



Team Name: Harm Reduction and Healthy Sexuality	Reference Number: CLI.6210.PL.001
Team Lead: Regional Manager Public Health-Healthy Living	Program Area: Public Health-Healthy Living
Approved by: Executive Director North	Policy Section: General
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Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT

Reproductive Health Services

PURPOSE:

The purpose is to increase access to reproductive health services for disadvantaged clients through the effective and efficient use of resources. Resources include the inter-disciplinary team of health care providers, services and contraceptive supplies. Providing no cost reproductive health supplies and services is both ethically sound and cost effective.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients
 Executive Limitation (EL-1) Treatment of Staff
 Executive Limitation (EL-7) Asset Protection and Risk Management

POLICY:

The region shall provide reproductive health services through the Public Health-Healthy Living program. Registered Nurses and Nurse Practitioners are guided in the provision of reproductive health services with evidence-informed clinical practice guidelines.

The Contraceptive Health Services Letter is used to promote and describe contraceptive health services provided throughout the region.

DEFINITIONS:

Reproductive Health – a state of physical, mental and social well-being in all matters relating to the reproductive system at all stages of life.

Disadvantaged Clients – clients who are at greater risk for poor health, as result of barriers they experience to social, economic, political and environmental resources as well as limitations due to illness or disability.

PROCEDURE:

Procedure for prescription contraceptives:

1. Client presents with prescription for contraceptive supplies.
2. Complete the Reproductive Health History, as able. The Personal History is required prior to provision of reproductive health services. Client may fill out own reproductive health history if able.
3. Complete the Reproductive Health Record – Initial Visit, as able and in accordance with the applicable reproductive health guidelines.
4. Determine if client can pay for supplies and if so, refer to retail pharmacy. If client has access to third party coverage (e.g. Employment and Income Assistance) refer to the Contraceptive Coverage, for drugs covered. If client has no means to pay for supplies or access to third party coverage, offer free contraceptive health supplies.
5. If stock available and client requires, provide 1 month of birth control pill or 1st dose of Depo-Provera (if available). Chart on Reproductive Health Record – Initial Visit and Reproductive Supplies Pharmacy Order Form prior to faxing to pharmacy.
6. Complete the Record of Release of Personal Health Information and Reproductive Supplies Pharmacy Order Form.
7. If there is more than one medication included on prescription including non-reproductive health medication (e.g. Ventolin and Alesse), indicate on original prescription “medication filled by Public Health-Healthy Living program” beside the reproductive health medication. This will ensure that medication will not be filled twice.
8. Fax the Record of Release of Personal Health Information, Prescription and Reproductive Supplies Pharmacy Order Form to Portage District General Hospital pharmacy. All prescriptions must contain the patient’s name, address, date of birth, PHIN number and the physician’s name, address, phone number in order to be valid.
9. Contraception selection is based on the Contraceptive Selection and Formulary. All orders will be automatically substituted with generic product unless “Do Not Substitute” is written on prescription.
10. Pharmacy dispenses the supplies to Public Health-Healthy Living offices. Contraceptives are delivered through the regional courier system where available.
11. Verify the order received with the prescription on file and document the lot number and expiry date.
12. Contact the client when the order is received to arrange pick-up of supplies (generally a three month supply).
13. Arrange appropriate follow-up for appointment. Reproductive Health Record – Follow-Up Visit is completed on all follow-up visits.
14. Subsequent supplies are provided at the client’s follow-up appointment, generally every three months.

Procedure for condoms:

1. Consideration must be given to making condoms and other safer sex supplies readily available within communities. In accordance with the principles of harm reduction, the nurse must recognize the rights and abilities of individuals in making their own choices, and the right for comprehensive, nonjudgmental health services.
2. The nurse works with community partners to reduce barriers and support access to condoms and other safer sex supplies.
3. An interaction between a client and health care provider is not required in order for safer sex supplies to be readily available to clients within the community.
4. Free condoms may be distributed to local physician offices, family resource centers, youth drop in centers, school, etc.
5. Latex condoms are listed on the Community Services Supply list found in the Public Health-Healthy Living Collaborative Worksite. Condoms come in various colours and flavours. Stock according to office and community needs.
6. Large condoms are available for clients who decline condoms due to sizing (too tight). Large condoms can be ordered on the Community Services Supply list.
7. Lubricant is available on the Community Services Supply list.

8. Sex Dams are available for clients but are not available as a regular stock item. As sex dams are not on the Community Services Supply list, they can be ordered by filling out the Reproductive Supplies Purchase Requisition Form. Once the Reproductive Supplies Purchase Requisition Form has been completed, send it to the manager for approval. Since the demand for this product is low, it is recommended that only a small supply be kept in each office, stored separately and distributed to those who request same.

IMPORTANT POINTS TO CONSIDER:

Guidelines support the nurse's role in providing comprehensive contraceptive health services within an interdisciplinary team. Refer to the Manitoba Provincial Clinical Practice Guidelines for the Delivery of Contraceptive Health Services and the Pregnancy Testing and Emergency Contraception. The guidelines are intended for use by nurses working in Public Health-Healthy Living and Primary Care settings throughout Southern Health-Santé Sud, where contraceptive health services are provided. Nurses working in hospital settings may also find the guidelines helpful.

The Society of Obstetricians and Gynecologists of Canada (SOGC) clinical practice guidelines related to contraception are key references and required reading for nurses providing contraceptive health services. The Society of Obstetricians and Gynecologists of Canada guidelines are available at <http://www.sogc.org/clinical-practice-guidelines>.

SUPPORTING DOCUMENTS:

CLI.6210.PL.001.FORM.01	Reproductive Health History Form
CLI.6210.PL.001.FORM.01.F	Reproductive Health History Form French
CLI.6210.PL.001.FORM.02	Reproductive Health Record
CLI.6210.PL.001.FORM.04	Reproductive Supplies Stock Request Form
CLI.6210.PL.001.FORM.05	Reproductive Supplies Prescription Request Form
CLI.6210.PL.001.FORM.06	Reproductive Supplies Purchase Requisition Form
CLI.6210.PL.001.SD.01	Contraceptive Guideline and Formulary
CLI.6210.PL.001.SD.02	Contraceptive Coverage
CLI.6210.PL.001.SD.03	Contraceptive Health Services Letter
CLI.6210.PL.001.SD.03.F	Contraceptive Health Services Letter French
ORG.1411.PL.502.FORM.05	Record of Disclosure of Personal Health Information (Community) Form