

## IT access for Locums to take Cervical Samples

This guidance is to ensure your locum cervical screening sample taker is correctly set up on all IT systems that relate to the cervical screening programme in the East of England (locations who send samples to Norfolk and Norwich University Hospital cervical screening lab)

### IT required (over all)

#### All East of England (*not including Norfolk and Waveney*)



Cytology lab IT  
connectivity using ICE

#### Norfolk and Waveney practices only



Cytology lab IT  
connectivity using ICE

Helpful handout/poster of all IT systems needed, see below for individual steps and more detail

### Step 1: IT Access- Cervical Screening Management System (CSMS) *formerly Open Exeter*

**Access to CSMS in order to check a patient's eligibility and history (essential) and to request samples where ICE-NI is not in use**

Link to log in page for CSMS- <https://cervicalscreening.nhs.uk>

**Please note this is a new system that replacement Open Exeter. You will need a Smart Card to access this system. Your practice should be aware of this. If training is required this can be found at [Catalogue \(learninghub.nhs.uk\)](https://learninghub.nhs.uk)**

### Step 2: Register your locum on ICE-NI

Contact the Norfolk and Norwich lab to register your locum on ICE-NI- [HPVRollOut@nnuh.nhs.uk](mailto:HPVRollOut@nnuh.nhs.uk)

### Step 3: Register your locum on Cervical Sample Taker Database (CSTD) with NNUH lab

Please note that all sample takers require a sample taker pin code as highlighted in the 'Cervical screening: cervical sample taker training guidance' ([Cervical screening: cervical sample taker training - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/cervical-screening-cervical-sample-taker-training)) once registered on the CSTD, the sample taker will be given their sample taker code (STC).

#### 3.10 The trainee sample taker pin code

The cervical screening laboratory has oversight of the sample taker database for its locality. The training provider advises the trainee how to obtain a pin or code number.

The trainee's pin or code number is unique to them and they are wholly accountable for its use. The trainee must use only their own pin code during clinical practice. They must not use someone else's pin code, share their own pin code or allow other sample takers in the practice to use it (including locum staff for example).

**Please note that your sample taker PIN is provided by Norfolk and Norwich lab - this is NOT your NMC/GMC number**

Document below is how to register a locum on the CSTD



Appendix D - CSTD  
Instructions for Sample

Follow steps (page 7 for locum registration)

Being registered on the CSTD also means the sample taker and the practice manager can audit all cervical samples taken by each sample taker.

### Step 4: Make sure all cervical screening training requirements are met

[Cervical screening: education and training - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/cervical-screening-education-and-training)

Please see guidance in link above which includes the following:

- Who is eligible to be a sample taker?

- the initial training course and what it includes e.g., theory training (recommended minimum of 12hours), visits to colposcopy and lab, observation and practical training, interim and final assessments.
- the recommendation for a minimum of 3 hours update training every 3 years
- what to do if returning to sample taking after period of absence
- To find out training providers in your area, please contact your local training hub. Information on this can be found- [Training Hubs | Health Education England \(hee.nhs.uk\)](#)
- Norfolk and Waveney- [norfolkwaveneytraininghub@nhs.net](mailto:norfolkwaveneytraininghub@nhs.net)
- Cambridgeshire and Peterborough- [candptraininghub@nhs.net](mailto:candptraininghub@nhs.net)
- Suffolk and North-East Essex- [snee.traininghub@nhs.net](mailto:snee.traininghub@nhs.net)
- Mid and South Essex- please contact the main East of England email address for further information- [Primarycare.eoe@hee.nhs.uk](mailto:Primarycare.eoe@hee.nhs.uk)
- Bedfordshire, Luton and Milton Keynes- please contact the main East of England email address for further information- [Primarycare.eoe@hee.nhs.uk](mailto:Primarycare.eoe@hee.nhs.uk)
- Hertfordshire and West Essex- please contact the main East of England email address for further information- [Primarycare.eoe@hee.nhs.uk](mailto:Primarycare.eoe@hee.nhs.uk)

#### Step 5: Your locum should familiarise themselves with the East of England lab user manual



C.Q.U.I.101A

CERVICAL CYTOLOGY

Please refer to the CSTD database for the most current version this is updated through the year so please make sure you are using the correct version.

Document embedded 19/06/24

Once this has been completed, your locum can start taking Cervical Screening Samples

Finalised - 24<sup>th</sup> June 2024

Review Date - June 2025

Written by - Screening and Immunisation Team , East Anglia- [england.ea-phsi@nhs.net](mailto:england.ea-phsi@nhs.net)