that have been delegated to a custodian in the handling of HIV PEP cases. See page 4 of the UN HIV PEP Guidelines for more details on the role of a custodian, available at: [https://hr.un.org/sites/hr.un.org/files/HIV\\_PEPKitGuidelines\\_2020-01-23\\_FINAL\\_Cln\\_0.pdf](https://hr.un.org/sites/hr.un.org/files/HIV_PEPKitGuidelines_2020-01-23_FINAL_Cln_0.pdf).

**20. Is it possible to have in-country training for custodians?**

Currently, we are not offering direct in-country training. All training and helpful tools are available online in English and French at: <https://hr.un.org/page/pep-kit-programme-0>. However, if you have any questions at any time, please feel free to contact [dos-dhmosh-hiv@un.org](mailto:dos-dhmosh-hiv@un.org).

**21. Where can I get all HIV PEP guidelines and resources?**

All UN HIV PEP resources are available in English and French at <https://hr.un.org/page/pep-kit-programme-0>.

**For further questions on this document contact DHMOSH Public Health Unit at : [dos-dhmosh-hiv@un.org](mailto:dos-dhmosh-hiv@un.org)**