



Registration

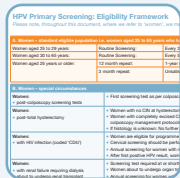
- All doctors and nurses taking cervical screening tests must be registered with CervicalCheck under their Clinical Lead who provides clinical governance. Registration forms are available from the administration office, who can be contacted directly on 061 406500 or by emailing admin@CervicalCheck.ie.

Your unique clinic number _____



Education

- All sample takers should complete a Cervical Screening Education Programme. We have two education pathways, tailored to both novice and experienced sample takers.
- All sample takers should complete a Clinical Update every 3 years to maintain professional competency. Visit our e-learning portal www.nssresources.ie for further information.
- Download the Cervical Screening Protocol from the CervicalCheck website. The aim of this protocol is to facilitate the delivery of the cervical screening service in line with the CervicalCheck [Standards for Quality Assurance in Cervical Screening Quality Assurance in Primary Care and Other Cervical Screening Settings \(2023\)](#).



Eligibility

- CervicalCheck provides free cervical screening tests to women aged 25-65 years. **Do not take a screening test if it is not due.**
- Eligibility can be checked using the online eligibility check facility in the Health Professional's section of the CervicalCheck [website](#) or by calling Freephone 1800454555.
- Refer to the HPV Primary Screening: [Eligibility Framework / Reference Guide for GPs and Clinics](#) (available on www.cervicalcheck.ie) for screening intervals of all women and special circumstances.



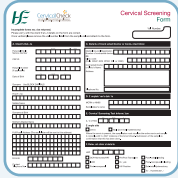
Management of abnormal vaginal bleeding or other symptoms of cervical cancer

- Take a full clinical, sexual and contraceptive history, do a speculum and pelvic examination.
- If normal/benign pathology e.g. an ectropion – [Check cervical screening eligibility online](#) and only take a screening test if due. Proceed with appropriate investigations and secondary referral as required.
- If the cervix appears suspicious of cervical cancer, **do not** take a cervical screening test. Refer to colposcopy urgently.
- Remember, a screening test is **not** a diagnostic test, abnormal symptoms should be investigated appropriately.



Counselling and information

- Counsel the woman on cervical screening, HPV, benefits and limitations of screening, informed consent, shared decision-making, informed participation and potential meaning of results.
- Advise the woman on the need to observe for symptoms of cervical cancer, even in the presence of a normal screening result and attend her GP.
- Ensure the woman knows how and when she will receive her result.
- Read the Desktop Guide for [Sampletakers and the Cervical Screening Results and Management Recommendation Guide](#)
- GPs do not receive results of screening tests taken in hospital clinics.
- Any follow up or onward referral is the responsibility of the sample taker/Clinical Lead.
- You must inform the woman's GP of their cervical screening results and referral if applicable.



Cervical Screening Form: A step-by-step guide is available on how to complete the form

- Ensure the minimum dataset is documented for each woman: PPSN or CSP ID, forename, DOB, surname, surname at birth, mother's maiden name, include a telephone number and eircode.
- The woman must provide her informed consent by signing the screening form.
- **Points to remember**
 - Complete all fields using BLOCK CAPITALS, and ensure numbers are legible.
 - The clinic details should be included in section C, enter your own NMBI/MCRN details in the sample takers details in section D.



Taking a quality screening test ([view resource on Vulva and Cervix Image Library](#))

- Check vial expiry, ensure 6+ weeks remain, label the vial and validate name and DOB with the woman.
- Visualise the cervix fully, identify the SCJ, sample accurately using pencil pressure.
- Add sample site and vial barcode to form, and before putting into the dispatch box, check form is fully completed.
- Update the clinic log and document your clinical notes.



Sample dispatch

- Dispatch samples to the lab within 3 working days.
- Dispatch date should be recorded in the clinic log.
- All samples should be cross-checked against vials and recorded in the clinic log prior to dispatch.



Test results and follow up

- Expect results in 4 weeks. Document all results in the clinic log and woman's notes and inform the woman's GP.
- If referral to colposcopy is indicated, counsel the woman and refer within 10 days.
- CervicalCheck do not inform the woman's GP, this is your responsibility as you have taken the screening test.



Failsafe

Failsafe Protocol:

If CervicalCheck sends you a failsafe request on a patient who has been discharged back to their referring doctor:

- Confirm in medical notes that the GP has been sent a discharge letter with details of results and follow-up.
- Complete the online failsafe stating the name and address of their GP. CervicalCheck will update their information and re-issue the failsafe to the GP you have identified on the failsafe response.



Changes to registration details

- Sample takers need to email admin@cervicalcheck.ie if they change location or cease sample taking or if there is a change of Clinical Lead.



Points to remember prior to taking a screening test

- Do not take a test if the cervix appears suspicious of cervical cancer, always end each screening consultation by advising the patient never to ignore symptoms of cervical cancer, even in the presence of a normal screening test, and to seek medical advice promptly.
- Women who are post-natal: screening should not be offered routinely unless it is due. If deferred during pregnancy, wait at least 3 months post-natally.
- Women who are post total hysterectomy: the clinician should advise whether a woman requires screening post operatively. If screening is not required a [Hysterectomy Data Collection Form](#) should be completed.



Points to remember when delivering a cervical screening service

- All sample takers must be registered with CervicalCheck prior to commencing cervical screening.
- Please ensure you are using the correct clinic code in section C of the cervical screening form.
- Always remember to communicate results, referral or required follow-up with the GP and woman.
- If a repeat screening test is required, inform the woman that this may be taken by her GP.
- All sample takers are responsible to respond to failsafe requests from CervicalCheck.

Useful contact details

Freephone 1800 45 45 55 / www.hse.ie/cervicalcheck

Screening Training Unit	061 406565/564	stu@cervicalcheck.ie
Primary Care Coordinator	061 406567	stcoordinator@cervicalcheck.ie
Laboratory Coordinator	061 406568	queries.lab@screeningservice.ie
Colposcopy Coordinator	061 406521	colpcoordinator@cervicalcheck.ie
Access Officer	061 406500	access@cervicalcheck.ie