
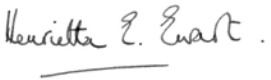


SOP Title: Novice Cervical
Screening Sample Taker

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Change History

SOP no.	Effective Date	Significant Changes	Previous SOP no.
2018/06	01/07/18	Initial version v1	NA

**SOP Title: Novice Cervical
Screening Sample Taker****1. PURPOSE**

This SOP is an internal document to give guidance following the introduction of Primary HPV screening into the Isle of Man Cervical Screening Programme and shadows the NHS Cervical Screening Programme Guidance for the training of cervical sample takers.

2. INTRODUCTION

From summer 2018 Liverpool Clinical Laboratories will be providing the cervical screening service for the Isle of Man. Liverpool Clinical Laboratories is a joint venture partnership between the Royal Liverpool & Broadgreen University Hospital NHS Trust and Aintree University Hospital NHS Foundation Trust.

The Liverpool cytology department is a fully CPA accredited laboratory service (awaiting formal UKAS ISO15189 accreditation) that has been at the forefront of HPV Primary Screening technology since 2008. They were a pilot site for HPV Triage & Test of Cure and have been a pilot site for HPV Primary Screening since 2013. They are the first English laboratory to completely convert its cervical screening service to HPV Primary Screening ahead of national implementation in 2019. As such IoM Cervical Screening Programme will move to HPV Primary Screening.

3. SCOPE

This SOP covers for all novice cervical screening sample activity related to the routine cervical screening programme.

4. RESPONSIBILITIES

This SOP represents best practice for the training of sample takers, for use in the training of:

- registered nurses
- registered midwives
- registered physicians associates
- medical doctors

Registered nurses, midwives and physician associates should complete a recognised theoretical course followed by a period of supervised practical training, both elements of which should be in accordance with this guidance. All doctors are expected to have completed an adequate level of theoretical and practical training as part of their specialist training. It is, however, recommended that doctors undertake this recognised cervical screening training.

Mentors must be a registered nurse, doctor or physician associate. Mentors should have effective teaching and communication skills and ideally hold a relevant mentoring and/or teaching qualification. They must:

- be practising sample takers
- have had 12 months' continuous experience following completion of initial training
- have undertaken a minimum of 50 samples following completion of initial training

Additionally, the mentor must be able to show continuing competence in taking samples for cervical screening

Sample takers must be registered with Nobles Lab with their individual code.

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Training for sample takers should comprise theoretical learning followed by a period of practical training. An appropriately regulated higher education provider (or similar professional body) should deliver training in screening theory. Training should be quality assured.

2. Training mentors/supervisors

Cervical screening training mentors (called 'supervisors' in some areas) will enable and support best practice in relation to the practical elements of the cervical screening training programme. Mentors will sign off trainees as being competent and proficient in cervical screening practice.

3. Trainee training records

Training records are vital to the cervical screening training process. Each trainee must keep a record of their training in a personal clinical training record book. This should include a record of:

- the theoretical training
- the colposcopy clinic visit
- the laboratory visit or virtual tour
- all practical training

The practical training record should include all the observed, supervised and unsupervised samples and final assessment

4. Practical training

The training mentor should accompany the trainee for the first practical session/s. The trainee should:

- identify training needs in discussion with the mentor
- observe at least two samples being taken
- take a minimum of five samples under supervision

The mentor and trainee then decide whether the trainee may proceed without further direct supervision. Once they have confirmed this, the trainee should arrange to take and document a minimum of 20 unsupervised samples. Easy access to a trained colleague is essential throughout this period.

Trainee must register on the Isle of Man Nobles Lab, contact Pathology Lab IT Manager to register and provide the laboratory with your NMC/GMC number and training details at cervicalcreeners@gov.im

5. Final assessment

All training should be completed within a nine-month period.

Both mentor and trainee should maintain regular contact and to discuss progress towards meeting identified training needs, including identifying any problems. A final evaluation

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session should be undertaken, which should include a final clinical assessment. Before the final assessment, the trainee must have completed a minimum of 20 adequate cytology samples with evidence of transformation zone sampling (in women under 50 years old). Final assessment requires a minimum of three samples.

On completion of training and sign off by mentor, notify the Isle of Man Nobles Lab that training is complete via cervicalscreeners@gov.im.

6. Failure to complete training

Trainees who are unable to complete the training within nine months should be referred back to the training provider. It is up to the trainer to decide if an extension may be granted. If the trainee does not complete training by 12 months, they should repeat the theory and practical training course.

7. Maintaining competence

Sample takers should undertake continuous self-evaluation to help ensure continued competence in accordance with their professional codes of conduct. They should audit and reflect on their own rates of inadequate tests and abnormal test results compared with the rates reported by the local laboratory.

8. Update training

Sample takers should undertake a minimum of one half-day update training every three years. E-learning modules may be used if they fulfil national and local requirements and should equate to three hours of learning.

9. Audits of adequate/inadequate results will be provided annually by Nobles Lab or by request.

6. REFERENCES

- NHS Cervical Screening Programme - [Guidance for the training of cervical sample takers document](#)
- *Primary High Risk HPV Testing with Cytology Triage Awareness Training*: Access to the e-learning is found at [eLearn Vannin](#). To access the training log into eLearn Vannin, and click on the 'My Learning' tab. Find the course under 'Protection and Care'. Contact the eLearn Vannin Helpdesk by email at ellearnvanninhelp@gov.im or by telephone (687546) if support is required.
- Update training [Cervical sample taker e-learning](#) course is available through eLearning for Health (e-LfH) once registered with the site.