

Cervical Sample Takers' Competency Responsibilities

As stipulated in national guidance, **all** cervical sample takers who carry out this procedure and practise in London must have a London cervical sample taker PIN. This is unique to the individual sample taker and must not be shared with others. The PIN should be entered onto all cervical sample requests; failure to do so will trigger the [Cervical Screening London Zero Tolerance](#) policy.

It is the responsibility of all employers to ensure you have seen visible evidence of the following during initial employment checks for contractual, sessional and locum employed staff to ensure they are competent in carrying out cervical screens:

- Initial training documents, deeming the sample taker as competent, and signed off by a trained assessor/supervisor
- Recent cervical screening and HPV updates (this must be completed every 3 years from initial sign off)
- The employee has an active London cervical sample taker PIN. The sample taker can check this by logging into their account on the [London Cervical Sample Takers database](#). This will state their unique PIN and if this is active. We suggest taking a screenshot of this. You may also contact: hsl.csl.cstd@nhs.net

Sample takers' responsibilities include:

- Only taking samples if they have met the initial training and subsequent 3 yearly national update requirements
- Making sure they have a London sample taker PIN and are active on the database
- Identifying any personal training needs
- Understanding how the NCSP operates and their responsibilities within it
- Keeping up to date with changes in the programme and current best practice in line with national guidance
- maintaining competency and monitoring their own results
- Being accountable for all use of their allocated sample taker PIN
- Making sure the patient has been provided with or signposted to the [national information leaflet](#) to assist them in making an informed choice about attending screening
- Taking the cervical sample in the correct manner
- Making sure the patient is informed of their test result
- Making sure the test result is followed up
- Communicating with the patient if their sample is rejected and advising when another sample should be taken (and reflecting on this)
- Making sure referrals take place for patients who require further investigation and treatment
- Co-operating with failsafe enquiries promptly

- Making sure reasonable adjustments are offered for patients who need additional support
- Making sure adverse events and incidents are recorded, discussed, and investigated

Further information can be accessed here:

[Cervical screening :: North West London ICS](#)

[Topic 3: organisation of the NHS Cervical Screening Programme - GOV.UK](#)

[Cervical Screening London | Health Services Laboratories](#)

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