

## Service update

The service remained open throughout the Covid pandemic processing your samples and we would like to thank all those that have made this possible. Due to Covid restoration we received unprecedented numbers of samples in March and April 2021 and this led to a backlog of cytology reporting. All staff have been working extremely hard to try and reduce this backlog which as of end September was 18 days.

**Please do not issue the Freephone number to patients - We do not give results to patients.**

## Sample Acceptance

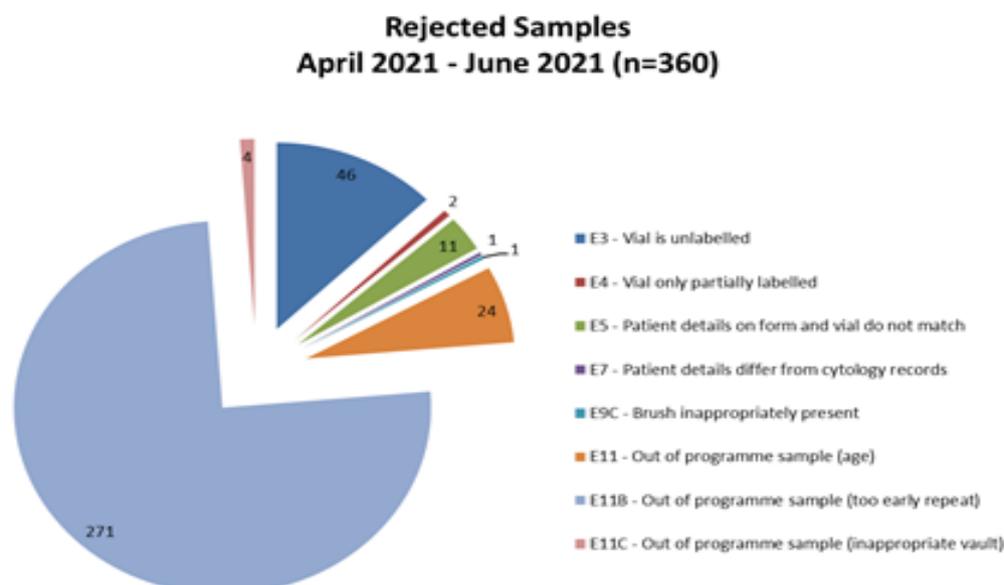
The laboratory operates a zero tolerance with regard to rejected samples. Sample takers must ensure they follow national guidance regarding sample acceptance:

<https://www.gov.uk/government/publications/cervical-screening-accepting-samples-in-laboratories/guidance-for-acceptance-of-cervical-screening-samples-in-laboratories-and-pathways-roles-and-responsibilities>

In order to minimise the number of cervical samples that are rejected by the laboratory, sample takers **MUST** ensure that;

- ✓ they have and use a unique CSTD Code and do not share this number
- ✓ the sample vial is in date, and has at least 14 days left before its expiry (time period left at least equivalent to the average waiting time for results)
- ✓ the patient details on the request form and vial match, are correct and that all necessary information is given:
  - ✓ **Patients full name plus 2 additional identifiers**
  - ✓ Ideally the NHS number and Date of Birth should be used
- ✓ the registration of the woman's name and address is correct
- ✓ they have checked that the woman is eligible for a test by checking the patient screening history on Open Exeter:
  - ✓ **Samples should not be repeated within 3 months of a previous sample**
  - ✓ **Samples should not be taken more than 3 months prior to due date**
  - ✓ **All out of programme samples will be rejected by the laboratory**

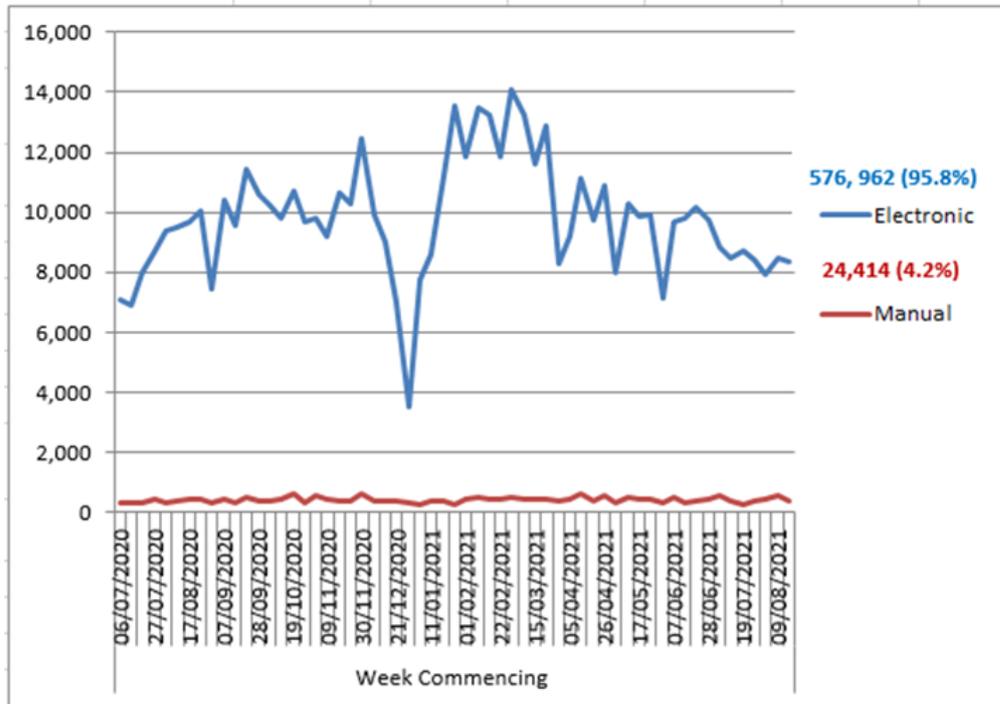
A total of 360 sample were rejected in Q1 21/22 see chart below:



# ICE Requesting

All samples should be requested via the Gateshead Screening Service ICE system where possible. Currently over 95% of samples are being requested on ICE however we still had 5618 samples from July 2020 – August 2021 received as manual requests (see below), placing a significant burden on the laboratory.

NEY REQUEST BREAKDOWN – July 2020 – August 2021



We are working with sample takers to understand any issues or barriers they may be experiencing to minimise the numbers of manual requests received. If ICE is unavailable please use the electronic HMR101 form on Open Exeter or a blank manual copy of this form. **Please do not use other request forms as they may not capture all required information and may result in sample delays or rejection.**

The sample should be requested in the presence of the patient and not in advance. If the sample is not taken and the request has been raised please contact the Freephone number at the bottom of the page and we will cancel the request.

## Patient History

**It is the sample takers responsibility to give accurate patient screening and treatment history.** Please give all relevant clinical details (e.g. HIV status, DES exposure, compromised immunity) on the ICE form when requesting the test. The term RVI (Retro Viral Infection) should be used to indicate HIV+ve status.

Following feedback that there was insufficient space to enter appropriate clinical history a new section has been added to the ICE request. All requests will ask whether the patient has had treatment for a Cervical abnormality. If 'Yes' the following questions will be triggered to gather the appropriate information.

### GYN Patient History

Has the patient had treatment for Cervical abnormality ?

Yes  No

## History question—Continued..

### GYN Cervical Treatment

Please enter date of the latest Cervical abnormality treatment as accurately as possible

What type of treatment for cervical abnormality has been performed ?

(Please Select) ▾

What were the Histology findings ?

(Please Select) ▾

Were the Margins Involved ?

(Please Select) ▾

See below for the selection options:

What type of treatment for cervical abnormality has been performed ?

(Please Select)

- Cervical Biopsy
- LLETZ
- Hysterectomy
- Ablation treatment

Were the Margins Involved ?

(Please Select)

- Yes
- No
- Not Applicable

What were the Histology findings ?

(Please Select)

- Negative
- HPV changes only
- CIN 1
- CIN 2
- CIN 3
- Invasive Cancer
- CGIN
- SMILE
- Not Appropriate

### Primary HPV

Please identify Margin involved

Ectocervical  
Endocervical  
Deep Lateral

OK

hold Ctrl and click to add/delete individual lines or Shift to select ranges.

There is still the opportunity to add additional clinical information at the end of the request if required, but obviously the space available is still limited.

## Sample location

When requesting the Cervical Screening / Primary HPV investigation it is essential that the requesting location (selected upon completion of the request) is correct and accurately reflects the type of patient being seen.

**General Details:**

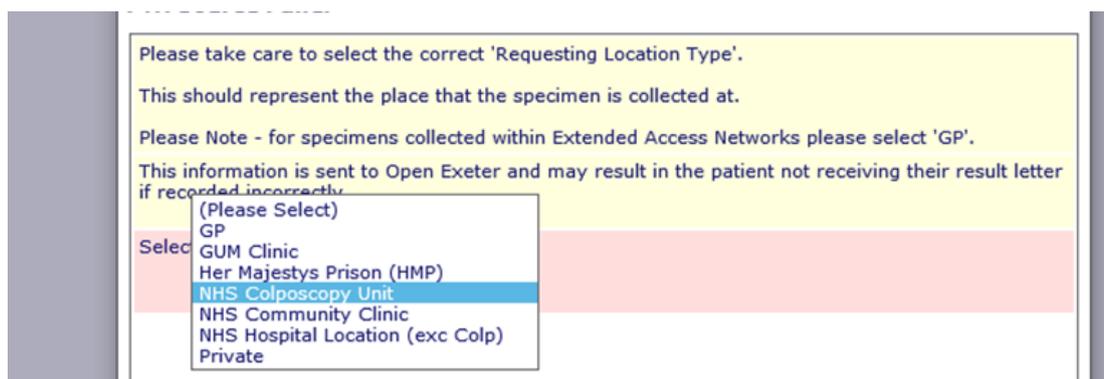
Bleep / Contact No:

Requesting Consultant / GP:

Location:  ▾ ...

Category:  ▾

It is also essential that this corresponds with the requesting location type selected from question shown below.



Please take care to select the correct 'Requesting Location Type'.  
This should represent the place that the specimen is collected at.  
Please Note - for specimens collected within Extended Access Networks please select 'GP'.  
This information is sent to Open Exeter and may result in the patient not receiving their result letter if recorded incorrectly.

Select (Please Select)  
GP  
GUM Clinic  
Her Majestys Prison (HMP)  
NHS Colposcopy Unit  
NHS Community Clinic  
NHS Hospital Location (exc Colp)  
Private

Failure to provide accurate information may result in the wrong management being given and could also result in the result being rejected by the Cervical Screening Administration Service (CSAS). When requesting from within a hospital location that is not Colposcopy i.e. OPD, Theatre etc please select **NHS Hospital Location (exc Colp)** to ensure the patient is directly referred to Colposcopy if required. If it is not possible to select the appropriate location whilst generating a request please contact the Pathology IT Support team for assistance on either [ghnt.pathsupport@nhs.net](mailto:ghnt.pathsupport@nhs.net) or 0191 445 6504 as soon as possible as your ICE user account may be to be amended.

## CSTD Number

Can you please ensure that when entering the CSTD code you enter your letter followed by a number i.e. A0123 we have had a number of requests where the letter O is added instead of the number 0 and this comes across as an invalid format.

## Securing the vial

- Screw the lid on until the black torque marks meet
- Do not over-tighten
- Complete patient details on the ICE request in the presence of the patient.



## Labelling the vial

- Please ensure your ICE label has printed correctly and is good quality. If you have any issues please contact our IT Helpdesk on either [ghnt.pathsupport@nhs.net](mailto:ghnt.pathsupport@nhs.net) or 0191 445 6504.
- Place the ICE label with the barcode **vertically**, on the sample vial (no need to send ICE form)
- Place the labelled vial in a clear specimen bag
- Place into pink transport bag along with tracking form.
- **Please only place cervical samples in this bag.**
- Samples are collected from practices and clinics by our QE Facilities courier service.
- On arrival at the practice the courier will count the samples to ensure they match the number on the tracking form, they will then sign the tracking form and place the form in the bag and the courier will SEAL the bag for transportation to the laboratory.
- Collection will be every other day ie Mon, Wed, Fri then Tues, Thurs the next week.
- Vials containing samples are stable for 6 weeks at room temperature .



## Routine Stock Replenishment

For further kits consisting of 25 x sample vials, 25 x brushes and 25 x sample bags, please email [ghnt.hpv-supplies@nhs.net](mailto:ghnt.hpv-supplies@nhs.net), allowing 3-5 working days for delivery. **Please do not put notes for stock in the bag with samples as they can be missed.** Sites should aim to maintain sufficient stock to cover 2-6 weeks of activity. The sample pots contain flammable liquid and therefore it is important not to carry excess stock and ensure you rotate stock to prevent using out of date vials.

Our courier vans have a supply of ICE paper and transport bags and a small supply of kits in case of emergency. Emergency kits requested from the driver are only to be used if you have run out with usage monitored.

## What's next?

We are in the process of getting in touch with those practices that have requested a zebra printer to organise your installation now that Covid restrictions are easing.

## Open Exeter/New Cervical Screening Management System

All sample takers should currently have access to the Open Exeter system to ensure they can access patient screening history appropriately. There will be a new Cervical Screening Management System which was due to be launched on 30<sup>th</sup> October 2021. NHS Digital are working on a revised timing plan, which will be communicated as soon as it has been confirmed.

This system will replace the current call/recall IT system for cervical screening, which sits on the National Health Application and Infrastructure Services (NHAIS) platform (sometimes called the Exeter system) and is accessed by the Open Exeter system. All the information is available on their website [www.digital.nhs.uk/cervical-screening](http://www.digital.nhs.uk/cervical-screening). Essentially, access to the new system will be via an NHS smartcard only. Guidance about the recommended RBAC roles and the cervical screening workgroup is available here [Actions for registration authorities - NHS Digital](#)

Your devices will also need to have a small software update installed called 'NHS Credential Management'. You will need to contact NECs in your area to see who is leading on the roll out of credential management for your CCG.

## HPV Self-Testing Study

The laboratory is one of 4 laboratories participating in the PHE HPValidate study evaluating 3 different sample devices. We are assessing the Evalyn brush self-sampling device. The following 5 primary care sites are participating:

- Armley Medical Practice (Leeds)
- Westgate Surgery (Otley, West Yorkshire)
- Consett Medical Centre (Consett)
- Carmel Medical Practice (Darlington)
- The Spa Surgery (Harrogate)

We are still awaiting a go-live date for the following 2 Colposcopy units:

- University Hospital of North Tees
- Sheffield Teaching Hospitals

The study will look at the sensitivity, specificity and user acceptability of the self-testing device.

