

# Process of results and referrals of cervical samples taken outside of colposcopy.

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## 1. Introduction and who this guideline applies to

This guideline is for all clinical, administrative and management staff working within Gynaecology delivering service both at University Hospitals of Leicester (UHL) and Allied Clinics part of the Leicestershire, Lincolnshire and Rutland (LLR) Commissioning.

The purpose of this guideline is to ensure all staff are aware of the process of managing cervical screening test results and/or referral for colposcopy as a result of cervical screening samples taken within the trust outside of the colposcopy clinic. This includes opportunistic cervical sampling, service users who has previously defaulted or service users who have been invited for a routine screening test. These samples should only be

taken by trained registered clinicians. Currently, the cervical screening laboratory is located at the University Hospitals of Derby.

## **2. Process:**

- Cervical screening tests should only be obtained by an adequately trained clinician who has a valid sample taker code or PIN (personal identification number) with the local cervical screening laboratory in line with NHSCSP Guidance for the training of cervical sample takers.
- All cervical cytology sample takers working for the UHL and LLR allied Services must be registered on the UHDB Sample Taker Database prior to any samples being taken in order for the University Hospitals of Derby and Burton NHS Foundation Trust's Cytology Laboratory to accept samples. If the sample taker already has a PIN for another region, this will not be recognised by UHDB laboratory
- Registration is obtained by attending the appropriate training session which is then valid for three years.
- Once training is complete, the sample taker must fill the registration form using an NHS email and GMC/NMC number. (Appendix 1)
- The form should be signed by the appropriate doctor in colposcopy/gynaecology department.
- The form is then emailed to [uhdb.cytologystdatabase@nhs.net](mailto:uhdb.cytologystdatabase@nhs.net) or posted to Cytology Department, Level 5 Pathology, Royal Derby Hospital, Uttoxeter Road, Derby, DE22 3NE
- Once registration is complete, the sample taker must use their GMC/NMC number for sample taking.
- Cervical sampling may be opportunistic, for those who have defaulted and those with an invitation to screening.

- Prior to offering the cervical screening test, review patient's cervical screening history on (Cervical Screening management System) CSMS where possible and enquire about their last test with the patient and any invitation letters received.
- All clinicians should have their NHS smart cards assigned to this role to Access the online CSMS.
- Those needing access should contact the Registration Authority office and inform the Colposcopy Clinical lead to authorise the access.
- Do not take a sample UNLESS patient is due/overdue a test. This will ensure unnecessary rejection of the test by the cervical screening testing laboratory.
- Ensure that sample and patient details are completed correctly and match. Incorrect or insufficient information will result in rejection of the sample by the laboratory. See below the rejection criteria.
- If using a paper copy of the request form it is important the sender's details are correctly input. All UHL alliance clinics now have a stamp with address and the department to which the results are sent back.
- If the clinician is not part of the UHL group of consultants then the senders address should include the primary consultant responsible for the patient.
- UHL policy does not allow clinicians working through private sectors to take cervical screening test as part of their gynaecological assessment for UHL registered patients as they are not registered on the Derby Database.
- If a repeat sample needs to be taken ensure that this is not taken less than 3 months after the previous test to allow cell regeneration
- Ensure the correct location of where the sample is taken including the post code and clinician responsible is on the HMR 101 form.
- At the end of the clinic, the cervical screening sample is taken and placed in a green plastic bag with pre-printed labels from the Derby laboratory.

- Results reporting card should be filled correctly and attached to the notes.
- For samples reported as HR HPV negative / HR HPV positive negative cytology, the clinician who has taken the sample is to communicate result with patient with appropriate recall information. It is important that all cervical screening test request forms should have the name of the responsible clinician along with the hospital address. All clinics in the LLR Alliance have been informed to affix a stamp to the request forms in the senders address and the results would be sent to the Gynae admin team of the respective hospitals. In the event the results are not actioned from the peripheral clinics within 4 weeks, they should be sent to the gynae Validation team at UHL who will contact the relevant clinician.
- For any abnormal cytology results, a direct referral from University Hospitals of Derby will be made to colposcopy and appointment made within the appropriate time frame.
- All results should be communicated to the patient along with the appropriate recall date although the national call recall service will also be involved.

## **2.1 Non-acceptable cervical sample by the cytology laboratory:**

- Unlabeled samples
- Incorrect forms/unmatched patient details
- Uninvited women <24.5yrs of age
- Women age 65yr (unless missed last invitation, unscreened or part of follow up from previous abnormal results)
- Less 3 months from last rejected or inadequate sample
- Taken at inappropriate period after a HPV negative test
- Vault samples following a total hysterectomy for non-cervical malignancy or benign conditions

If a sample is rejected by the laboratory, then it is the responsibility of the sample taker to inform the patient of the reasons for rejection and arrange for a repeat sample three months from the last test

## 2.2 Rationale:

- This guideline is to ensure that all members of the colposcopy team and gynaecology are aware of the process of communicating results and referrals for cervical samples taken outside of the colposcopy clinic in an appropriate time frame.
- This guideline is to ensure that all women who have cervical samples taken outside of colposcopy are correctly managed in accordance with NHS CSP guidance.
- Ensure an up to date database of clinicians performing cervical screening both in and outside of colposcopy services.

## 3. Monitoring Compliance:

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
Use of Correctly completed request forms	Derby lab data	Colp Lead	Annual	LLR Screening board
Location code on the forms	Derby Lab Data	Colp Lead	Quarterly	LLR Screening board.

## 4. Education & Training:

All new consultants and Trainees have training at induction with the SOP included for reference. Reminders for Cervical smear update through local deanery and NEPSEC

## 5. Supporting References:

NHS CSP guidance

## 6. Key Words

Cervical, Cytology, Sample, Screening

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**The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.**

**As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.**

### **EDI Statement**

We are fully committed to being an inclusive employer and oppose all forms of unlawful or unfair discrimination, bullying, harassment and victimisation.

It is our legal and moral duty to provide equity in employment and service delivery to all and to prevent and act upon any forms of discrimination to all people of protected characteristic: Age, Disability (physical, mental and long-term health conditions), Sex, Gender reassignment, Marriage and Civil Partnership, Sexual orientation, Pregnancy and Maternity, Race (including nationality, ethnicity and colour), Religion or Belief, and beyond.

We are also committed to the principles in respect of social deprivation and health inequalities.

Our aim is to create an environment where all staff are able to contribute, develop and progress based on their ability, competence and performance. We recognise that some staff may require specific initiatives and/or assistance to progress and develop within the organisation.

We are also committed to delivering services that ensure our patients are cared for, comfortable and as far as possible meet their individual needs.

Contact and review details	
<b>Guideline Lead (Name and Title)</b> Dr Vishanthi Shesha Consultant	<b>Executive Lead</b> Chief Medical Officer
<b>Details of Changes made during review:</b>	

Date	Issue Number	Reviewed By	Description Of Changes (If Any)
January 2025	1	QA comments incorporated ( Sarah Askew)( June 2024)	<b>New document</b>  New cervical screening management system included

## Appendix 1: Sample taker code registration form

### Doctor/Consultant Sample Taker Code Registration Form

All Sample Takers requesting to be added to the UHDB Sample Taker Database **must** complete this form before taking samples. Please complete and email/post to the address below.

<input type="checkbox"/> <b>COMPETENT SAMPLE TAKER</b>		<input type="checkbox"/> <b>TRAINEE SAMPLE TAKER</b>	
<b>PART A</b> - To be completed by <u>all</u> applicants			
Full Name			
Work e-mail address		1. 2. 3.	
GMC <input type="checkbox"/> GMP (PPA code) <input type="checkbox"/>		PIN:	
WORKPLACE:		Practice/Branch Name: Practice National Code: Trust Name and Department:	
For Competent Sample Taker: Previous Workplace - Practice name Trust name & Department:		[Type a quote from the document or the summary of an	
Completion of Initial Training		Insert Date Below:	
E-Learning module			
<b>PART B</b> - To be completed by <u>competent sample taker</u>			
Locum Yes <input type="checkbox"/> No <input type="checkbox"/>			
Latest Updated Training Date: Training Provider:			
Evidence of Training/Assessment Attached		<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Provide Reason)  	

Please return this form via email to [uhdb.cytologystatabase@nhs.net](mailto:uhdb.cytologystatabase@nhs.net) & the details will be stored on the sample taker database.

If you do not have scanning facilities you can post to Derby Cytology laboratory.  
To: Cytology Dept, Level 5 Pathology, Royal Derby Hospital, Uttoxeter Road, Derby,  
Derbyshire DE22 3NE