



University of Wolverhampton

Cervical Screening Assessor Guidance

Advanced Diploma in General Practice Nursing New Cervical
Cytology Sample Taker Training

Introduction

This guidance will provide clarity on the cytology assessor role and responsibilities in order to promote consistency in training and assessment of a new cervical sample taker. The role will be to support General Practice Nurses who are undertaking the Advanced Diploma; Fundamentals in General Practice Nursing course at University of Wolverhampton. The course is a 12 month undergraduate programme that incorporates cervical cytology new sample taker training. In order to quality assure the cervical cytology training the cervical cytology assessor ('assessor' from this point) will be recruited and inducted by the university. The assessor will be expected to provide an element of externality in order to quality assure and verify the assessment process.

This document adheres to Education Pathway (Public Health England 2020).

Criteria to become an Assessor

The role of the assessor is separate from the Nursing and Midwifery Council (NMC) (2018) academic assessor, supervisor and practice assessor roles. However, it is recommended that the assessor holds a relevant mentoring and /or teaching qualification, this will be validated upon recruitment.

The assessor will be from one of a UK registered health professional groups identified below:

- NMC registered nurse
- NMC registered midwife
- PAMVR registered physician associate
- GMC registered medical doctor

The assessor must have at least 12 months of continuous experience following initial cervical sample taker training and be a practicing cervical sample taker; performing a minimum of 50 samples since completing their initial cytology training.

The assessor is asked to provide evidence of certification of completion of cervical cytology sample taker training and certificate of attendance to 3 yearly update (if applicable) upon registration to undertake the role (see registration form).

The assessor must not be working in the same practice as the allocated student.

Professional Responsibility and Accountability

The assessor is expected to maintain their professional competence by

- Attending a formal cervical screening update minimum 3 yearly following initial sample taker training. The [national eLearning resource for sample takers](#) meets the programme requirements for update training.
- Provide an ongoing record of competence to remain on the cytology assessor register.

- Stay updated with any local and or national changes to the cervical screening programme (including equipment and sample preparation)
- Show continuing competence in taking cervical samples in accordance to their professional codes
- Meet their professional obligations for continuing professional development (CPD)
- Undertake continuous self-evaluation and reflection as an assessor.
- Audit and reflect on their individual rates of abnormal test results and sample acceptance as reported by the local cervical screening laboratory (see [NHS CSP guidance on sample acceptance](#))

Initial Induction Training

In order to ensure that you are sufficiently prepared for the assessor role the university will provide an initial induction to the role of the assessor.

This will cover:

An overview of the new sample taker training
 An appreciation of the mentor's role in clinical practice
 Understand the final assessment and sign off process
 Managing trainee performance issues
 Appreciation of the documentation and recording process

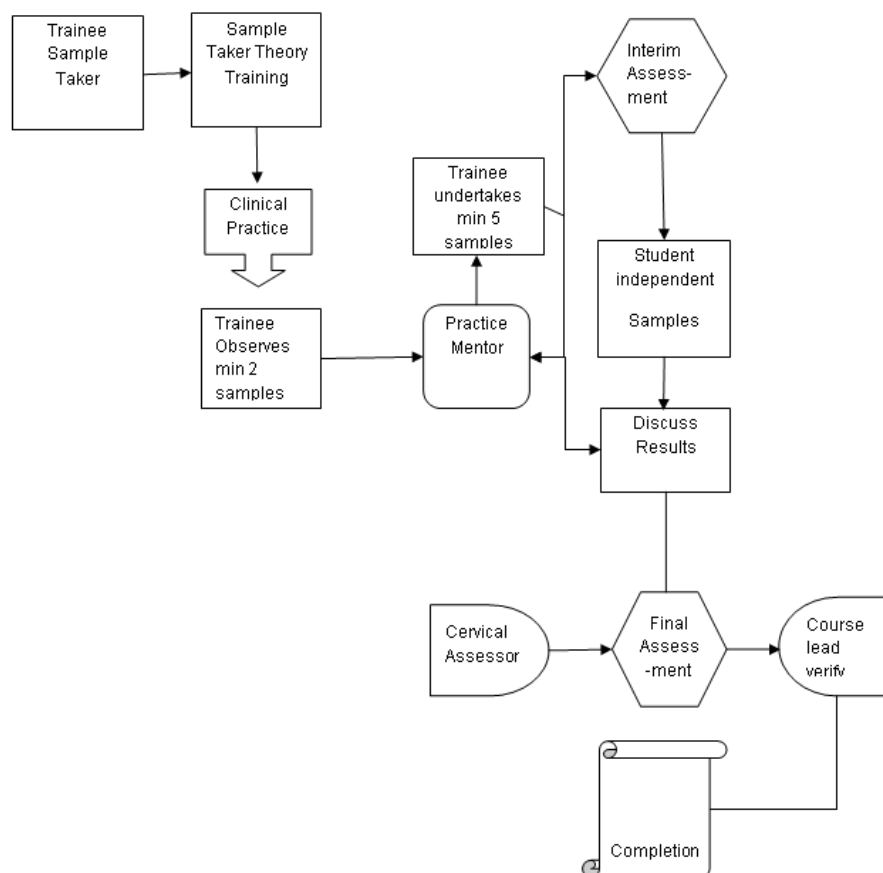
The Sample Taker Training Programme

The cervical cytology sample taker training is a 9 month course. Built into the fundamentals course the trainee will begin by undertaking theory training within the university.

- Directed pre-course reading (approximately 3 hours) A&P workbook
- Initial full day screening theory learning (lecture)
 - **Topic 1:** the NHS CSP
 - Topic 2:** background to cervical screening
 - Topic 3:** organisation of the NHS CSP
 - Topic 4:** equality of access to cervical screening
 - Topic 5:** cervical screening sample requests
 - Topic 6:** understanding the test results
 - Topic 7:** anatomy and physiology of the pelvic organs
 - Topic 8:** practical aspects of taking cervical samples (skills lab)
- Trainee has to arrange a visit to a colposcopy clinic (recommended within 3 months of theory)
- Undertake a visit to a cervical screening laboratory (where logistics permit) or a virtual tour set up by the university
- to observe the mentor taking at least 2 cervical samples
- practical training (supervised and unsupervised clinical practice)
 - student to take at least 5 cervical samples directly supervised by the mentor
 - satisfactory completion of the interim assessment before starting unsupervised practice (conducted by the mentor)

- Student to take 20 acceptable cervical samples without direct supervision and no more than 25 up to the point of final assessment
- External cytology assessor undertakes a final clinical assessment of a minimum of 3 samples and discussion to determine competence.
- submission of the completed training record (verified by the trainee, mentor, assessor and training provider)

New Sample Taker Training



Assessors Role: Formal evaluation and final clinical assessment

The assessor will need to liaise with the identified mentor for the allocated trainee to identify when the trainee is ready for the formal final clinical assessment.

Evidence should be provided of having undertaken 20 acceptable unsupervised cervical samples.

The final clinical assessment of a minimum of 3 samples will need to be observed and assessed.

The assessment will focus on the trainee's:

- professional conduct
- knowledge and communication skills
- cervical sampling technique
- adherence to infection control measures
- accurate and timely completion of the request form
- reflection and evaluation of own practice

The assessor can engage the trainee in professional discussion on other aspects of practice not necessarily covered during the consultation (once the person having screening has left).

Assessment decisions must be valid and reliable following a successful final clinical assessment:

It is the trainee's responsibility to inform the university when they have completed the final assessment. The university will then complete the sign off process.

- The assessor confirms the trainee as being competent and proficient in cervical screening clinical practice and completes the training record.

The Training Record

The university provides the trainee with the training record template at the start of their new sample taker training. It is the trainee's responsibility to ensure that their personal training record is kept up to date and is complete before the final assessment is arranged.

As a minimum, the training record will include evidence of the trainee's:

- attendance at the initial theoretical training course
- trainee's learning plan
- visit to a cervical screening laboratory as part of the above (logistics permitting – record date attended and signature of host); a virtual tour is acceptable where this is part of the theory course and supplemented by information from the local cervical screening laboratory
- visit to a colposcopy unit - record date attended, duration of clinic(s) and signature of host
- interim assessment
- evidence of clinical practice (x2 observed, x5 supervised and x20 unsupervised records)
- results review and audit of 20 acceptable cervical samples

It is the assessor's responsibility to document their observations and complete a report on the trainee's clinical competence to practice.

Managing Trainee Performance

The training period is a maximum of 9 months. If the trainee has not completed within 12 months they must stop taking samples and the university course lead will put an action plan in place along with the student, mentor and employer with a set timeframe for completion. The allocated assessor will be kept up to date with the progress of this in order to arrange the final assessment.

If a trainee fails to achieve the required standards of competency at the final clinical assessment, the assessor must advise the trainee to stop taking cervical samples. The assessor must then notify the university who will in turn notify the trainee's mentor, employer and the local cervical screening laboratory service.

After any failed attempt to achieve satisfactory competence, the training provider, trainee, mentor, assessor and their employer must consider whether or not continued support is appropriate. The trainee's employer is responsible for making the final decision. If supported to continue, in order to ensure safe practice the trainee must repeat both the initial and practical training in full. An action plan will be developed to address the training issues.

Ongoing support for the Assessor

In order to support the ongoing duties of the assessor the university will provide regular forums where training issues can be discussed. This forum will also be offered to the identified mentors of the students on the course therefore offering a wider network for collaborative working and clinical supervision. Through the forum an update to the expected roles will be provided on an annual basis therefore, there will be an expectation to remain on the live assessors register assessors attends at least 1 forum meeting per year.

Contact Details

Course Lead: Lisa Clarke: Email: Lisa.Clarke@wlv.ac.uk Tele: 01902 518891

References

Public Health England (2020) *Education Pathway* [online] Available at: <https://www.gov.uk/government/publications/cervical-screening-cervical-sample-taker-training/training-for-cervical-sample-takers-education-pathway#section4>

Skills for Health (2010) *Obtain cervical cytology samples from individuals* [online] Available at: <https://tools.skillsforhealth.org.uk/competence/show/html/id/1030/>

Registration Form
Cervical Screening Assessor

Assessor Name: _____

Email Address: _____

work

Address: _____

Post Code _____

Tel No: _____

Please indicate which professional group you belong to and state registration number:

NMC registered nurse	
NMC registered midwife	
PAMVR registered physician associate	
GMC registered medical doctor	

Assessor Professional Qualifications	Date achieved
Previous Mentorship Training Dates	
998 / SLAiP Training:	
Practice Assessor Preparation training:	
Date last mentor update if applicable:	
Cervical Cytology Training History	
Initial Sample Taker Training Date:	Date of last cervical cytology Update:

We take the privacy of our assessors' data very seriously and abide by GDPR policies and procedures.

We would like to request your permission to add your email onto a local register and distribution list of cytology assessors. This data would be held by the course lead and used only to disseminate information related to cervical cytology training.

Can you please complete the registration form and indicate below your permissions and return to the course lead Lisa Clarke at your earliest convenience.

I agree / do not agree for my email to be added to a local register and distribution list for the cervical cytology sample taker training.

SIGNATURE.....DATE.....

Please return completed form to Lisa.Clarke@wlv.ac.uk