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| **Counselor:** | **PTID:** | **Site:** |
| **Date of Session:** | **Session Duration (minutes):** | **Visit Code:** |
| **Product initiating:**  **Ring  oral PrEP** | **Date of Review:** | **Reviewer:** |

*Please make a note if a session task was covered out of order, at a different point in the session.*

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| 1. Introduction, welcome, affirm attendance  Counselor welcomes or greets participant OR mentions that the visit will now shift to the counseling portion of the visit.  Thanks participant for coming  Affirms participant’s attendance (i.e., commitment to study, commitment to fighting HIV, effort to get to appointment, etc)  Introduces that sessions are recorded and reason why  *Notes:* |
| 2. Provide overview of counseling session  Describes expected length of session  Emphasizes importance of open communication (i.e., sharing positive AND negative experiences with using the Ring or oral PrEP)  Reviews expectations for both counselor and participant  *Notes:* |
| 3. Reviews information about Ring or PrEP per the REACH adherence counseling manual (depending on random assignment)  Asks participant what they have heard about product  Affirms correct information offered by participant  Shares information clearly  Responds to participants questions and concerns  *Notes:* |
| 4. Explore upcoming Ring or PrEP use adherence  Explores potential barriers and facilitators to adherence  Helps participant consider common barriers  Works on daily plan with participant using calendar activity  For PrEP: Assists participant to identify ideal time of day for taking tablet  *Notes:* |
| 5. Assess confidence and goals regarding adherence to study product  Uses confidence ruler  Evokes reason why she is confident  Encourages participant to identify more than one reason why she feels confident  Asks about goals for adherence until the next study visit  Helps participant identify issues that may interfere with goals  *Notes:* |
| 6. Assist with adherence support options  Introduces the adherence support menu and describes all of the options listed  Asks participant if there are other options she’d like to include  Encourages participant to pick items she thinks may work best for her  *Notes:* |
| 7. What else? Wrap-up  Invites discussion of additional questions and concerns  Asks again what questions remain, and thoroughly discusses until none remain (if necessary)  Acknowledges and appreciates the participant for coming to the appointment  Discusses plans for next session  Reminds participant to contact the clinic if she needs to talk or has questions  *Notes:* |

Overall Feedback

1. What did the counselor do well in this session?
2. What could the counselor improve on from this session?
3. Other general feedback for the counselor?