

New South West Cervical Screening Programme

Frequently Asked Questions

for sample takers, colposcopy teams and professionals working in the cervical screening pathway

How will I know who is due for screening? How will women be invited, and how do women get their results?

The 'Cervical Screening Administration Service' (CSAS) will continue to invite women for screening, and to send them their results letters. GP surgeries will receive 'Prior Notification Lists' (PNLs) for all patients due screening, from CSAS, as they do now.

How do I order and obtain the consumables that I need for cervical sample taking?

North Bristol Trust uses an external company (CellPath) to manage ordering and delivery of sample taker kits. These include vials, brooms and transport bags. CellPath will provide a standing order, and you will be provided with contact details should you need to adjust your order at any time. CellPath will e-mail you a unique order reference number. If you need to contact the supplier please use info@cellpath.co.uk or ring 01686 611333 and quote your reference number.

How do I 'request' a cervical screening test?

All requests for cervical screening in the south west area need to be made via the OpenExeter IT system by filling and printing the editable A4 portrait version of the OpenExeter form and including it with the sample. (see attached information)

The lab is using a scanning system and the use of this form, correctly printed on A4 paper in portrait orientation, will ensure accurate patient identification, correct patient management and timely processing of samples on arrival at the laboratory. Please ensure the form is fully completed on the system before printing and **do not handwrite on any part of the form apart from the Clinical Data Box**. Handwritten notes cause the scanning system to fail and delay the sample processing pathway.

Please ensure when sending a request form with a sample to the laboratory that a clear indication of the patient pathway is given, including any history of colposcopy referrals and relevant histology outcomes.

How do I get access to OpenExeter?

Your practice manager can get access. Access to OpenExeter is obtained through PCSE, Capita (not NHSD or CSAS), via the PCSE portal - (<https://pcse.england.nhs.uk/contact-us/>) alternatively pcse.openexeter@nhs.net

Why do I need to use OpenExeter?

The use of OpenExeter forms is the only way to ensure we have correct and up-to-date patient details, including screening history. Using the editable A4 HMR101 form ensures we give patients the correct management. This improves the accuracy of the data input and improves patient safety.

Can I write on the OpenExeter form?

All input should be via the editable HMR101 form prior to printing. If manual notes are required they should be in the Clinical Data box – any writing in any of the other areas causes a failure in the scanning.

How do I ensure that the form prints in A4 portrait?

It is important to print the form in the correct format so the scanning works on receipt at NBT. The instructions below have been copied from the OpenExeter help pages. The green highlighted option is the correct version to use.

Cytology in 'XML', 'CSV' and 'PDF' formats

You may also view the HMR101 form for a particular patient in the Portable Document Format (PDF) both at a size of A4 or A5.

A default PDF version of the HMR101 **may** be set by your PCO. This is available by clicking on the option labelled "[Default]" at the end. In order to view other PDF versions of the HMR101 form you can click on the "Deprecated HMR101 PDFs" option. This will then present you with a list of other HMR101 PDF options from which you can select the one you want.

If your PCO has not set a default PDF version of the HMR101 form then you will be able to choose all of the HMR101 PDF formats via separate buttons.

HMR101 form - editable and enter required text.

The following HMR101 PDF exports are available:

- **A4 PDF**
- A4 PDF (2003)
- A5 PDF (2009)
- A5 PDF (2003)

The "A4 PDF (2003)" and "A5 PDF (2003)" downloads are in the style of the HMR101/5 (2003) form. Any text entered on the text boxes on the previous window will also be added to the newly generated pdf file.

In order to view PDF files, you must have Adobe Acrobat installed on your Computer.

From <<https://www.openexeter.nhs.uk/nhsia/genhelp/cytologyHelp.jsp>>

My OpenExeter password needs resetting too frequently – what can I do?

Hospital staff with smart cards can register their card on OpenExeter which removes the need to renew the password every 30 days.

This can be done by accessing the “Change Password” option within OpenExeter. Insert your smart card into the reader and press “register smart card”. OpenExeter will prompt to enter your card PIN. Enter the number and click “register smart card”.

Ensure that you select “always trust the content” otherwise you will need to authorise OpenExeter credentials on each login.

If you do not have a smart card these can be obtained via your IT department.

OpenExeter keeps timing out - what can I do?

The maximum time-out limit allowed by OpenExeter is 30 minutes. The default is set to 20 minutes. You can change this yourself in the 'Password Utility' screen.

How do I label the sample vial?

The sample vial will need to be labelled manually or with a label from your practice or hospital system.

There must be **three** patient identifiers (**Name, Date of Birth and NHS number**) to be acceptable. Unlabelled samples are rejected according to the NHSCSP sample rejection policy.

<https://www.gov.uk/government/publications/cervical-screening-accepting-samples-in-laboratories>

What else do I need to do before sending samples off for testing?

Samples should be placed in small, clear transport bags with the HMR101 form in the pocket. This should then be placed into the orange and white ‘swirly’ transport bags, designated for cervical screening.

Please seal the top of the bags using the adhesive strip, leaving the small absorbent pad in place.

How do I get orange and white ‘swirly’ bags?

These will be delivered with your cervical screening consumable supplies. This colour and design has been chosen to ensure the cervical samples are easily identified at every stage of transport.

Do I have to use one orange and white bag per sample?

No, you can put many cervical screening samples in one large orange and white bag.

Can I put other samples in these orange and white bags?

No. The cervical screening sample bags are not opened and unpacked until they reach Bristol. Putting other pathology samples in these bags will cause delays to patient results and possibly introduces the need for a re-test.

How do my samples get to the new lab?

Your orange and white cervical screening sample bags will be collected from the clinic or surgery in the same transport with other pathology samples.

Always use the next available transport to keep turnaround times to a minimum.

At your local hospital pathology hub, the cervical samples in their orange and white bags will be separated for onward transport to Bristol.

If you are taking samples in a hospital setting, the samples will need to transfer in an orange and white bag to the hospital hub in the same transport as any other pathology test.

Do I need a new sample taker code?

No, your sample taker code will remain the same. Samples without a sample taker code will be rejected according to national protocol.

If you require a sample taker code please contact your practice manager, or contact cervicalsampletaker.scwcsu@nhs.net

How do I get the results for the samples I have taken?

The majority of GP surgeries have been set up to receive electronic reports. You need to contact your clinical system supplier if you experience any issues with electronic mapping of results. If you do not receive reports in a timely fashion please contact the Bristol lab by emailing cellularpathologycytologyadmin@nbt.nhs.uk

Until we have 100% coverage, a small number of GP surgeries will receive paper copies.

Sample takers in hospital settings (e.g. colposcopy and gynaecology) will receive results via email as well as paper copies. This is until an electronic solution has been fully tested and rolled out.

Sexual health services, DMS and other clinics will obtain paper copies but can also view the results on OpenExeter.

Are there any changes to coding for results?

As the samples are now screened using HPV testing the majority of the results will be HPV negative with no cytology performed.

Do the results include the relevant SNOMED codes?

The SNOMED codes are present on the electronic reports – but they are not yet in the SNOMED CT format.

How are patients referred to Colposcopy ?

Patients with a positive sample will be referred directly to their local Colposcopy unit just as they are now.

Who do I contact for...?

Queries regarding sample transport, eligibility for screening and HPV Primary screening please contact the cytology laboratory in **Bristol** cellularpathologycytologyadmin@nbt.nhs.uk Tel: 0117 4149889

Queries regarding access to OpenExeter please contact PCSE. Information is available on their website: <https://pcse.england.nhs.uk/services/open-exeter/>

Queries regarding sample taker codes/access to sample taker database please contact South Central & West Commissioning Support Unit: cervicalsampletaker.scwcsu@nhs.net

Queries regarding call/recall and ceasing please contact Cervical Screening Administration Service. Information is available on their website: <https://www.csas.nhs.uk/support/>

Queries regarding trainee sample takers please contact your training provider directly.

- PDI: support@pdinet.com
- South West Cytology Training School: www.cytology-training.co.uk
- Devon Training Hub: www.devontraininghub.co.uk
- Wiltshire Training contact: jane.vowles@wiltshire.gov.uk
- Clinical Training Ltd: <https://www.clinicaltrainingltd.co.uk>

There is further information about the screening programme here:

<https://www.gov.uk/government/collections/cervical-screening-professional-guidance>

If you have a query that cannot be resolved via one of these routes please contact the South West Screening & Immunisation Team: england.swscreeningandimms@nhs.net