**Checklist for Cervical Screening – STI/GUM**

### Registration
- All doctors and nurses taking cervical screening tests should be registered with CervicalCheck. Registration forms are available from the administration office, who can be contacted directly on 061 406500

| Your unique clinic number | ____________________________ |

### Eligibility
- CervicalCheck provides free cervical screening tests to women aged 25-65 years.
- Check eligibility of women by using the online eligibility check facility on the CervicalCheck website www.hse.ie/cervicalcheck - Health Professional’s section - Check woman’s next screening test date, or by calling the Freephone 1800 45 45 55
- Refer to HPV Primary Screening: Eligibility Framework / Reference Guide for GPs and Clinics (available on www.hse.ie/cervicalcheck) for screening intervals of all women

### Taking a quality screening test
- Ensure the cervix is visualised in its entirety and sampled correctly. A cervix image library is available on the screening learning portal accessed via health professionals section of www.hse.ie/cervicalcheck
- Dispatch samples to the designated screening laboratory within 5 working days

### Cervical Screening Form
- Ensure the minimum dataset is documented for each woman: Forename, DOB, Surname, and one other identifier which may include surname at birth, mother’s maiden name, PPSN or CSP ID, Include a telephone number (very important). In certain limited circumstances the clinic address may also be used for woman's address.
- The woman must provide her informed consent (indication of consent needed for all screening tests taken).
- **Points to remember**
  - Complete all fields using BLOCK CAPITALS, and ensure numbers are legible. If you are using a computerised system, ensure that all the relevant fields are populated accurately.
  - Identify the Clinic ID, doctor or nurse and clinically responsible doctor completely and accurately.
  - Include the date of test, LMP and other relevant clinical data including screening history where known.

### Counselling and information
- Counsel the woman on cervical screening, HPV, benefits and limitations of screening, informed consent and potential meaning of results.
- Ensure the woman knows how and when she will receive her result.
- Read *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 must be done by the doctor or nurse who took the test. You may wish to inform the GP of the result if appropriate.
### Test results and follow up

- Ensure a track and trace system is in place. This should include follow up/referral of all abnormal results.
- CervicalCheck requests follow up information from STI/GUM services for results where a repeat screening test or a colposcopy referral has been recommended and where the woman has failed to attend. Information may be returned securely via www.hse.ie/cervicalcheck. It is the doctor’s responsibility to make the colposcopy referral or contact the woman if a repeat test was recommended.

### Points to remember prior to taking a screening test

- **Women with symptoms**
  Cervical screening is not diagnostic; women with symptoms such as abnormal bleeding, pain or a discharge should be investigated as appropriate.

- **Women who are post-natal**
  Women do not require a screening test post-natally unless they are due to have one. For women who have deferred their test during pregnancy (if their previous test was normal) it is usually best to wait a minimum of 3 months post-natally to have a test taken.

- **Women who are post hysterectomy**
  The clinician should advise whether a woman requires screening post operatively. If screening is not required post-operatively a Hysterectomy Data Collection Form should be completed. The GP should be advised of this decision on discharge.

- **Women who are not due for screening**
  A woman’s next screening test due date can be checked online at www.cervicalcheck.ie or by contacting the CervicalCheck Freephone 1800 45 45 55.

- **Woman who opt out of the screening programme**
  Women who do not want to participate in CervicalCheck may opt themselves out of the programme - they will no longer be sent any letters of invitation by CervicalCheck.

- **Women who cannot participate in the screening programme**
  No Further Cervical Screening Required form is completed by a doctor for women for whom cervical screening is inappropriate or impossible.

### Useful contact details

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>General Queries from women and health professionals</td>
<td>Freephone 1800 45 45 55 / <a href="http://www.hse.ie/cervicalcheck">www.hse.ie/cervicalcheck</a></td>
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<tr>
<td>Screening Training Unit</td>
<td>061 406565/564</td>
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<tr>
<td>Primary Care Coordinator</td>
<td>061 406567</td>
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<tr>
<td>Laboratory Coordinator</td>
<td>061 406569</td>
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<tr>
<td>Colposcopy Coordinator</td>
<td>061 406521</td>
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<tr>
<td>Access Officer</td>
<td>061 406572</td>
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