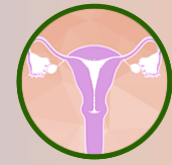


CERVICAL SCREENING

INFORMATION FOR SAMPLE TAKERS



This document has been prepared by the NHS Lothian Public Health Screening team. Please get in touch with any further questions: Lothian.sedteam@nhslothian.scot.nhs.uk.

Reminders:

Check the sample pot is in date.

Please ensure your stock of sample pots is in date. Out of date sample pots cannot be processed at the lab and participants will need to return for a repeat sample. Consider the shelf life of sample pots when deciding what quantity to order, to avoid being left with out-of-date pots.

Open a new cervical screening request (CSR) form for each new sample taken.

Please ensure a new CSR form is opened for each new cervical sample taken, even in circumstances when a repeat sample is being taken due to issues around the first sample e.g. leaked sample.

Check SCCRS label is for correct patient.

Please print a label from the patient's SCCRS record (**not** directly from the GP system as this is not recognised). Ensure the correct label goes on to the individual's sample before they leave the room – check beforehand that the printer does not already have a label printed out. It can be easy to re-print the label from the previous patient by mistake - please check all details (name, DoB, address) at the time of sampling and before printing and applying the label. Print and apply the label while the patient is still in the room.

Enter any clinical details on SCCRs.

It's important to always **record comments and relevant clinical information on the CSR form** as this is visible to the Lab and Colposcopist and can aid triaging.

Ensure sample pot lid is securely fastened.

To prevent leaking sample pots, please ensure the lid is securely fastened. Leaking sample pots can make the label unreadable, leading to the sample being destroyed and the patient requiring a repeat smear. Place the pot in single clear mini grip specimen bag - one pot per bag. Attach a label with the practice details on the outside of the clear specimen bag, to help identify where the sample came from in the event of a leaked sample. If more than one sample is to be sent off, these single pot bags can be put together in a clear plastic bag with name of surgery attached or sent as single individual zip bags. Add sample bags to the BLUE transport bag for collection.

Check SCCRS alerts daily.

Check alerts on the SCCRS system daily and action appropriately. See here for more information:

[Patient has infection 2023-12-01-Sample-Taker-Alerts-NAP-v1.1.pdf \(scot.nhs.uk\)](#)

Useful Resources

It may be helpful to direct **patients** to the following websites:

- NHS Inform ([Cervical screening \(smear test\) in Scotland | NHS inform](#))
- Public Health Scotland ([Your smear test results \(publichealthscotland.scot\)](#))
- Cancer research UK ([About Cervical Screening | Cancer Research UK](#), [Does HPV cause cancer? | Cancer Research UK](#))
- Easy Read website ([Health Screening – NHS Lothian | Our Services](#)) - this is our recently developed website detailing all adult screening programmes in accessible language alongside images. The preferred language can be selected at the top right of the screen making this ideal both for patients whose preferred language isn't English and for anyone with lower health literacy or learning difficulties.

Resources for **staff**:

- Sample takers should ensure they are up to date with their training every 3 years – the module is available on [TURAS](#)
- [Sample Takers – SCCRS \(scot.nhs.uk\)](#)
- [NHS Scotland National Screening Programmes training module on cervical screening](#) (developed by NHS Highland but applicable nationally).