

Sample pre-implementation checklist

Prior to implementation, ensure all the scheduled milestones on the project plan have been reached. The following checklist gives some examples of elements that need to be in place.

Activity	Already done	Planned date for introduction	Date to be reviewed	Project member Responsible
Clear protocols developed e.g., how many syringes a prisoner may possess, where he/she must keep them, what is considered abuse or misuse of programme, what sanctions can be imposed for misuse, etc.				
Clear protocols developed for peer health workers or secondary exchange				
Participants are informed about the PNSP, its objectives and rules				
Participants are informed about the full range of HIV and drug dependence treatment services in the prison				
Participants are advised on safer injection practices, HIV and hepatitis				
Define the number of syringes and needles a participant can receive each day in exchange for used ones				
Participants in the programme are given a small container to store needles				
Cleaning materials (e.g., bleach) for paraphernalia are provided if it is not possible to provide sterile equipment (spoons, tourniquets, etc.)				
Sharps boxes are available to all participants for the safe disposal of used needles, syringes and paraphernalia				
Consultations on HIV and drug use will be offered at regular intervals (e.g., every 6 months) to the entire prison population				
Easy access to voluntary HIV, HCV and HBV testing will be provided and prisoners will be advised of the advantages of having regular tests (i.e., at least once a year)				
Hepatitis A and B vaccinations will be offered to prisoners and staff				
Universal emergency access to naloxone to treat overdose				

