**Theoretical Training for New Cervical Sample Takers**

* **Theory: 09.00-16.00 Tuesday 8th October 2024 – via MS Teams**
* **Practical: Choice of preferred option:**
* **09.00-13.00 Monday 14th October 2024 – Gale Farm Surgery, York, YO24 3BU**
* **09.00-13.00 Tuesday 15th October 2024 – Burnbrae Surgery, Hull, HU8 8JS**

We are pleased to be able to offer theoretical training for new cervical sample takers involved in the NHS Cervical Screening Programme based on the guidance developed by Public Health England. The aim of the training is to provide practitioners with the latest evidence-based knowledge to be able to confidently advise on and undertake cervical samples.

**The basic training programme spans 1½ days and covers the following core topics:**

* The NHS Cervical Screening Programme – overview and background
* Organisation of the programme
* Equal access to cervical screening
* Understanding the test results
* Anatomy and physiology of the pelvic organs
* Practical aspects and professional responsibilities

This programme is classroom based with some practical simulation

**After attending this initial training practitioners are required to complete practical training consisting of:**

* A cervical screening clinic at your practice with an external assessor for initial practical training - you will observe your assessor performing at least 2 samples and then perform at least 5 observed samples
* Taking 10 cervical samples with an in-house mentor available in the building
* Taking a further 10 samples as above once initial results have been reviewed by your assessor
* A cervical screening clinic at your practice with an external assessor for final assessment – Your assessor will observe you performing at least 2 samples
* Completing written reflections and records of training
* Training progress will be recorded using the Cervical Sample Taker Database (CSTD) e-portfolio
* Final assessment should be satisfactorily completed within 9 months of the initial study days

**Further Information**

**Course Lead Contact** - Deb Smith, Tel: 01482 303949, Email: [debra.smith8@nhs.net](mailto:debra.smith8@nhs.net)

**Preparation** - Before you start your training your practice CSTD administrator (this may be a lead nurse or practice manager) will need to request a new sample taker code for you for Open Exeter and CSTD.  
It would also be helpful prior to starting if you can take the opportunity to observe one of the other sample takers in your practice if you haven’t done so before.

**In-House Mentor** -You will need to identify a suitable in-house mentor, more details below

**External Assessor** -You will be allocated an external assessor and be informed of their details upon starting the course. Following the study days it is your responsibility to contact your assessor to arrange a suitable time for the first assessment visit. Once you have started the training you will use the CSTD e-portfolio along with your assessor to record the progress of your practical training. Details about the e-portfolio and what the assessment visits entail will be discussed during the study days.

**To apply please return the below form to** [**hnyicb.traininghub@nhs.net**](mailto:hnyicb.traininghub@nhs.net)

**Last Booking Date:** **31st August 2024**

***You will need to complete your practical training within 9 months of the study days to complete the course.***

**APPLICATION FOR NEW CERVICAL SAMPLE TAKER TRAINING – March 2024**

**Study Dates: *Theory – 8th October 2024*** *(an MS Teams link will be sent the week before)*

***Practical – 14th and 15th October 2024*** *(please select preferred option below)*

To apply please completed and return this application form to [**hnyicb.traininghub@nhs.net**](mailto:hnyicb.traininghub@nhs.net)  
Places will be allocated on a first-come-first-served basis, last booking date is **31st August 2024**.  
Places are fully funded by NHS England for Practice Nurses/NAs employed within Humber and North Yorkshire.

In order to undertake the training, you will need:

* An in-house mentor, who must meet the criteria outlined below
* An external assessor, who will be allocated to you upon starting the course

Your practice cervical cytology lead will need to apply for a new sample taker code for you before the start of the course.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Preferred Practical Date, Please Select:** (these will be allocated on a first-come-first-served basis) | | | | | | | | |
| **🞏**  14/10/2024 – Gale Farm Surgery, York, YO24 3BU | | | | **🞏** 15/10/2024 – Burnbrae Surgery, Hull, HU8 8JS | | | | |
| **Candidate Details** | | | | | | | | |
| Full Name: | |  | | | | | | |
| Job Title: | |  | | | | | | |
| Practice: | |  | | | | | | |
| Practice address: | |  | | | | | | |
| CCG Area: | |  | | | | | | |
| Contact Email: | |  | | | Contact Number: |  | | |
| Nursing/Midwifery Qualification: | |  | | | | | | |
| PIN Number: | |  | | | Qualification Date: |  | | |
| Line Manager: | |  | | | | | | |
| **Statement of Eligibility** | | | | | | | | |
| **I affirm that I meet the following criteria:** | | | | | | | | **Please sign:** |
| * I am a qualified nurse, and have been qualified for a minimum of 6 months | | | | | | | |  |
| * I have a minimum of 6 months experience in a nursing post. If new to general practice I have completed my induction period and my in-house mentor deems me suitably experienced to undertake the course | | | | | | | |  |
| Signature of applicant: | |  | | | | | | |
| Print Name: | |  | | | | Date: |  | |
| **Practice Agreement** | | | | | | | | |
| **I affirm as an authorised representative of the practice:** | | | | | | | | **Please sign:** |
| * We will commit to the release of the above-named nurse in order to complete training, including:   - Two initial study days  - A visit to the pathology labs  - An arranged cervical screening clinic at your practice with an external assessor for training  - Performing 10 cervical screening procedures with the in-house mentor available in the building  - Following adequate results performing a further 10 procedures as above  - An arranged final assessment clinic at your practice with an external assessor  - Any further training required if initial results are not within the guidelines  - The in-house mentor must also be available in the building during the assessor visits | | | | | | | |  |
| * We commit to providing an in-house mentor to support the student’s training, meeting these criteria:   **✓** Is a current sample taker **✓** Has taken a minimum of 50 samples **✓** Has an adequate sampling rate | | | | | | | |  |
| Name of in-house mentor (must meet the above criteria): | | | |  | | | | |
| Contact details for in-house mentor: | | | |  | | | | |
| Signature of authorised practice representative: | | | |  | | | | |
| Role: |  | | Print Name: |  | | Date: |  | |

*Your personal data will be used only in accordance with Data Protection legislation. By signing this application form you grant consent for the PCWTH to share data for the purpose of enrolment and to NHSE and HEE for the purpose of monitoring use of funding. The PCWTH will not disclose any personal information to any other third parties without your express consent.*