

Steps to ensure provision of a quality assured cervical screening service

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1 Register with CervicalCheck:
 - All sample takers must be registered as a Healthcare Professional with CervicalCheck before taking a cervical screening test.
 - Remember you must be registered under **each** Contract Holder (Clinically Responsible Medical Practitioner) or Clinical Lead in your practice for clinical governance.
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2 Education:
 - Sample takers should complete a cervical screening education programme and **must** complete a Clinical Update every three years.
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3 Cervical screening protocol template and audit tool:
 - Download these resources, designed as templates that can be adapted to enhance cervical services in your practice. Once implemented, you can use the audit tool to identify areas for improving your cervical screening service.
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4 Check eligibility:
 - Before taking a cervical screening test, always check the person's eligibility online at www.cervicalcheck.ie.
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5 Symptoms of cervical cancer:
 - Symptoms such as abnormal vaginal bleeding or discharge should be investigated appropriately.
 - A cervical screening test is **not** a diagnostic test.
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6 Counselling and information: Get informed!
 - Counsel on screening, HPV, consent, shared decision making, informed participation and results' implications.
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7 Form completion:
 - The Clinically Responsible Medical Practitioner or clinic details must be included in section C.
 - Enter your own NMBI pin or MCRN in section D.
 - Ensure the woman's address details are correct and update if needed.
 - Each form must be signed by the woman.
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8 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 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 and confirm expiry/lot number details are visible on vial (i.e. not covered by labels).
 - Update the practice log and document your clinical notes.
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9 Sample dispatch:
 - Double-check forms against vials and practice log.
 - Send samples to the lab within 3 working days.
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10 Results and follow-up:
 - Expect results in 4 weeks.
 - Counsel and refer for colposcopy within 10 days as needed.
 - Document result on practice log and clinical notes.
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11 Failsafe protocol:
 - Ensure prompt response to failsafes which can be done **online** or in written format to track follow-up for women.
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12 Ceasing registration:
 - All sample takers need to re-register with CervicalCheck if they change practice or have a new CRD. All contract holders must inform CervicalCheck and cease screening 6 weeks prior to retirement.
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13 Points to remember before taking a screening test
 - Do not take a test if the cervix appears suspicious of cervical cancer, please refer urgently to your local colposcopy unit.
 - Conclude every screening appointment by advising the woman to never ignore symptoms of cervical cancer, always seek medical advice even in the presence of a normal screening test.
 - 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.

Useful contact details

Screening Training Unit 061 406565/564

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