

Rapid-Start PrEP Program Builder Participant Checklist

Use this worksheet during the session to design a Rapid Start PrEP program for your clinic.

Goal: Leave with an implementable plan you can launch when you return to your office.

Instructions

- ▶ Work through the sections in order. Assign an owner and a target date for each major decision.
- ▶ If you don't have a formal PrEP navigator or pharmacist, write who will cover those functions short-term.
- ▶ Aim for a Minimum Viable Program (MVP) you can launch in 30 days, then build toward a 90-day expansion.

① Clinic Snapshot

ITEM	YOUR ANSWER	NOTES
Clinic name/location		
Population served		
Clinic type (FQHC, primary care, STI clinic, urgent care, etc.)		
Current PrEP status (none/limited/established)		
Key constraint (choose 1): staff/labs/pharmacy/scheduling/EHR/other		

② Program Scope and Entry Points

DECISION	YOUR CLINIC CHOICE	OWNER AND TARGET DATE
Primary entry points (choose 2–3): STI visit/contraception/new patient/urgent care/ED follow-up/partner services/other		
Who can refer into the pathway? (front desk, MA/RN, provider, outreach, portal message)		
Same-day start definition in your clinic (Day 0 / ≤7 days)		
PrEP modalities offered at launch (oral/injectable/both)		
Confidentiality approach (preferred contact method; EOB/insurance mitigation plan)		

③ Day 0 Clinical Safety: HIV Testing and Baseline Diagnostics

TEST/STEP	STANDING ORDER? (Y/N)	OWNER AND TARGET DATE	NOTES/WORKFLOW
HIV test used for rapid start (4th gen lab/rapid blood test)			
Criteria for adding HIV-1 RNA (acute symptoms, very recent exposure, high suspicion)			
Acute HIV symptom screen workflow (who asks? where documented?)			
Baseline STI testing by site (rectal, vaginal/frontal, urine) — self-swab available?			
Syphilis testing (RPR/treponemal algorithm)			
Renal testing (creatinine → Cockcroft–Gault eCrCl)			
HBV serologies (HBsAg, anti-HBs, anti-HBc)			
HCV testing (Ab ± RNA)			
Pregnancy testing when clinically relevant			

④ Medication Pathways (PrEP + PEP-to-PrEP Bridge)

PATHWAY ELEMENT	YOUR CLINIC PLAN	OWNER AND TARGET DATE	NOTES/BARRIERS
Oral PrEP option #1 (generic/trade) + eligibility (eCrCl threshold; exposure site)			
Oral PrEP option #2 (generic/trade) + eligibility			
Injectable PrEP option (if offered): cabotegravir LA (Apretude) + injection visit workflow			
Renal cutoffs: eCrCl ≥60 vs ≥30 vs alternative plan			
PEP pathway for exposure ≤72 hours (who initiates; follow-up scheduling)			
PEP-to-PrEP bridge: day 28 transition visit planned at initiation			
Doxy-PEP policy (if adopted): eligibility, dose instructions, monitoring cadence			

⑤ Team Roles and Handoffs (RACI-lite)

ROLE	RESPONSIBILITIES (LIST)	BACKUP/CROSS COVERAGE	TRAINING NEEDED	OWNER AND TARGET DATE
Front desk/scheduling				
MA/RN rooming and standing orders				
Prescriber (NP/PA/MD/DO)				
Pharmacist (on-site/partner pharmacy/none)				
PrEP navigator/benefits specialist				
Admin/leadership sponsor				

⑥ Scheduling, Visits, and Follow-Up Cadence

WORKFLOW ELEMENT	YOUR PLAN	OWNER AND TARGET DATE	NOTES
PrEP Quick Visit slots: number/day and which days			
Walk-in process: where do patients go and who triages?			
Follow-up scheduled before the patient leaves (Y/N) — who does it?			
Lab review workflow (48–72 hours): who reviews and how patient is notified?			
Quarterly monitoring visit cadence and reminder system			
Missed visit protocol (outreach timeline and who contacts the patient)			
CAB-LA injection recall (if applicable): reminder and escalation plan			

⑦ Pharmacy Access and Prior Authorization Playbook

PHARMACY ELEMENT	YOUR PLAN	OWNER AND TARGET DATE	NOTES/BARRIERS
Preferred pharmacy partners (list)			
Starter supply (bottle-in-hand within 24h): yes/no + how			
Prior authorization templates: who completes; what documentation needed			
Interaction check and renal/HBV tracking: who owns it			
Pickup confirmation (closed loop): who gets notified and when			
Refill synchronization (align refills with monitoring visits)			
No-insurance pathway (340B, assistance, samples, local resources)			

⑧ EHR Build (Minimum Viable Build in 2–4 Weeks)

BUILD ELEMENT	STATUS (NOT STARTED/ IN PROGRESS/DONE)	OWNER AND TARGET DATE	NOTES
Baseline order set (PrEP start) built?			
Quarterly monitoring order set built?			
Note template/smartphrase includes: exposure sites, counseling, follow-up plan			
PEP orders and PEP-to-PrEP bridge timer			
CAB-LA injection schedule and recall (if applicable)			
Dashboard/report for metrics (if possible)			

⑨ Training, Policy, and Go-Live Plan

ITEM	YOUR PLAN	OWNER AND TARGET DATE	NOTES
Standing orders approval path (who signs?)			
Staff training plan (front desk, MA/RN, prescribers, navigator, pharmacy)			
Patient-facing materials (1-page: What is PrEP? What to expect today?)			
Go-live date (MVP)			
First 30-day check-in meeting date			
90-day expansion goal (what changes after MVP?)			

⑩ 90-Day Metrics and Targets

METRIC	BASELINE (IF KNOWN)	90-DAY TARGET	HOW MEASURED (EHR/REPORT)	OWNER
Time-to-start (hours/days)				
Prescription pickup rate				
1-month follow-up completion				
Quarterly retention				
STI outcomes				
Equity tracking (optional): stratify by key demographics if feasible				

⑪ Your 3 Commitments

Commitment #1
(next 7 days):

Commitment #2
(next 30 days):

Commitment #3
(next 90 days):