

Community Based Naloxone Program Distribution Site Manual

This document will help guide you through the process of registering to become a Community Based Naloxone (CBN) kit (referred to as “naloxone kit”) distribution site. Components of the program covered in this manual include staff training, how to order kits, how to submit monthly reports, and how to report kit use.

You may wish to fill out the information below for easy reference:

Site Login Code: _____

Site Postal Code: _____

Site Coordinator: _____

Site Email Address: _____

Site Address: _____

My Zone Lead: _____

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Step 1: Review information about becoming a CBN kit distribution site

Does your site interact with members of the public who are at risk of an opioid poisoning or likely to witness poisoning?

Naloxone kits are for distribution to anyone at risk of or likely to witness opioid poisoning.

Eligibility criteria to become a CBN Program kit distribution site include:

- Site has secure temperature-controlled storage for naloxone kits.
- Site has a commercial address for delivery of kits. (Residential addresses are not accepted.)
- Site interacts with members of the public at risk of or likely to witness poisoning.
- Site agrees to submit monthly reports to the CBN Program.
- Site distributes naloxone kits to the public and are not using them for workplace or occupational health and safety strategies.

The CBN Program has Frequently Asked Questions (FAQ) on the CBN website below. Please review the General and FAQ for Distribution Sites prior to getting started. All forms and resources mentioned in this manual can be found at ahs.ca/naloxone.

Step 2: Identify a coordinator or primary contact person

Identify a coordinator or primary contact person for your site who will assume communication and reporting responsibilities for the program.

Coordinator responsibilities include:

- Ensuring site contact information is up to date.
- Ordering naloxone kits.
- Completing the Monthly Distribution Report by the 8th day of each month. (See step 9 for more information on reporting).
- Ensuring trainers complete the required learning module and are competent in providing training and education to clients when distributing naloxone kits.
- Ensuring trainers are aware of important program information and updates, which the CBN Program will provide via email.

Step 3: Register to become a distribution site

Register your site using the online form and ensure your contact information and login information is current and easy to retrieve.

Registration information is submitted online via the [Site Registration](#) form (see images below for screen captures of website and form). **The registration process will take 7-10 business days to complete. Naloxone kits cannot be ordered until registration is completed.**

Once your site is registered, you will receive an email with a site-specific **Login Code**, which is a unique number attached to your postal code (e.g., 1234-A1B2C3). This login code is necessary for placing naloxone kit orders, updating site information, and submitting the Monthly Distribution Report.

Updating contact information for your site can be done by submitting a [Site Registration Update](#) form.

Distribution Sites & Providers

Distribution Support

- [Community Based Naloxone Program Distribution Site Manual](#)
- [Community Based Naloxone Program](#) (for Alberta Pharmacy staff only)
- [Naloxone Kit Distribution Record](#)
- [Naloxone Resources](#) (for Medical First Responders only)

Naloxone Kit Forms

- [Monthly Distribution Report](#)
- [Naloxone Kit Order](#)
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Step 4: Identify trainers

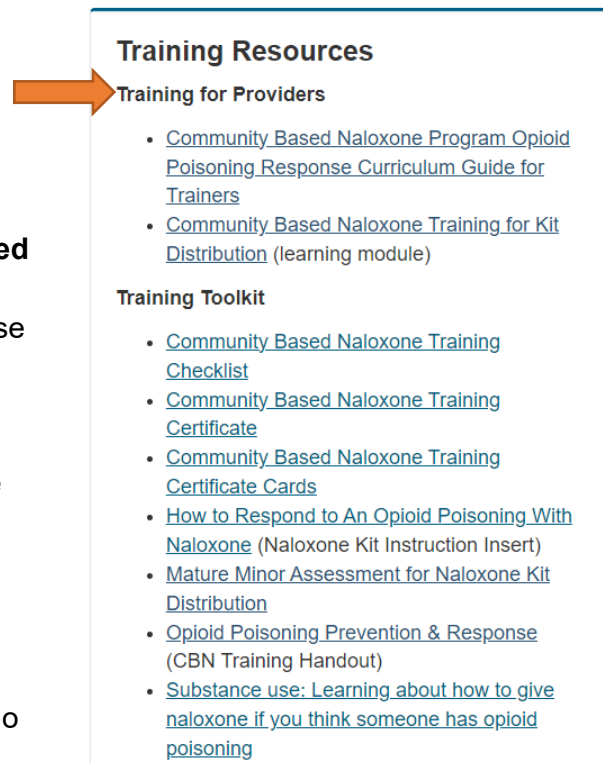
Once you have determined your coordinator and registered your site, identify the trainers at your site.

Trainers include any employee or representative of the site who will be providing education and training to the public when providing naloxone kits. You do not have to be a health professional to become a trainer. Any staff or representative may become a trainer and distribute naloxone kits.

All trainers should complete training that provides appropriate education for staff who will be providing naloxone kits to the public. This may be the CBN eLearning module or group training facilitated by an experienced trainer for program staff.

- Alberta Health Services (AHS) staff are **required** to take the eLearning module through MyLearningLink so that completion of the course can be included on their employee record. The course title is “Community Based Naloxone Training for Kit Distribution.”
- Non-AHS community programs can access the [Community Based Naloxone Training for Kit Distribution](#) module on the CBN website (see screen capture on right). The module is freely accessible to anyone and can provide a customizable certificate as a record of training.
- For non-AHS sites with large groups of staff who will be trainers, it may be appropriate to hold a Train-the-Trainer session in addition to – or in place of – taking the eLearning module. For information on availability of Train-the-Trainer sessions in your area, please reach out to your Zone Lead or contact naloxone.kit@ahs.ca.

Trainers should also familiarize themselves with the [CBN Program Opioid Poisoning Response Curriculum Guide for Trainers](#), a detailed manual for trainers that is used to inform all CBN educational resources.



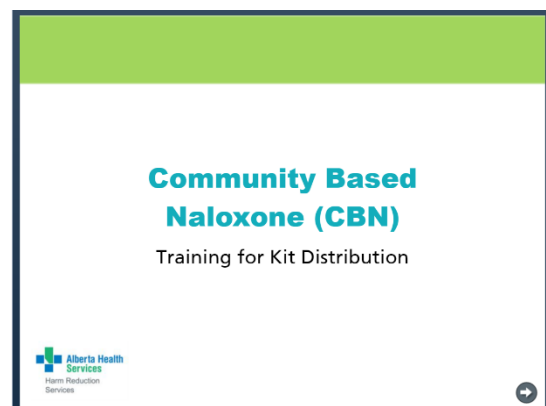
Training Resources

Training for Providers

- [Community Based Naloxone Program Opioid Poisoning Response Curriculum Guide for Trainers](#)
- [Community Based Naloxone Training for Kit Distribution](#) (learning module)

Training Toolkit

- [Community Based Naloxone Training Checklist](#)
- [Community Based Naloxone Training Certificate](#)
- [Community Based Naloxone Training Certificate Cards](#)
- [How to Respond to An Opioid Poisoning With Naloxone](#) (Naloxone Kit Instruction Insert)
- [Mature Minor Assessment for Naloxone Kit Distribution](#)
- [Opioid Poisoning Prevention & Response](#) (CBN Training Handout)
- [Substance use: Learning about how to give naloxone if you think someone has opioid poisoning](#)



Community Based Naloxone (CBN)

Training for Kit Distribution

Alberta Health Services
Harm Reduction Services

Step 5: Order naloxone kits and track your kit stock

Once staff have completed training for kit distribution, naloxone kits can be ordered.

Naloxone kits can be ordered weekly by completing the [Naloxone Kit Order](#) form on the CBN website (see screen captures below). Weekly orders are processed **every Wednesday morning**. For timely processing, please have your online order placed by **11:59 pm on Tuesday**. Any orders received after this time will be processed for the following week and delivery will be delayed.

Kits will be delivered directly to your site via the distributor McKesson. Please allow 7 to 10 business days for delivery. If kits are not received within the expected timeframe, please notify us by email at naloxone.kit@ahs.ca so that we may follow up with McKesson on the status of your order.

Please note: All orders of over 200 kits require pre-approval. Please email naloxone.kit@ahs.ca if you require a high volume order. Include your reason and required delivery date. Large orders can take up to 2 weeks to be delivered if approved.

Ensure that you track your orders in order to complete the Naloxone Kit Monthly Distribution Report. For more information on reporting, go to step 9. The optional Naloxone Kit Distribution Record can be used to assist with this.

You may choose to advertise availability of naloxone kits at your site by posting a sign at your entrance or within your program space. The [Get Naloxone Here](#) poster is customizable for this purpose.

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- [Site Registration Update](#)

Alberta Health Services

Community Based Naloxone Kit Order Form

This is the Community Based Naloxone (CBN) Kit Order Form. Please note: this form is for **registered CBN sites only** and your assigned login code will be required to proceed.

Kit orders are processed once per week, on Wednesday mornings. **The deadline for order submission is Tuesday @ 11:59 pm.** Orders received after the deadline will be processed the following week. **Please allow 7-10 days for delivery.**

Naloxone has a shelf life of 36 months. To prevent kits from expiring before being distributed, please consider ordering smaller batches of kits to keep in stock. If you distribute your order quickly, we are happy to place a follow-up order for you on the following Wednesday for quick delivery.

- 1) Please enter your **Login Code** that was assigned to you by the CBN Program.
Login code is case and format sensitive (e.g., 999-T1B1B1). * must provide value
- 2) **Registered Site Name:**
This may be your program, business or department name if you are in a location with other programs. * must provide value
- 3) **Site Location (City):**
* must provide value
- 4) **Site Location (Postal Code):**
Do not use spaces (e.g., T1B1B1). * must provide value
- 5) **Which AHS Zone is your site is located in?** North

Step 6: Distribute naloxone kits

Prior to receiving a naloxone kit, clients should be offered education and training on opioid poisoning prevention, recognition and response.

Training is not mandatory to receive a kit. Training should always be offered, but clients can decline training and still receive a kit.

Some helpful reminders when providing a client naloxone kit training:

- Ensure appropriate and accurate documentation and tracking of distribution is completed in a timely manner. You may choose to use the [Naloxone Kit Distribution Record](#) to help track your distribution. (See step 8 for the Naloxone Kit Distribution Record.)
- Ask if this is their first kit or if they have used one before (i.e., if the kit is a “**replacement kit**”).
 - If the kit they are requesting is a replacement kit, ask whether the previous kit was **used for a reversal**, or if there are other reasons for replacement (e.g., lost, stolen, expired or confiscated). This information is important for monthly reporting.
- There are some helpful training tools on the CBN website that can be used to guide training, including a training checklist, training handout, posters, brochures, and even videos that demonstrate use of the kit (see screen captures below).
- Always open the kit and check that all components are complete and intact before providing it to a client. The expiry date of the naloxone vials should be reviewed with the client so they understand when the kit will need to be replaced and how to appropriately store the kit.
 - See the [Injectable Naloxone Storage Recommendations](#) information sheet and other helpful information sheets and notices on the CBN website.
 - **Please note:** When considering providing a kit to a person under 18 years of age, use the [Mature Minor Assessment for Naloxone Kit Distribution](#)



Training Resources

Training for Providers

- [Community Based Naloxone Program Opioid Poisoning Response Curriculum Guide for Trainers](#)
- [Community Based Naloxone Training for Kit Distribution](#) (learning module)

Training Toolkit

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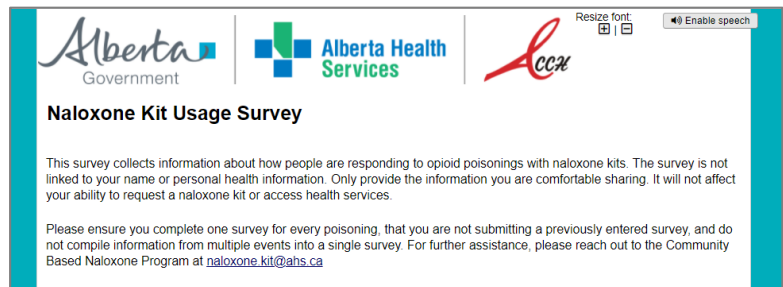
Step 7: Report usage of naloxone kits

Reporting naloxone kit use is vital in ensuring that the CBN Program can continue to provide naloxone kits and meet the demands of Albertans.

Reporting allows the CBN Program to make changes to the kits and education based on the feedback and trends reported by the people who have used them.

If a client shares that they have used a naloxone kit to respond to poisoning you can assist them with completing the Naloxone Kit Usage Survey (available online or in a printable form) which can be found at is.gd/naloxonekit and the CBN website.

- A [poster](#) with a QR code is available to promote the survey at your site.
- This survey is voluntary and anonymous. Information can be provided in as much or as little detail as the client wants to provide. The form does not need to be fully completed to be submitted.
- The printable form will need to be entered into the online survey to ensure the report is received.



Have you used a naloxone kit to respond to poisoning or overdose?



Let us know about it with the Naloxone Kit Usage Survey

- The survey is anonymous
- Anyone can submit the survey
- Share as much or as little as you are comfortable sharing

➔ Find it at is.gd/naloxonekit, visit the link at ahs.ca/naloxone or scan the QR code:



➔ Email naloxone.kit@ahs.ca for support.

Poisoning response experiences shared through the survey are used to improve the Community Based Naloxone Program to ensure that it meets the needs of Albertans.


Updated September 2022

Today Y-M-D

Completed by:

- The person who experienced the poisoning
- A person who responded to the poisoning
- Community organization
- Community pharmacy
- Medical clinic
- First responder
- Private business
- Alberta Health Services site
- Other

reset

Step 8: Track naloxone kit distribution to prepare for reporting

The CBN Program requires that each site report naloxone kit distribution in order to keep track of supply and demand for kits across the province.

The [Naloxone Kit Distribution Record](#) was created to help with recordkeeping of inventory while maintaining the confidentiality of clients receiving kits (see screen captures below).

- The Naloxone Kit Distribution Record can be printed and used at your site to log and track each time a kit is distributed. Include other relevant information you may want to collect for documentation in the Notes column.
- **This record is not collected by the CBN Program** and is intended to be a log for your own recordkeeping. You may choose to create your own tracking system at your convenience.
- This record may be helpful if there are any recalls or issues with specific batches of kits and you need to check if your site has encountered those batches.

Information tracked into the Naloxone Kit Distribution Record is the information collected in the Monthly Distribution Report, which will be covered in step 9.


Distribution Sites & Providers

Distribution Support

- [Community Based Naloxone Program Distribution Site Manual](#)
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- [Naloxone Resources](#) (for Medical First Responders only)

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Naloxone Kit Distribution Record

Online Naloxone Kit Monthly Distribution Reports are due on the 8th of every month for the following month. (e.g., Reporting for the month of January is due on February 8th). This optional tracking tool can help log distribution for monthly reporting.

DATE (YYYY-MM-DD)	NALOXONE LOT EXPIRY DATE	TRAINING	REASON FOR KIT	NOTES
		<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided <input type="checkbox"/> See Notes	<input type="checkbox"/> First Kit <input type="checkbox"/> Replacement Kit Indicate reason for replacement <input type="checkbox"/> Used; complete Naloxone Kit Usage Survey <input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Confiscated <input type="checkbox"/> Other; indicate in Notes	
		<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided <input type="checkbox"/> See Notes	<input type="checkbox"/> First Kit <input type="checkbox"/> Replacement Kit Indicate reason for replacement <input type="checkbox"/> Used; complete Naloxone Kit Usage Survey <input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Confiscated <input type="checkbox"/> Other; indicate in Notes	
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		<input type="checkbox"/> Provided <input type="checkbox"/> Not Provided <input type="checkbox"/> See Notes	<input type="checkbox"/> First Kit <input type="checkbox"/> Replacement Kit Indicate reason for replacement <input type="checkbox"/> Used; complete Naloxone Kit Usage Survey <input type="checkbox"/> Expired <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Confiscated <input type="checkbox"/> Other; indicate in Notes	
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Step 9: Submit Monthly Distribution Reports

The CBN Program requires monthly reports to track inventory and activity across the province.

All sites are required to complete the [Monthly Distribution Report](#). **A report is required each month, even if your site did not distribute any kits.**

These reports should be submitted by the 8th of the following month for the previous month; i.e., the report for the month of September is due on October 8.

It is important to check for discrepancies in your kit stock. This can be done by monitoring your kit orders, kit distribution numbers, and your kit stock levels. Your Zone Lead is available for support if needed.

Some important points about the report questions:

- **Login Code:** this code is site specific and provided to you when you register your site. If you have lost your code, email naloxone.kit@ahs.ca.
- **Replacement kit:** when a client identifies that they have received a kit in the past (they may have used on before).
- **Reason for replacement:** there may be other reason a client requests a replacement kit. Provide a total # in each field. If a client does not provide a reason, count it as "Other."

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Community Based Naloxone Monthly Distribution Report

Thank you for your support of the Community Based Naloxone (CBN) Program.

Please complete the survey below to enter your required monthly distribution reporting. All active sites are required to submit monthly distribution reporting to stay eligible as a distribution site.

Please note that reports are due on the 8th of the following month. (e.g., Report for January is due by February 8th).

If you require assistance, please email us at naloxone.kit@ahs.ca and we will be happy to support you.

Please complete the information below.

Please enter your Login Code that was assigned to you by the CBN Program. Login code is case and format sensitive (e.g., 000-T1B1B1) [↗](#)

* must provide value

Registered Site Name: This may be your program, business or department name if you are in a location with other programs. [↗](#)

* must provide value

Site Location (City):

* must provide value

Which AHS Zone is your site is located in? North [↗](#)
 Edmonton [↗](#)
 Central [↗](#)
 Calgary [↗](#)
 South [↗](#)

(Please refer to this [map](#) if you are unsure of your zone.)

* must provide value

[reset](#)

Additional information

If you have questions or require further support, please email naloxone.kit@ahs.ca

Other harm reduction resources and education can be found at ahs.ca/harmreduction

It can be helpful to provide individuals with information on local harm reduction resources. Your site may wish to print and fill in the information below as a quick reference:

Quick Reference Resources	
Local Supervised Consumption Site or Overdose Prevention Site	
Local Community Agencies	
Harm Reduction Supply Programs	
Alberta Health Link (24/7)	811
AHS Addiction Helpline (24/7)	1-866-332-2322
211 Alberta	211 or www.ab.211.ca