

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Cytology Instruction

CERVICAL CYTOLOGY USER MANUAL

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AUTHORISED BY	Viki Frew
AUTHOR	Kate Matthews
RELATED STANDARDS	ISO: 15189:2022
COPY	1 of 3
LOCATION OF COPIES	1. Master Copy on Q-Pulse 2. CSTD 3. Trust Docs

DETAILS OF AMENDMENTS

DATE	AMENDED BY	DETAILS
03.01.19	KATE MATTHEWS	New document to separate gynae and non gynae cytology
09.07.19	KATE MATTHEWS	Changed sara's number, included info regarding waiting at least 84 days post inad/rejected sample, updated for east of england contract
15.10.19	KATE MATTHEWS	Added iceni requesting and changed formatting in line with trust docs requirements
07.09.2020	KATE MATTHEWS/CAROL TAYLOR	Updated quality policy, new section for transgender patients, double cervixes, included information on ordering consumables by hospital region
09.03.2021	KATE MATTHEWS	ADDED SECTION FOR ACCREDITATION/updated acceptance criteria/changed copy locations
18.01.2022	KATE MATTHEWS	CORRECTED OPENING TIMES, added waiting 3 months after IUCD removal, updated how to order supplies
21.07.2022	KATE MATTHEWS	Added how to delete request in ICE/ICE-NI, removed nhs.net email addresses and added @nnuh.nhs.uk, added CSTD and Lab tours email addresses, and a note about the NHS.net email migration project

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NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

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03.08.2023	KATE MATTHEWS	Updated staff, added details about filling out hand written open Exeter forms, updated what happens in the lab if we receive a form without vial or vial without form, added small section on self sampling, updated PALS contact info. Updated section for CSTD and sample taker codes
13.08.2024	KATE MATTHEWS	Updated Pathway Managers, changed open Exeter to csms, added info on endocervical brushes, cambridge supplies
14.07.2025	KATE MATTHEWS	Included information on registering on CSTD, changed labtrak to TCLE, updated for 5 year screening intervals, added IT service desk link
14.07.2026	KATE MATTHEWS	Updated key staff members, added section for sending samples where there is no local courier, added info for forgotten ICE-Ni passwords, added section for local oestrogen use
16.07.2026	KATE MATTHEWS	Added info about results going to patients NHS app

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INDEX

1.0 QUALITY POLICY	5
1.1 ACCREDITATION	6
2.0 LOCATION	6
3.0 GENERIC EMAIL ADDRESSES /CONTACT NAME & NUMBERS	7
4.0 CLINICAL SERVICES	10
5.0 NORMAL WORKING HOURS	10
6.0 OUTSIDE NORMAL WORKING HOURS	10
7.0 REQUEST FORMS AND THEIR COMPLETION	11
7.1 ICE-NI Requesting	11
7.2 Forgotten ICE-NI Password	19
7.3 Electronic WebICE Request Form (Norfolk and Waveney only)	20
7.4 Deleting an ICE/ICE-NI Request	21
7.5 CSMS Request Form	23
7.6 Private Samples	24
7.7 Transgender and Non Binary Patients	24
8.0 CONTAINER AND ADDITIVE	26
9.0 SPECIAL TIMING REQUIREMENTS	26
10.0 RELEVANT CLINICAL INFORMATION	26
10.1 Women with 2 cervixes	26
10.2 Vault Samples	27
11.0 DETERMINATION OF IDENTITY OF PATIENT/CONSENT	27
12.0 ENSURING THE PATIENT IS DUE THEIR CERVICAL SCREENING SAMPLE	27
12.1 Local Oestrogen Use	28
13.0 COLLECTION PROCEDURES	28
13.1 USE OF ENDOCERVICAL BRUSHES	30
13.1.2 ENDOCERVICAL BRUSH SUPPLIES	30
13.2 SELF SAMPLING	30
14.0 LABELLING THE SAMPLE	30
15.0 CERVICAL SAMPLE TAKER DATABASE (CSTD) AND SAMPLE TAKER CODES	31
15.1 The Registration Process	31
15.2 Instructions for registration of CSPLs	41
15.3 Checks & Troubleshooting	44
16.0 SAMPLE STORAGE BEFORE TRANSPORT	45
17.0 DISPOSAL OF COLLECTION MATERIAL	45
18.0 REJECTION CRITERIA	45
18.1 Unlabelled Vials/ Vial and request form with mismatched or insufficient patient identifiers	45
18.2 OOPS (Out of Programme Samples)	45
18.3 Samples Taken Less Than 84 Days Post Rejected Sample/Inadequate Sample	45
18.4 Out of Date ThinPrep Vials	45
18.5 Sample received without a Request Form/Request form received without a Sample	46

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

19.0 FACTORS AFFECTING SAMPLE & REPORT QUALITY	46
20.0 TURNAROUND TIMES	47
21.0 SPECIMEN PROCESSING	47
22.0 SPECIMEN EXAMINATION, REPORTS & RECALLS	48
23.0 DIRECT REFERRALS & FAILSAFE	48
24.0 FAILSAFE	50
25.0 REFERRAL OF WORK TO OTHER LABORATORIES	50
26.0 SPECIMEN PACKAGING AND TRANSPORT	51
27.0 RESULT ENQUIRIES	53
27.1 CERVICAL SCREENING RESULTS	53
27.2 RESULTS VIA NHS APP	54
28.0 TELEPHONE RESULTS	54
29.0 PACKAGING	54
30.0 FLAGGING OF HIGH RISK SPECIMENS / HIV	55
31.0 CLINICAL ADVICE & INTERPRETATION	55
32.0 SUPPLIES	55
33.0 RETURNING OUT OF DATE / UNWANTED SUPPLIES	58
34.0 PROTECTION OF PERSONAL INFORMATION	58
35.0 COMPLAINTS PROCEDURE	58
36.0 REFERENCES & sources of information	58
37.0 GLOSSARY	58
38.0 NOTES FOR CORRECT COMPLETION OF CSMS / HMR101 REQUEST FORM	61
39.0 Pathology First Supplies Order Form	66
40.0 Milton Keynes Supplies Order Form	67
41.0 Luton Supplies Order Form	69
42.0 Bedford Supplies Order Form	70
43.0 West Suffolk Supplies Order Form	71
44.0 Mid Essex Supplies Order Form	72
45.0 Qualified Sample Taker Details for CSTD Registration	73

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

1.0 QUALITY POLICY

The Quality Policy of the Norfolk and Waveney Cellular Pathology Service, Norfolk & Norwich University Hospital

In order to ensure that the needs and requirements of all users are met, the Norfolk and Waveney Cellular Pathology Service which comprises of Cytopathology, Histopathology Mortuary and Bereavement departments is committed to providing a scientific, analytical, clinical service and patient support service of the highest quality and shall be aware and take into consideration the needs and requirements of all its patient and users.

In order to ensure that the needs and requirements of all users are met, the Cellular Pathology Service will:

- Operate a quality management system to integrate the organisation, procedures, processes and resources.
- Set quality objectives and plans in order to implement this quality policy to achieve continual quality improvement.
- Ensure that all personnel are familiar with this Quality Policy, the Quality Manual and all procedures relevant to their work to ensure that the needs are requirements of the patients and user are met.
- Commit to the health, safety and welfare of its entire staff.
- Treat visitors to the department with respect giving due consideration will be given to their safety whilst on site.
- Commit to comply with all relevant environmental legislation.

The Norfolk and Waveney Cellular Pathology Service is committed to complying with the international standards ISO 15189:2022 and will:

- Uphold professional values and promote good professional practice and conduct.
- Recruit, train, develop and retain staff at all levels to provide a full and effective service to its users.
- Procure and maintain equipment and other resources as are needed for the provision of the service.
- Collect and handle and all specimens in such a way as to ensure the correct performance of laboratory examinations.
- Use standard operating procedures, instructions and forms to ensure the highest achievable quality of all aspects of the service provided and that examinations are fit for intended use.
- Report results of examinations in ways which are timely, confidential, accurate and reliable.
- Assess user satisfaction, and undertake internal audit and external quality assessment, in order to produce continual quality improvement, setting and reviewing quality objectives published in document CP.SH.P.1005

**Signed on behalf of the
Norfolk and Waveney Cellular Pathology Service**



17.01.25

Stephanie Walker

Cellular Pathology Service Operations Manager

16th Edition Date

(Reviewed 17th January 2025)

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1.1 ACCREDITATION

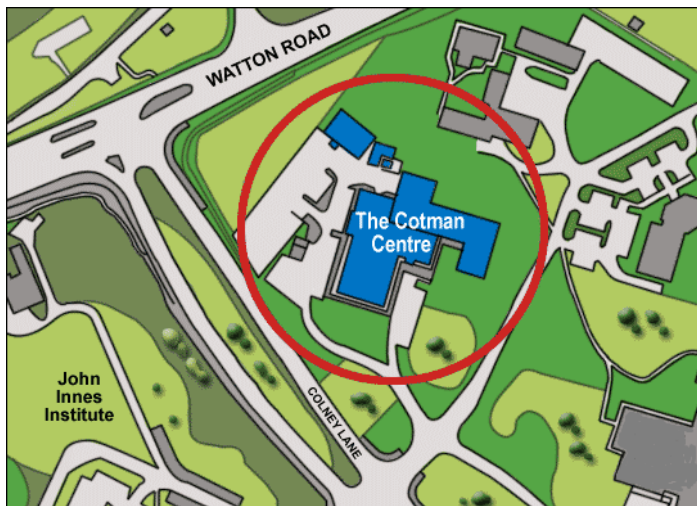
The department of Cellular Pathology is a UKAS accredited medical laboratory No 8405, to ISO 15189 (2022). Our current accredited repertoire is available on the UKAS website (www.ukas.com)

2.0 LOCATION

The Cytopathology Department (part of Cellular Pathology) is part of the Medical & Clinical Support Division. The Directorate, managed by the Clinical Director, Service Manager, and Laboratory Managers, is part of Norfolk & Norwich University Hospital NHS Foundation Trust. The postal address is:

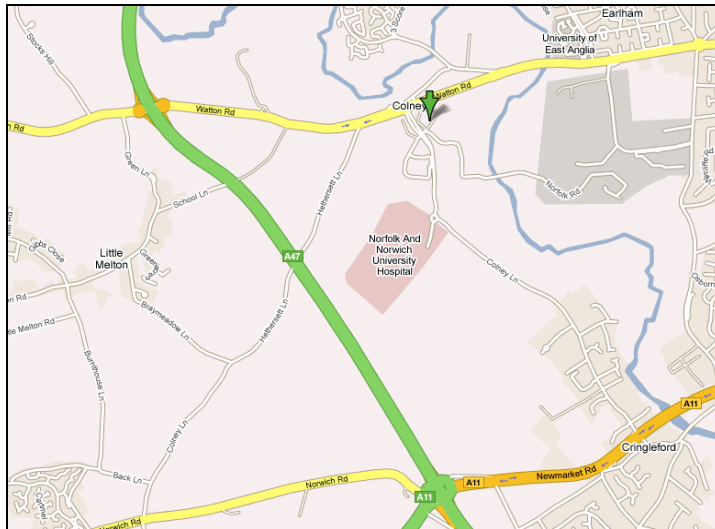
Cytopathology
Norfolk & Waveney Cellular Pathology Service
The Cotman Centre
Colney Lane
Norwich
NR4 7UB

Tel: 01603 287412/286035



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DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026



The Cotman Centre is approximately a 10 – 15 minute walk from the main NNUH site.

3.0 GENERIC EMAIL ADDRESSES /CONTACT NAME & NUMBERS

History enquiries:-	Cytologyhistoryqueries@nnuh.nhs.uk
Direct referrals:-	Cytodirectreferrals@nnuh.nhs.uk
Senior Biomedical Scientists	Cytologyseniors@nnuh.nhs.uk
Sample taker enquiries	HPVrollout@nnuh.nhs.uk
Sample Taker Database Enquiries	CSTDhelpdesk@nnuh.nhs.uk
Failsafe enquiries	nnuhcervicalscreeningfailsafe@nnuh.nhs.uk
Sample Taker Lab Tours	CytologyLabTour@nnuh.nhs.uk
Link to NNUH IT Helpdesk	https://nnuhsd.nnuh.nhs.uk

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CERVICAL CYTOLOGY USER MANUAL

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Please note: NNUH has gained Email Accreditation DCB1596. For further information see [The secure email standard - NHS Digital](#)

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4.0 CLINICAL SERVICES

The Department of Cytopathology at NNUH provides the Laboratory Services to Support the Delivery of the HPV Primary Screening Pathway within the NHSCSP to the population of the East of England. All cervical samples in the East of England region are processed via the HPV Primary Pathway. This includes all NHS colposcopy and gynaecology units, military units, community iCaSH clinics and prison services in these areas.

There is an annual workload of approx. 400,000 cervical screening samples. Samples are processed using Roche Cobas HPV tests followed by the screening of HPV detected samples using Hologic Thinprep slide preparation technology.

5.0 NORMAL WORKING HOURS

Monday	08.30 – 17.00
Tuesday	08.30 – 17.00
Wednesday	08.30 – 17.00
Thursday	08.30 – 17.00
Friday	08.30 – 17.00
Saturday	CLOSED
Sunday	CLOSED

6.0 OUTSIDE NORMAL WORKING HOURS

LBC samples MUST NOT be refrigerated and will be collected by the next available specimen transport.

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7.0 REQUEST FORMS AND THEIR COMPLETION

7.1 ICE-NI Requesting

ICE-NI requesting is the regional electronic requesting system for Cervical Screening in the East of England.

Once access has been obtained and you can connect to ICE-NI through your practice clinical system, the following will be shown when connecting to ICE-NI.

Open the requesting screen and select 'Cervical Screening':

The screenshot shows the ICE-NI interface. At the top, patient details are displayed: Patient Name: TWO EDITESTPATIENT, Hospital Number: HPV0002, Sex: Female, Date of Birth: 29 February 1964, NHS Number: 999 999 9476, Address: AQUEOUS II, Waterlinks, Aston Cross, Rocky Lane, BIRMINGHAM, B6 5..., Telephone No: [blank]. On the left, there is a 'Notepad' icon and a 'Set as Default Panel' button. The main area has a search bar with 'Gynae Cytology' selected and 'Cervical Screening' below it. A 'KEY' button is on the right. A black arrow points from the text 'select 'Cervical Screening'' to the 'Cervical Screening' option in the search bar.

This will bring up the Sample Taker box:

The screenshot shows the ICE-NI interface with the 'Sample Taker' box open. The box has a title bar 'Rules - Webpage Dialog' and a URL 'https://ice-ni.nmuh.nhs.uk/ice-desk-top/doctype/ice-desk-top/ice-testing/browser/modal-dialogs/modal_getrulesframe...'. The main content area contains the following text: 'PAP:Rule Panel0', 'PAP:Qu His abnormal', 'Please note you will be required to enter previous abnormal smears / biopsy results. Have you checked patient notes for details?', 'PAP:Qu On Sample Taker', 'Are you the sample taker? (Please ensure you fill this out just after you have taken the sample as it is important for the time stamp)', 'Yes No', 'PAP:Trainee', 'Are you a Novice/Trainee Sample Taker', 'No [dropdown menu]', and an 'OK' button at the bottom right. A black arrow points from the text 'Tick 'Yes'' to the 'Yes' radio button. Another black arrow points from the text 'click OK to continue' to the 'OK' button.

Tick 'Yes' to the sample taker question and click OK to continue

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NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
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Rules - Webpage Dialog

https://ice-ni.nmuh.nhs.uk/icedesktop/dotnet/icedesktop/requesting/brow...

Cervical Screening

Please Provide Sample Takers ID. (these are set within your practice)

[Text Input Field]

OK

Enter sample takers ID and click OK to continue.

Rules - Webpage Dialog

https://ice-ni.nmuh.nhs.uk/icedesktop/dotnet/icedesktop/requesting/brow...

PAP:Rule Panel1.1

Please Enter Patients Previous Surname (if no previous surname press space bar)

[Text Input Field]

PAP:Do you know Date of LMP?
Do you know date of LMP?

☐ Yes ☐ No

OK

If you know the LMP date tick 'Yes' to LMP date then click OK

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NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

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DEPT. SOP NO.: C.QU.I.101A	EDITION: 12
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Rules -- Webpage Dialog
https://ice-ni.muh.nhs.uk/icedesktop/dotnet/icedesktop/requesting/browse/locked
Cervical Screening
Please enter the 1st day of LMP (DD/MM/YYYY)

Calendar for September 2019:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

OK

Enter the LMP date and click OK

Rules -- Webpage Dialog
https://ice-ni.muh.nhs.uk/icedesktop/dotnet/icedesktop/requesting/browse/locked
Cervical Screening
Has this patient had Test before:

Yes No

Click 'yes' if they have had a previous test

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DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
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Rules - Webpage Dialog

https://ce-ni.nnuh.nhs.uk/cedesktop/dotnet/cedesktop/requesting/browser

Cervical Screening

Please enter Date of Last Test (Preferred format DD/MM/YY)

OK

Most recent requests made for this patient:

To view all requests for this patient, [click here](#).

Enter the date of the previous test and click 'OK'

Rules - Webpage Dialog

https://ce-ni.nnuh.nhs.uk/cedesktop/dotnet/cedesktop/requesting/browser/modaldialogs/modal_getrulesframe.html

PAP:Rule Panel2

Reason for Sample:

(Please Select)

Routine Call (First Smear)

Routine Recall

Previous Abnormal Sample

Previous Inadequate Sample

Opportunistic

Follow Up after Treatment

Other

OK

Most recent requests made for this patient:

To view all requests for this patient, [click here](#).

Requested	Priority	Loc	Ordered	Status
23 Sep 2019 09:53:26	Normal	DB1001	WPS test	REQ
09 Sep 2019 10:04:04	Normal	HPV ICE	wpS	REQ
09 Sep 2019 09:55:52	Normal	HPV ICE	wpS	REQ
06 Sep 2019 15:06:51	Normal	HPV ICE	wpS	BB
06 Sep 2019 14:51:50	Normal	HPV ICE	wpS	REQ

Select the 'Reason for sample'.

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NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

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Rules - Webpage Dialog

PAP:Rule Panel2

Reason for Sample: (Please Select)

Condition (if applicable): (Please Select)

- Not Applicable
- Pregnant
- Post-Natal (Under 12 weeks)
- I.U.C.D
- Taking Hormones
- Oral Contraception

OK

Most recent requests

Requested	Priority	Loc	Ordered	Status
23 Sep 2019 09:53:26	Normal	D81001	WPStest	REQ
09 Sep 2019 10:04:04	Normal	HPVICE	wp5	REQ
09 Sep 2019 09:55:52	Normal	HPVICE	wp5	REQ
06 Sep 2019 15:06:51	Normal	HPVICE	wp5	BB
06 Sep 2019 14:51:50	Normal	HPVICE	wp5	REQ

Select the 'Condition' and click 'OK'

Rules - Webpage Dialog

PAP:Rule Panel3.1

Cervical screening is not an appropriate test for clinical symptoms and patients should be referred to Gynaecology. Does your patient have?

- Not Applicable
- Post Menopausal Bleeding
- Intermenstrual Bleeding
- Post Coital Bleeding
- Abnormal Discharge
- Abnormal Looking Cervix
- Other

Has the Patient had any abnormal samples or cervical biopsies in the last 10 Years? if so please enter further information into Global Details box on the final page of request.

OK

Most recent requests

Requested	Priority	Loc	Ordered	Status
23 Sep 2019 09:53:26	Normal	D81001	WPStest	REQ
09 Sep 2019 10:04:04	Normal	HPVICE	wp5	REQ
09 Sep 2019 09:55:52	Normal	HPVICE	wp5	REQ
06 Sep 2019 15:06:51	Normal	HPVICE	wp5	BB
06 Sep 2019 14:51:50	Normal	HPVICE	wp5	REQ

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Select the clinical symptom and click 'OK'

The screenshot shows a web application interface for Cervical Cytology. At the top, patient details are displayed: Patient Name: TWO EDITESTPATIENT, Date of Birth: 29 February 1964, Hospital Number: HPV0002, NHS Number: 999 999 9476, Sex: Female, Address: AQUEOUS II, Waterlinks, Aston Cross, Rocky Lane, BIRMINGHAM, B6 5..., Telephone No: [blank]. Navigation links include '<< Back', 'Locals', 'View Details', and 'Userw'. The main area is titled 'Cellular Pathology' and contains a search bar with 'Gynae Cytology' entered. Below the search bar, a list of 'Most recent requests made for this patient:' is shown. A green button labeled 'Continue with request...' is located at the bottom left of the screen, with an arrow pointing to it.

Requested	Investigations	Priority	Loc	Ordered	Status
09 Sep 2019 10:04:04	Cervical Screening	Normal	HPV/ICE	wipS	REQ
09 Sep 2019 09:55:52	Cervical Screening	Normal	HPV/ICE	wipS	REQ
06 Sep 2019 15:06:51	Cervical Screening	Normal	HPV/ICE	wipS	BB
06 Sep 2019 14:51:50	Cervical Screening	Normal	HPV/ICE	wipS	REQ
06 Sep 2019 12:52:21	Cervical Screening	Normal	HPV/ICE	wipS	REQ

Click 'Continue with request' button at the bottom left of the screen

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Patient Name: TWO EDITESTPATIENT **Hospital Number:** HPV0002 **Sex:** Female
Date of Birth: 29 February 1964 **NHS Number:** 999 999 9476
Address: AQUEOUS II, Waterlinks, Aston Cross, Rocky Lane, BIRMINGHAM, B6 5... **Telephone No:**

Please complete the following details regarding your request. Once you have completed the details, click the 'Accept Request' button to continue or 'More Tests' to add more tests. Fields with a shaded background are mandatory.

General Details:
User: wp5
Bleep / Contact No:
Requesting Consultant / GP:
Location:

Global Clinical Details:

Order Details:
Cytology, Cotman Centre, NNUH
Tests in this order: Cervical Screening
☐ Send ICEmail when report is issued
Priority: Normal
Sample collection options:
☒ Collect Now
Danger of Infection (High Risk): ☐ Yes ☐ No

Category: 1-NHS

Buttons: More Tests, Accept Request, Review

Mark Danger of infection (high risk) with 'Yes' or 'No'

Enter clinical history into the 'Global Clinical Details'

Enter the requesting consultant from the drop down box drop down for requesting GP

Select the category from the drop down box

Finally click on 'Accept Request' to continue

Print
Select Printer:
Status: Ready ☐ Print to file ☐ Preferences
Location: Follow Me 500V Queue
Comment: Follow Me 500V Queue

Page Range: ☒ All ☐ Pages
Number of copies:

Buttons: Print, Cancel, OK

request is being processed...
Process
IMPORTANT: Ensure that the order has been printed, before pressing PROCEED button
Report

Click Print to Continue

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The ICE-NI request form looks like this:

Page 1 of 1

EDTESTPATIENT
TWO
29 Feb 1964
999 999 9476
30/09/2019 15:16

EDTESTPATIENT
TWO
29 Feb 1964
999 999 9476
30/09/2019 15:16

EDTESTPATIENT
TWO
29 Feb 1964
999 999 9476
30/09/2019 15:16

EDTESTPATIENT
TWO
29 Feb 1964
999 999 9476
30/09/2019 15:16

EDTESTPATIENT
TWO
29 Feb 1964
999 999 9476
30/09/2019 15:16

EDTESTPATIENT
TWO
29 Feb 1964
999 999 9476
30/09/2019 15:16





9999999476

Norfolk & Waveney Cellular Pathology Service
Cervical Cytology

Lab-Use Only

Y	N	S
---	---	---

NHS No: 999 999 9476 Hospital No: HPV9902
Surname: EDTESTPATIENT Previous Surname: Old Surname
Forename: TWO
Date of Birth: 29/02/1964 Sex: Female
Address: AQUEOUS II, Waterlinks, Aston Cross, Rocky Lane, BIRMINGHAM, B6 5RQ.
Telephone No:
GP/Sender: TEST, Dr (TEST) Copy To:
Location: 1Admin Location (HPVICE)
City To:
Date/Time Collected: 30/09/2019 15:16 Category: 1-NHS

Sample requested on ICE by: Potter, Will
Sample Taker ID: NEWMD



RM1HPV/44

Cervical Cytology

Clinical history: LMP (1st day): 01 Sep 2018 Last test: 01/01/2019 Reasons for sample: Routine Recall Other Symptoms: Not Applicable	Condition (if applicable): Pregnant Sample Type: Abnormal History:
--	--

Clinical History
This is a test request

CYTOLOGY REPORT

Cytological Pattern	Specific Infection	Management Suggested
HPV test only _____ X	HR HPV NOT Detected _____ 0	Normal Recall _____ 1
Inadequate _____ 1	HR HPV Detected _____ 9	Repeat smear in _____ months 2
Negative _____ 2/N	15 18 OTHER _____	Colposcopy referral _____ 3
Borderline nuclear change _____ B/B	HPV test not available _____ U	Gynaecological referral _____ 4
Borderline change Endocervical cells _____ B/E	HR HPV not tested _____ Q	Cancel Recall _____ 5
Low Grade Dyskaryosis _____ 3/M	Trichomonas _____ 1	
High Grade Dysk (Moderate) _____ 7	Candida _____ 2	
High Grade Dysk (Severe) _____ 4	Herpes _____ 4	
HG Dysk (Severe)? Invasive _____ 5	Actinomyces _____ 5	
? Glandular neoplasia _____ 6	Signature: _____	Date: _____
? Glandular neoplasia (non-cervical) _____ G/G		

TZ Y N A V
DB REPREP

1* _____ Form
QC _____ Validated _____
Checker _____ Report
Path _____ Authorised _____

RM1HPV/44
Norfolk and Norwich University Hospital 

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Once you have printed the printer dialogue box will disappear and you will need to click on 'Proceed' to carry on.

You will automatically leave the ICE system and return to System One. The requested test is now listed with a status of 'Request sent'.

N.B. In the event ICE-NI is not available please use Cervical Screening Management System (CSMS) request forms (See 7.4 CSMS Request Form).

7.2 Forgotten ICE-NI Password

If an ICE-NI password reset is required please Email HPVRollOut@nnuh.nhs.uk

Do not use the forgotten password link on the login screen.

NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

CERVICAL CYTOLOGY USER MANUAL

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7.3 Electronic WebICE Request Form (Norfolk and Waveney only)

EDITEPATIENT ELEVEN 14 Apr 1930 999 999 9565 28/10/2015 12:37	EDITEPATIENT ELEVEN 14 Apr 1930 999 999 9565 28/10/2015 12:37	EDITEPATIENT ELEVEN 14 Apr 1930 999 999 9565 28/10/2015 12:37
EDITEPATIENT ELEVEN 14 Apr 1930 999 999 9565 28/10/2015 12:37	EDITEPATIENT ELEVEN 14 Apr 1930 999 999 9565 28/10/2015 12:37	EDITEPATIENT ELEVEN 14 Apr 1930 999 999 9565 28/10/2015 12:37

 9999999565	Norfolk & Waveney Cellular Pathology Network Cervical Cytology	Lab Use Only <table border="1"> <tr> <td>Y</td> <td>N</td> <td>S</td> </tr> </table>	Y	N	S
Y	N	S			
NHS No. 999 999 9565 Surname EDITEPATIENT Forename ELEVEN Date of Birth 14/04/1930 Address Hexagon House, Pynes Hill, Rydon Lane, Exeter, Devon, EX2 5SE. Telephone No. GP/Sender Tyler, Dr X (XT) Location Pathology Dept (PATH) Copy To Date/Time Collected 28/10/2015 12:37	Hospital No ICE66032 Previous Surname test Sex Female Copy To Category 1-NHS	Sample requested on ICE by Potter, Will Sample Taker ID  RM100/28183782			

Cervical Cytology																																								
Clinical history: LMP (1st day): Last test: Reasons for sample: Routine Call (1) Other Symptoms: Not Applicable	Condition (if applicable): Not Applicable Sample Type: Cervical Abnormal History: tew																																							
CYTOLGY REPORT																																								
<table border="1"> <tr> <th align="left">Cytological Pattern</th> <th align="left">Specific Infection</th> <th align="left">Management Suggested</th> </tr> <tr> <td>HPV test only <u>X</u></td> <td>HR HPV NOT Detected <u>0</u></td> <td>Normal Recall <u>1</u></td> </tr> <tr> <td>Inadequate <u>1</u></td> <td>HR HPV Detected <u>9</u></td> <td>Repeat smear in <u> </u> months <u>2</u></td> </tr> <tr> <td>Negative <u>2/N</u></td> <td>16 18 OTHER <u> </u></td> <td>Colposcopy referral <u>3</u></td> </tr> <tr> <td>Borderline nuclear change <u>8/B</u></td> <td>HPV test not available <u>U</u></td> <td>Gynaecological referral <u>4</u></td> </tr> <tr> <td>Borderline change Endocervical cells <u>9/E</u></td> <td>HR HPV not tested <u>Q</u></td> <td>Cancel Recall <u>5</u></td> </tr> <tr> <td>Low Grade Dyskaryosis <u>3/M</u></td> <td>Trichomonas <u>1</u></td> <td></td> </tr> <tr> <td>High Grade Dysk (Moderate) <u>7</u></td> <td>Candida <u>2</u></td> <td></td> </tr> <tr> <td>High Grade Dysk (Severe) <u>4</u></td> <td>Herpes <u>4</u></td> <td></td> </tr> <tr> <td>HG Dysk (Severe)? Invasive <u>5</u></td> <td>Actinomyces <u>5</u></td> <td></td> </tr> <tr> <td>? Glandular neoplasia <u>6</u></td> <td>Signature: <u> </u></td> <td>Date: <u> </u></td> </tr> <tr> <td>? Glandular neoplasia (non-cervical) <u>0/G</u></td> <td></td> <td></td> </tr> </table>	Cytological Pattern	Specific Infection	Management Suggested	HPV test only <u>X</u>	HR HPV NOT Detected <u>0</u>	Normal Recall <u>1</u>	Inadequate <u>1</u>	HR HPV Detected <u>9</u>	Repeat smear in <u> </u> months <u>2</u>	Negative <u>2/N</u>	16 18 OTHER <u> </u>	Colposcopy referral <u>3</u>	Borderline nuclear change <u>8/B</u>	HPV test not available <u>U</u>	Gynaecological referral <u>4</u>	Borderline change Endocervical cells <u>9/E</u>	HR HPV not tested <u>Q</u>	Cancel Recall <u>5</u>	Low Grade Dyskaryosis <u>3/M</u>	Trichomonas <u>1</u>		High Grade Dysk (Moderate) <u>7</u>	Candida <u>2</u>		High Grade Dysk (Severe) <u>4</u>	Herpes <u>4</u>		HG Dysk (Severe)? Invasive <u>5</u>	Actinomyces <u>5</u>		? Glandular neoplasia <u>6</u>	Signature: <u> </u>	Date: <u> </u>	? Glandular neoplasia (non-cervical) <u>0/G</u>			<table border="1"> <tr> <td> 1* <u> </u> Form Validated <u> </u> QC <u> </u> Checker <u> </u> Report <u> </u> Path <u> </u> Authorised <u> </u> </td> <td align="center"> RM100/28183782 Norfolk and Norwich University Hospital  </td> </tr> </table>		1* <u> </u> Form Validated <u> </u> QC <u> </u> Checker <u> </u> Report <u> </u> Path <u> </u> Authorised <u> </u>	RM100/28183782 Norfolk and Norwich University Hospital 
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This is the requesting method for sender locations with access to the Norfolk and Waveney Cell Path Network Electronic WebICE. The test is requested from WebICE by selecting CellularPath, Gynae Cytology (QEH route is different). Mandatory fields must be completed on screen then a request form can be printed. The print out will include a bar-code & ID label which must be attached to the sample vial by the sender. A sample ID number is allocated. Results will be transmitted electronically back to the sender via the WebICE system.

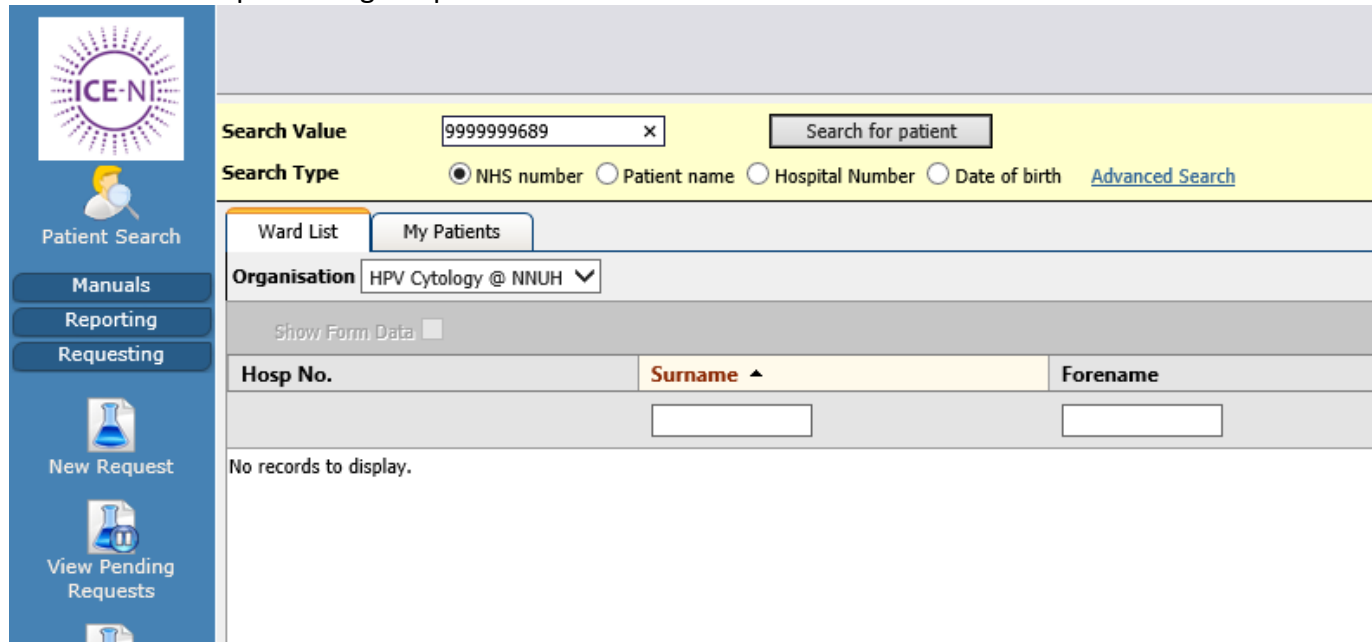
CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
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7.4 Deleting an ICE/ICE-NI Request

In the event of creating an ICE or ICE-NI request for a patient but not taking the sample it is essential the request is deleted. This is to give the laboratory an accurate indication of expected workload and allow for early identification of samples that may not have arrived.

Search for the request using the patients NHS number:



ICE-NI

Patient Search

Manuals
Reporting
Requesting

New Request
View Pending Requests

Search Value 9999999689

Search Type ☒ NHS number ☐ Patient name ☐ Hospital Number ☐ Date of birth [Advanced Search](#)

Ward List **My Patients**

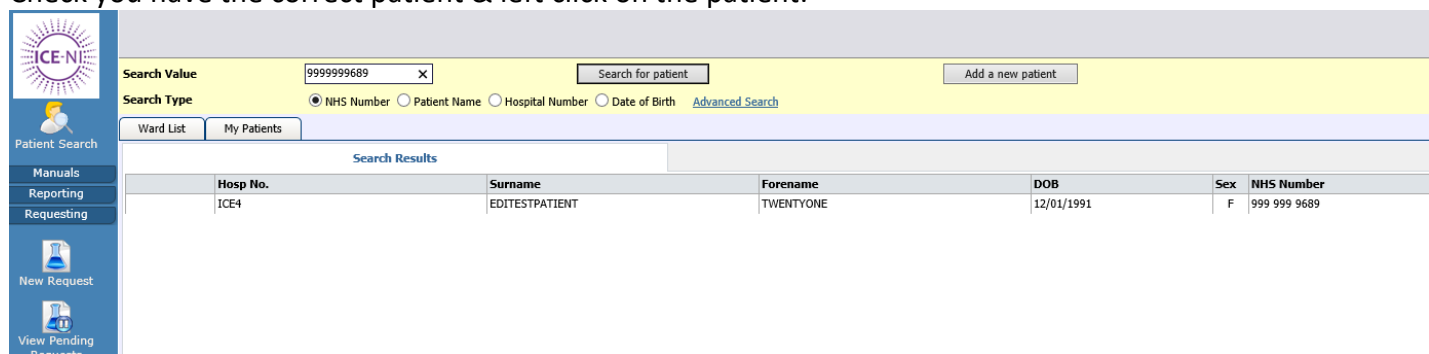
Organisation HPV Cytology @ NNUH

Show Form Data ☐

Hosp No.	Surname	Forename

No records to display.

Check you have the correct patient & left click on the patient:



ICE-NI

Patient Search

Manuals
Reporting
Requesting

New Request
View Pending Requests

Search Value 9999999689

Search Type ☒ NHS Number ☐ Patient Name ☐ Hospital Number ☐ Date of Birth [Advanced Search](#)

Ward List **My Patients**

Search Results

Hosp No.	Surname	Forename	DOB	Sex	NHS Number
ICE4	EDITESTPATIENT	TWENTYONE	12/01/1991	F	999 999 9689

All the previous requests on that patient will then be shown, from most recent at the top, to oldest request at the bottom of the list. Select the one you wish to delete:

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CERVICAL CYTOLOGY USER MANUAL

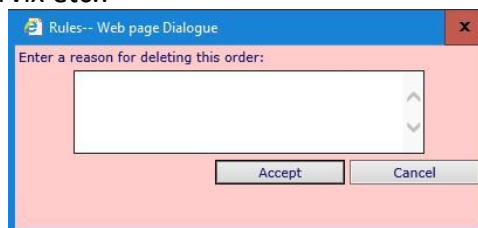
DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
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 Patient Search Manuals Reporting Requesting New Request View Pending Requests	Patient Name: Miss TWENTYONE EDITH PATIENT Date of Birth: 12 January 1991 Address: Aqueous II, Waterlinks, Aston Cross, Rocky Lane, Birmingham, B65R...	Hospital Number: ICL4 NHS Number: 999 999 9689	Sex: female Telephone No:	Back Admin View Details User:sm																																																						
	Requests By Patient: ICE OpenNet Orders																																																									
	Sample type: [All sample types] Sample Status: [Show All]																																																									
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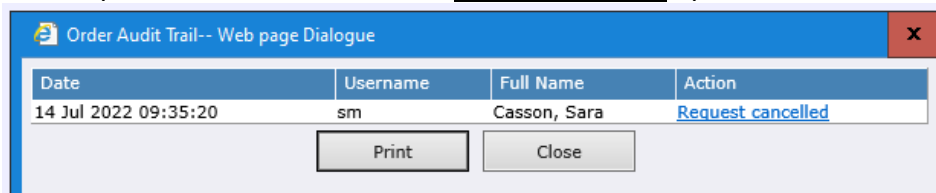
This list will pop up, select **Delete Request**:



This box will pop up, enter a reason for deleting the request, e.g. – patient unable to tolerate test, patient not due for screening, unable to locate cervix etc.:



This is then recorded in the patient's record within the **View Audit Trail** option:



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CERVICAL CYTOLOGY USER MANUAL

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7.5 CSMS Request Form

A pre populated request form can be generated though the CSMS if ICE is unavailable. The patient should be identified, details checked then a request form generated by selecting HMR101 form-A5 PDF (2009). The details for sections 9 to 20 will then need to be completed by hand after printing.

 WRITE CLEARLY WITH BALLPOINT PEN ENTER DETAILS IN BOXES OR RING APPROPRIATE NUMBERS	01 Hospital registration number 03 Patient name and address Surname _____ First names _____ Full postal address _____ Phone no. _____ 04 Date of birth _____	02 Laboratory Previous surname _____ Postcode _____ 05 NHS number _____	11 Code number of laboratory Clinical report 13 Test date/...../..... 14 LMP (1st day)/...../..... 15 Last test/...../..... 16 If no previous test please put X ☐	12 Slide serial number 17 Reason for test routine call 1 routine recall 2 previous inadequate test/HPV-U 5 opportunistic 6 follow up treatment 7 other 3												
	06 Name and address of sender if not GP If hospital state consultant, clinic or ward, and hospital _____ _____ _____ _____ Postcode _____ 07 Name and address of GP _____ _____ _____ _____ Postcode _____	19 Condition (if applicable) pregnant 1 post-natal (under 12 weeks) 2 L.U.C.D/I.U.S fitted 3 taking hormones (specify in 20) 4 retroviral infection (RVI) 5														
08 Health Authority _____ Practice code _____ GP's local code _____ GP's national code _____		20 Clinical data (including signs and symptoms, previous history of cervical abnormalities and treatment) <table style="width: 100%;"> <tr> <th style="text-align: left;">Specimen type</th> <th style="text-align: left;">Test date</th> <th style="text-align: left;">Cytology and HPV result</th> <th style="text-align: left;">Action</th> </tr> <tr> <td>cervical sample 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>other (specify) 2</td> <td></td> <td></td> <td></td> </tr> </table>			Specimen type	Test date	Cytology and HPV result	Action	cervical sample 1				other (specify) 2			
Specimen type	Test date	Cytology and HPV result	Action													
cervical sample 1																
other (specify) 2																
09 Source of sample GP Practice/Primary Care 1 Community Clinic 2 Sexual Health Services 3 NHS Hospital 4 NHS Colposcopy 7 Defence Medical Services 5 Other 6		Clinical details Sample taker signature _____ Date _____ Sample taker code _____														
FORM HMR 101 (2022) Single copy		21 Screening report Signature date														

For further details on filling out request forms see Appendix 39.0.

N.B. It is important to ensure the request form must contain a minimum of 3 legible and correct patient demographics to identify a patient and to match them with any existing record on the pathology system. Box below lists acceptable demographics that the 3 identifiers can consist of.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
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Acceptable demographics

Patient's full name i.e. at least first name and surname

Date of birth

NHS number

Patient address

Name and address of GP

Name and address of sample taker (sender)

Sample taker code

The sample must contain 2 patient identifiers in order to ensure the sample can be linked confidently to the request form. Box below lists the acceptable identifying demographics for sample vials that the 2 can be selected from.

Minimum identifying requirement for cervical samples

Patient's full name- First name AND surname

Date of birth

NHS number

Patient address

Hospital number

7.6 Private Samples

NNUH does not provide a private cervical cytology service.

7.7 Transgender and Non Binary Patients

All patients with a cervix and within the screening age range are eligible for screening regardless of their gender identity. However, current cervical screening IT systems do not have the facility to include individuals registered with the NHS as 'male'. It is also not currently possible to register patients as non-binary. In these cases the GP practice is responsible for identifying and calling the patient.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

For these patients a blank HMR101 CSMS Form is used and handwritten with the required information and indicating that the sample has been from a transgender patient. If the patients previous NHS number is known this would provide the laboratory with useful information regarding the patient's cervical screening history.

Trans females who are registered as female and do not have a cervix will automatically be entered into the screening programme and so the GP should ceased them from screening as soon as possible, stating the reason 'absence of cervix' so that they are not invited inappropriately. This can be done as soon as their registration gender is changed or a new registration is created under the new gender, or when their details appear on a screening notification list.

A trans man still registered as a female who has a cervix will automatically be included in the screening programme. They will be invited for screening at appropriate intervals unless they choose to opt out of the programme.

For trans men registered as male and still have a cervix a Screening Gender Opt-in form must be completed. This, along with further information, can be found here [Screening Gender Opt-in – NHS Cervical Screening Administration Service](#).

Once the patient has had their first sample taken, the result will now be entered onto CSMS and the patient will receive a result letter and future invite letters.

The laboratory will ensure any referrals are made and failsafe enquiries are conducted as for cis-patients.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

8.0 CONTAINER AND ADDITIVE



All cervical screening samples for LBC must be sent in the 'ThinPrep Pap Test' sample vial

Expiry date on the vial must be checked before taking the sample- **N.B. expiry date is in the format YEAR-MONTH-DAY E.g. 2019-05-23** The vial should be checked to ensure that it has not passed its expiry date and that it has at least 14 days remaining as HPV testing cannot be carried out on expired vials.

The sample vial contains the required amount of a fixative called Preservcyt.

9.0 SPECIAL TIMING REQUIREMENTS

Ideally the sample should be taken mid hormonal cycle.

10.0 RELEVANT CLINICAL INFORMATION

Provide, on the request form all information relating to current signs and symptoms the patient may have. Also provide brief details of any significant history including abnormal cytology (with slide number) and previous diagnosis and treatment. This will ensure that the laboratory has sufficient information to make an appropriate recommendation on future management of the woman.

10.1 Women with 2 cervices

When taking samples from patients with 2 cervices a sample should be taken from each cervix separately and use a separate LBC vial for each sample. Please ensure the samples are clearly labelled as to which cervix it was taken from i.e. LEFT and RIGHT and sent with one request form. The laboratory will issue a single report coded according to the highest grade of abnormality if appropriate and will include the results of both cervices.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

10.2 Vault Samples

Vault samples are no longer part of the NHS Cervical Screening Programme and vault follow up should not be undertaken in primary care. If the hysterectomy was subtotal, the cervix remains and therefore cervical screening should continue.

11.0 DETERMINATION OF IDENTITY OF PATIENT/CONSENT

It is the responsibility of the sample taker to determine the identity of the patient and ensure they consent to have their sample taken. It is also their responsibility to clearly and accurately fill out request form/electronic request and label sample vial.

12.0 ENSURING THE PATIENT IS DUE THEIR CERVICAL SCREENING SAMPLE

From July 2025 extended screening intervals for patients aged 25-49 were introduced. Women with a negative screening result and following routine recall will be invited to attend for screening in 5 years' time. Where patients are also invited to attend via a local administration, please check CSMS to verify patients Next Test Due Date to ensure patients are not inappropriately recalled and incorrectly invited to attend for screening early. Please see [Guidance for acceptance of cervical screening samples in laboratories and pathways, roles and responsibilities](#) for further information.

In summary samples taken will be rejected for the following reasons:

- Samples taken more than 3 months before an individual's next test due date if they are routine recall, an early repeat test in 12 months following an HPV positive/cytology negative test or a follow up test after colposcopy or treatment. Please ensure the patient has a PNLI date on CSMS before taking the sample.
- Under 24.5 years old and not scheduled from a previous test.
- Over 65 years old with an adequate negative test taken after the patient was 60*.
- Samples taken less than 3 months after a rejected sample or an inadequate sample. For these patients do not rely on the PNLI date as they may have been classified as a non responder or recalled too early by CSMS.
- Vault sample from a woman with total hysterectomy for benign or non-cervical cancer.
- Samples taken from patients who have undergone pelvic radiotherapy

The Norfolk & Norwich Cytology Laboratory will reject tests that fall outside these guidelines

If there is any doubt as to whether a patient is due their cervical screening test the Clerical Office Staff and Senior BMS staff will be happy to answer any queries. Contact details above-section 3.0.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

* Samples from patients aged 65+, who have not had an adequate cervical screening test reported since the age of 60 and are requesting screening will be accepted. These patients will have been automatically ceased due to age on CSMS, but are eligible for cervical screening. Please state clearly on the sample request form that the patient is eligible as no adequate result since age 60 even though they are ceased on CSMS. For further information please see [NHS Cervical screening: cervical sample taker training - GOV.UK](#)

N.B. Under some circumstances it may be necessary to delay taking a sample to ensure the best quality result. These are listed below with the recommended number of months/weeks to delay sample taking by.

Condition/circumstance	Delay period
Routine test while pregnant	3 months after EDD
Delivery of a baby	3 months
Miscarriage	3 months
Termination of pregnancy	3 months
Removal of polyp	3 months
Insertion/removal of an IUCD	3 months
Oestrogen treatment	2 weeks
Topical treatment of gynaecological infection	2 weeks
Use of pessary	2 weeks
Removal of IUCD	3 months
Hysteroscopy	3 months
Biopsy/LLETZ	3 months

12.1 Local Oestrogen Use

For cervical screening patients local oestrogen creams and pessaries (like Vagifem or Ovestin) can be used for sample taking when the cervix epithelium is atrophic. NHS guidance requires a pause of at least 48 hours before the screening. The Norfolk and Norwich University Hospital (NNUH) cytopathology laboratory recommends a 2-week pause where possible to avoid sample contamination.

13.0 COLLECTION PROCEDURES

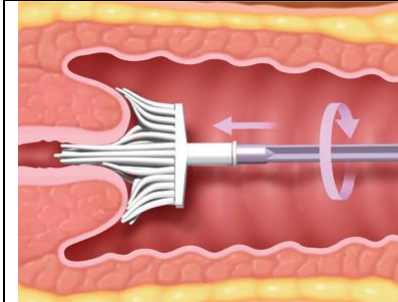
The LBC broom is specifically designed to collect ectocervical and endocervical cells when used correctly:

Lubricate the speculum with warm water (if further lubrication is required, a pea sized amount of **Comfigel, KY jelly (rebranded as Knect) or PELIjelly** can be used on the body of the speculum only, Aqua Gel, Sutherlands and

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

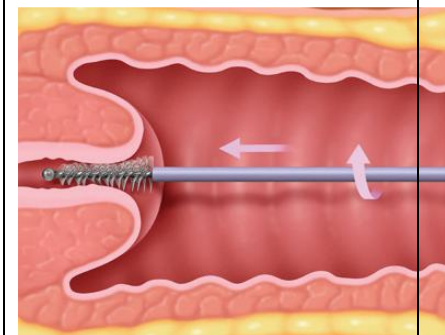
Optilube **MUST NOT** be used as they block the processing filters and detrimentally affect the quality of the sample, Surgigel and Medilube are untested for use in cervical screening and therefore should not be used).



Obtain an adequate sampling from the cervix using a broom-like device. Insert the central bristles of the broom into the endocervical canal deep enough to allow the shorter bristles to fully contact the ectocervix. Push gently and rotate the broom in a clockwise direction for five complete, 360 degree turns.



Rinse the broom as quickly as possible into the PreservCyt® Solution vial by pushing the broom into the bottom of the vial 10 times, forcing the bristles apart. Swirl the broom **vigorously** to further release material. Do not leave the head of the broom in the vial. Discard the collection device.



If the os is stenosed or pin hole in size and the SCJ is not visible take a sample using the endocervical brush. After taking a sample with the Cervex brush, insert the endocervical brush into the cervix until only the bottom-most fibers are exposed. Slowly rotate 1/4 or 1/2 turn in one direction. **DO NOT OVER-ROTATE THE BRUSH.**
If using two brushes/Cyto® brush for one cervix rinse both into the same liquid based cytology pot.



Tighten the cap of the PreservCyt Solution vial so that the torque line on the cap passes the torque line on the vial.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

13.1 USE OF ENDOCERVICAL BRUSHES

If, in primary care, the cervical sample taker has difficulty obtaining a sample a referral to colposcopy should be considered.

The endocervical brush should be used only in a very few circumstances, and always in conjunction with a Cervex-Brush™ / broom only under the following conditions:

- there is difficulty inserting the Cervex-Brush™ / broom into the os, for example if the os is narrow or stenosed.
- the patient is being followed up for previous borderline changes in endocervical cells.
- the patient is being followed up for a previously treated endocervical glandular abnormality when a previous sample was inadequate because of the absence of endocervical cells.

Sample takers should take the endocervical sample after the Cervex-Brush™ / broom sample:

- Insert the endocervical brush gently into the os, with the lower bristles remaining visible, and rotate clockwise through one whole turn.
- Fix both samples in the same vial, and clearly note on the cytology request form the use of 2 sampling devices and the reason.

13.1.2 ENDOCERVICAL BRUSH SUPPLIES

- Purple handled Endocervical brushes should not be used – these have not been validated.
- The Laboratory only supplies endocervical brushes to Hospital Clinics
- Endocervical brushes can be supplied from CERVIBRUSH+ LBC - (ENDOCERVICAL SAMPLER) (cellpath.com)

For further detail see Section 5.1 in: <https://www.gov.uk/government/publications/cervical-screening-cervical-sample-taker-training/topics-7-and-8-anatomy-physiology-and-taking-cervical-samples>

13.2 SELF SAMPLING

Self-sampling is not currently provided as part of the East of England cervical screening service. Plans are underway for this to be rolled-out and offered to patients that have never attended or rarely attended in 2026.

14.0 LABELLING THE SAMPLE

Record the patient name, DOB and NHS number on the Preservcyt® sample vial. ICE or ICE-NI labels can be used (placed vertically on the LBC Vial). Please ensure the label does not cover the expiry date or the area with the frosted plastic line indicating the fluid level.

CERVICAL CYTOLOGY USER MANUAL	
DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Re-verify patient details and place the completed electronic (or in special cases, manual) request form and patient identified labelled sample pot into a marsupial laboratory bag ready for transportation to the lab.

15.0 CERVICAL SAMPLE TAKER DATABASE (CSTD) AND SAMPLE TAKER CODES

The ICE-NI CSTD is used across the East of England.

The CSTD has been developed to improve the quality and safety of cervical sample taking in the East of England. It holds a centralised list of all sample takers in the region and is a key tool in ensuring all sample takers are competent by monitoring when update training is required and when it is completed. This is to help improve the quality of the NHS cervical screening programme and to reduce the number of incidents related to unqualified or inappropriately trained sample takers.

Once registered each sample taker is allocated a unique code which must be recorded on each cervical screening request. This will allow for standardisation of collection of sample taker's data and production of activity reports, monitoring of professionals to ensure they are adequately trained and competent to take samples, providing individual sample takers, Lead Clinicians & Practice Managers with performance data e.g. inadequate rates and rejection rates, maintenance of complete training records and uploading of training certificates and allow data to be shared amongst multiple user groups including Cervical Screening Provider Leads (CSPLs), CCGs, GP Practices, Training Providers and PHE Screening & Immunisation Teams.

The CSTD will notify sample takers when their three-yearly update training is due and of availability of training courses and update training courses.

15.1 The Registration Process

Stage 1: Lead Clinician/Practice Manager / 'Nominated Deputy' must register themselves as Admin users of the CSTD.

This will allow them to:

- Submit registration requests for Sample Takers
- Access performance reports for the sample takers at their practice
- Maintain complete records and upload training documents
- Update Trainee Training Details & Course certificate(s).

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

It is recommended that each practice have a 'Nominated Deputy' who can assist with the maintenance of the sample takers' records in the manager's absence.

Steps to Register:

Click on the link: <https://cstd.ice-ni.nnuh.nhs.uk/admin/> this will open a web browser session of the CSTD.

The screenshot shows the 'Admin System login' page for the 'Cervical Sample Taker Database'. It features two main sections: 'Admin System login' and 'Apply for access'. The 'Admin System login' section has fields for 'Username (email address - case-sensitive)' and 'Password (case-sensitive)', with a 'Submit' button and a 'Forgotten your password?' link. The 'Apply for access' section has fields for 'Username (email address)', 'Password', 'Confirm Password', 'Contact Number', 'Firstname', and 'Surname'. It also includes dropdown menus for 'Who are you?' (General Practice Manager / Lead Clinician) and 'Sector' (Norfolk and Waveney STP), and a text field for 'Reasons for requesting access?'. A 'Disclaimer' section with a checkbox is also present. A 'Submit request' button is at the bottom right.

Enter your details in the 'Apply for access' section:

Username (email address) – only @nhs.net, @mod.uk or @mod.gov.uk is valid.

Password, confirm password, Contact Number, Firstname and Surname.

Who are you? - select General Practice Manager/ Lead Clinician. The 'Nominated Deputy' must also select this.

Sector - select the region you are working in.

Reasons for requesting access? – enter your job role e.g. Practice Manager or Lead Clinician, followed by your practice code and your practice name.

e.g. 'Practice Manager at D82048 Thorpewood Medical Group'.

Disclaimer - please check your responsibilities by pressing 'click here', before ticking the disclaimer box.

Click on **Submit Request** - you will be then presented with a 2nd screen.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.QU.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Click on 'Select practice/departments' to associate your request with a specific location(s).

You will be presented with a screen listing the CCGs within your Sector.

Select a CCG by scrolling through the list of CCG's;

position the cursor on the desired CCG [*it will be blacked out*]

click on the CCG Name.

The next screen appears with a list of practices within the selected CCG.

Select a Practice by scrolling through the list of Practice's;

position the cursor on the desired Practice [*it will be blacked out*]

click on the Practice Name.

You will be presented with a screen listing the CCGs within your Sector.

To select another practice, repeat steps 2.4, 5 & 6 until you have selected all of your practices.

Then, Close the pop-up window by clicking on the 'X'.

You will be returned to the main 'Apply for access' screen.

Click the '[click here](#)' link – **this completes your registration request.**

Your request will have been submitted and sent to the CSTD helpdesk to be authorised. You will receive an email confirming that your Admin access request has been approved, along with instructions on how to register your sample takers.

N.B. Please only contact us if after 7 days you have not received your confirmation email.

Should you need any assistance, please contact the CSTD helpdesk via email at:

CSTDhelpdesk@nnuh.nhs.uk

CERVICAL CYTOLOGY USER MANUAL	
DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Stage 2: Sample Taker Registration

Once the Practice Manager has received confirmation of their registration Sample Takers can be registered on CSTD.

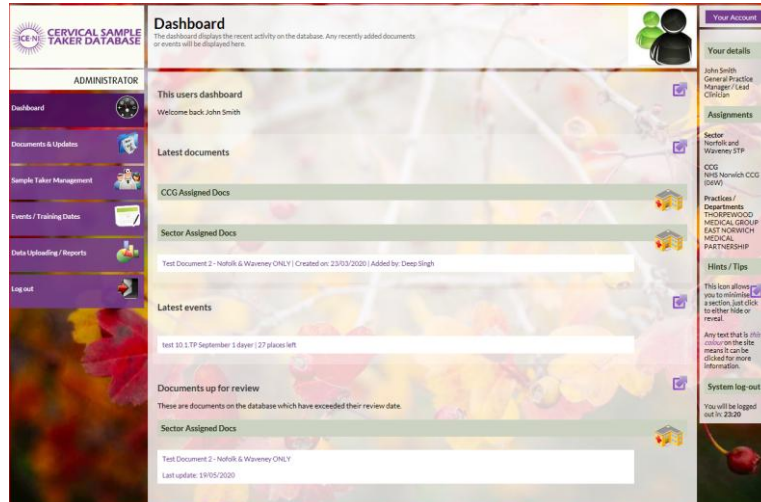
See Section 45.0 for the Sample Taker Details Proforma' to assist in collating the sample taker details required for their registration.

The process differs slightly for Qualified, Trainees and Locum sample takers. The differences are explained below.

These initial steps are the same for all 3 types of sample taker.

1. Click on the link: <https://cstd.ice-ni.nnuh.nhs.uk/admin/> this will open a web browser session of the CSTD.
2. Login using the username and password you previously specified.

You will be presented with your Dashboard (Administrator top level menu) screen below.



3. Click on the Sample Taker Management tab.

You will be presented with the 'Request to add new sample taker'

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Sample taker management

This allows the management of new and existing sample takers. Here new sample taker trainers can be added to the database and allocated a unique sample takers code. Also sample taker details, training history and performance reports can be accessed here.



Find a sample taker

You may search for a sample taker by name or by sample taker code.

Request to add new sample taker | Stage 1

Please complete the fields below. Once you have completed all the fields click 'add sample taker' to save your changes and to send your request for authorisation. Your request will be validated and if approved the sample taker will be registered on the database and issued a sample taker code. The sample taker will receive email confirmation of their sample taker code, username and password for the database. You will also receive email confirmation that your request has been approved.

* These must be filled in as mandatory.

Sample taker details

* Username (NMC or GMC number)

* Contact Number

* Title

Dr.

* Doctor/Nurse/Physician Associate/Nurse Associate

Not assigned

* Firstname

* GMC/NMC Number

* Surname

* Email

Previous Sample Taker Code(s) / Notes *NB Max length 255 characters

Date of Birth

* Sample Taker Training Status

Not assigned

4. Enter the sample taker details:

- Username (NMC - 8 alphanumerical characters / GMC – 7 numerical digits only)
- Title (E.g. Dr, Mr, Mrs, Prof, Ms, and Miss.)
- First Name
- Surname
- Previous Sample Taker Code – *please enter if known*
- Sample Taker Training Status – **Qualified**
- Contact Number
- Doctor/Nurse/Physician Associate/Nurse Associate
- GMC/NMC Number (again)
- Email - (*you must provide nhs.net, mod.uk or mod.gov.uk email address*)
- Date of Birth (Optional)

5. Scroll down to 'Sample Taker's Lead Employer' and enter your practice details [unless the ST is a Locum – see 'To Register a Locum Sample Taker'].
6. Select your Sector (STP) by scrolling through the drop down list; position the cursor on your selection; and click to select it.
7. Select a CCG by scrolling through the list of CCG's; position the cursor on the desired CCG; and click to select it.

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CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

8. Select the 'lead employer from the list' by scrolling through the list of Practice's; position the cursor on the desired Practice; and click on the Practice Name to select it.

Sample taker details

Username (NMC or GMC number)

12A3456B

Contact Number

01603123456

Title

Mrs.

Doctor/Nurse/Physician Associate/Nurse Associate

Not assigned

Firstname

Jane

GMC/NMC Number

12A3456B

Surname

Smith

Email

Janesmithemailaddress@nhs.net

Previous Sample Taker Code(s) / Notes *NB Max length 255 characters

ABCDEF - useful if known

Date of Birth

Sample Taker Training Status

Qualified

Sample Taker's Lead Employer

Please select the lead employer's Sector from the list

Norfolk and Waveney STP

Please select the lead employer's CCG from the list

06W | NHS Norwich CCG (06W)

Please select the lead employers from the list

D82048 | THORPEWOOD MEDICAL GROUP

The laboratory assigned to this lead employers

Norfolk & Norwich, The Cotman Centre - emails will go to csthelpdesk@nnuh.nhs.uk

The PMs assigned to this lead employers

peter.harling@nhs.net , PM3-PH@nhs.net , PH-comms-test-20-9-8@nhs.net , myemailaddress@nhs.net
This username is available.

Add sample taker

9. Click on **Add sample taker**

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Sample taker management

This allows the management of new and existing sample takers. Here new sample taker trainers can be added to the database and allocated a unique sample takers code. Also sample taker details, training history and performance reports can be accessed here.



Find a sample taker

You may search for a sample taker by name or by sample taker code.

Add new sample taker | Stage 2

Your request has been submitted to the QA team for approval. Please scroll up to review your request. If the sample taker works at any additional locations please add these in the Practice/Department section.

Also, if you have any evidence of training you wish to upload, such as certificates, you may upload these in the Training evidence (uploads) / Sample Taker (uploads) section. Once you are happy with your request, click 'Save Changes'.

***NB | This sampletaker training is out of date.**

***NB | The email system is now operational - once the send email dropdown has been selected and the Type of email, the emails will be submitted.**

Last viewed by: John Smith | 10/09/2020

Sample taker details

Username (NMC or GMC number)

12A3456B

Sample Taker Code

83WIE

Previous Sample Taker Code(s) / Notes *NB Max length 255 characters
ABCDEF - useful if known

Title

Mrs. ▼

Firstname

Jane

Surname

Smith

Email

N.B. 'This sample taker training is out of date.' red warning alert will show until the 'Last training Date' is entered – the process for this is described further down.

The system will have already allocated a new sample taker code (in this example 83WIE).

The Username and Sample Taker Code are both highlighted blue – meaning that you cannot edit these fields.

10. Tick 'Are you the Lead Employer?' (*unless you are not the lead employer*).

11. Scroll down to 'Training record (including Last Training Date)' and click on Update Training Record.

You will be presented with the 'Training Record' dialogue screen below.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Training Record

Thin Prep - Date Viewed
Not viewed.

Previous training history comments

Initial training provider

Please Note This should be the date of last NHSCSP update training or completion of novice sample taker training.

Last training date
0000-00-00

12. Enter the sample taker's training details to include

- Previous training history comments – provided by the ST, could include e-learning.
- Initial training provider – not mandatory but include if available
- Last training date – this is vital for the CSTD compliance & assurance controls. It must be the last (most recent) date of NHSCSP update training or completion of novice sample taker training.
- Update Training & E-learning Date – if entered, the last training date must match it. I.e. this date cannot be more recent than the last training date.

13. Click on **Save changes** – otherwise the training details will not be updated and the sample taker will be recorded as 'Training out of date'.

14. *You will then be presented with the following confirmation message: 'Success The initial training details have been updated'.*

15. Then click the 'X' to close the 'Training Record' dialogue screen.

16. *You will be returned to the previous screen.*

17. For the question 'Does this Sample Taker work at other locations?'

CERVICAL CYTOLOGY USER MANUAL	
DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

If No – please skip to step 21; if Yes – then please continue.

Please Note: you can add multiple practices.

To select another practice, click on **Add a Practice/Department Assignment**.

18. Then select the CCG by clicking on it.

19. Select the required practice/department, then select it (*it changes from blue to black*) by clicking on it.

You will be presented with the 'Select CCG' screen.

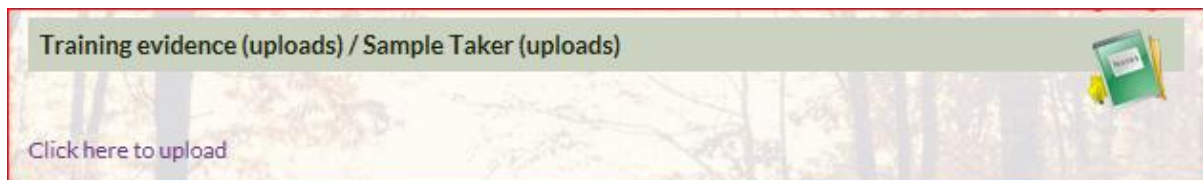
20. Click on the 'X' to exit.

You will be returned to the previous screen; and your latest addition will be displayed in the Practice/Department Assignment' section.

21. For the question 'Do you have any training evidence to upload?'

If No – please skip to step 22; if Yes – then please continue;

Scroll down to the 'Training evidence (uploads) / Sample Taker (uploads)'.

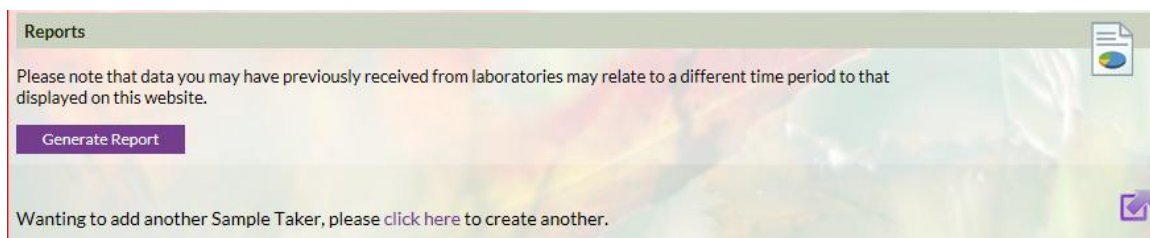


Upload any available training certificates by clicking the '**Click here to upload**' link; and following the on-screen instructions.

N.B. Sample Takers can upload their own training certificates.

22. If you have more sample takers you wish to register, then please click on

'Wanting to add another Sample Taker, please **click here** to create another'.



You will be presented with the 'Request to add new sample taker | Stage 1' screen.

Return to step 4.

23. If you do not wish to register any further sample takers to exit from Sample Taker Management, click on **Save Changes**. *You will be returned to your Dashboard screen.*

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

24. Registration is complete. A 'Welcome to the CSTD' confirmation email containing the new Sample Taker Code will normally be issued within 7 days.

To Register a Locum Sample Taker:

1. Complete the 'Sample Taker Details' section as above.
2. Specify the 'Sample Taker's Lead Employer' by selecting from the drop down list.
3. Select your sector.
4. Select the 'Locum CCG' for your sector from the CCG drop down list.
5. Select the 'Locum Practice' as the lead employer.

Screenshot example for reference:

The screenshot shows a registration form with the following fields and options:

- Lead employer:** A dropdown menu with a gift icon on the right.
- Sector:** A dropdown menu with 'Cambridgeshire and Peterborough STP' selected and a downward arrow.
- Please select the lead employer's CCG from the list:** A dropdown menu with '98Z | LOCUM-Cambridgeshire & Peterborough (98Z)' selected and a downward arrow.
- Please select the lead employers from the list:** A dropdown menu with 'Z9998Z | LOCUM Practice - Cambridgeshire & Peterborough STP' selected and a downward arrow.

6. Do not tick 'Are you the Lead Employer?'
7. For 'ST is a Locum' – select Yes.
8. Enter the Locum's training details in 'Training record (including Last Training Date)'
9. Enter your surgery details (as a Practice/Department Assignment for the Locum).

Example for reference:

The screenshot shows the 'Practice/Department Assignment' dropdown menu with the following options:

- Z9999Z | LOCUM Practice - Norfolk & Waveney STP, Holding Practice for Locum Sample Takers
- D82048 | THORPEWOOD MEDICAL GROUP, THORPEWOOD MEDICAL GROUP, WOODSIDE ROAD, THORPE ST ANDREW, NORWICH,
- Add a Practice/Department

10. For all other fields follow steps for non locum sample takers above.

To Register a Trainee Sample Taker

Please complete all of the steps as for qualified sample takers except 'Sample Taker Training Status' which should have 'Trainee' selected.

In 'Training record (including Last Training Date)' the mandatory fields will be highlighted by shading because not all fields are relevant, dependent on the stage of the training.

Enter the Trainee's training details:

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

- Previous training history comments – provided by the ST.
- Initial training provider
- Date of enrolment (Max 12 months training) – this is their training start date
- Extension Given?
- Extension Deadline
- Date of lab Visit or when Lab Video was viewed (dd/mm/yy).
- Name and Date of colposcopy Clinic Visited.
- Mentor's Name
- Assessor Name
- Assessor GMC/NMC

Tick the declaration; then click on **Save changes**.

N.B. You must contact the Training Provider because they need to confirm within the CSTD that the trainee is on their course before the CSTD Helpdesk can approve the trainee and issue the 'Welcome to the CSTD' confirmation emails containing the new trainee Sample Taker Code.

If you have any further queries, please contact us at cstdhelpdesk@nnuh.nhs.uk.

N.B. If the sample taker has recently moved to the area the Practice Manager/Administrator must ensure that the sample taker is registered on the database and assigned to their location. Practice Manager/Administrator can contact the CSTD helpdesk via email at cstdhelpdesk@nnuh.nhs.uk should they have any queries.

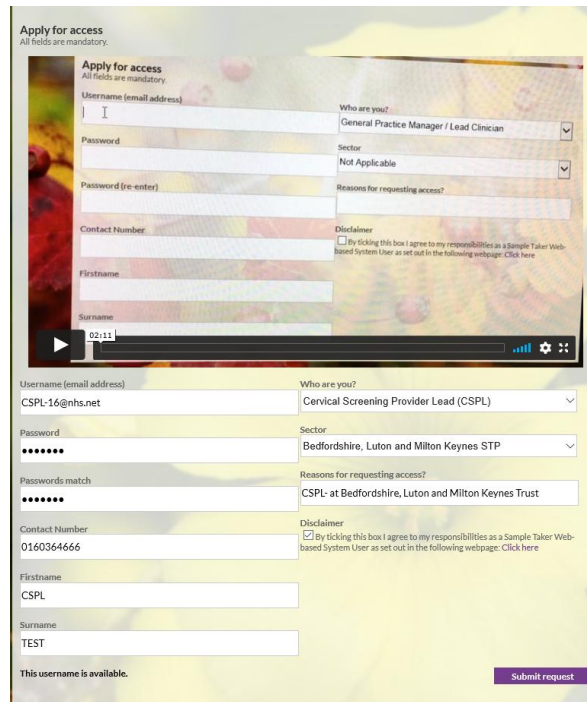
15.2 Instructions for registration of CSPLs

1. Click on the link: <https://cstd.ice-ni.nnuh.nhs.uk/admin/> this will open a web browser TD.

NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026



Apply for access
All fields are mandatory.

Apply for access
All fields are mandatory.

Username (email address) | I | Who are you? | General Practice Manager / Lead Clinician |

Password | | Sector | Not Applicable |

Password (re-enter) | | Reasons for requesting access? |

Contact Number | | Disclaimer | ☐ By ticking this box I agree to my responsibilities as a Sample Taker Web-based System User as set out in the following webpage. Click here

Firstname | |

Surname | |

02:11 |

Username (email address) | CSPL-16@nhs.net | Who are you? | Cervical Screening Provider Lead (CSPL) |

Password | ***** | Sector | Bedfordshire, Luton and Milton Keynes STP |

Passwords match | ***** | Reasons for requesting access? | CSPL- at Bedfordshire, Luton and Milton Keynes Trust |

Contact Number | 0160364666 | Disclaimer | ☒ By ticking this box I agree to my responsibilities as a Sample Taker Web-based System User as set out in the following webpage. Click here

Firstname | CSPL |

Surname | TEST |

This username is available. | Submit request

2. Enter your details in the 'Apply for access' section:
 - Username (email address) – only @nhs.uk @nhs.net, @mod.uk or @mod.gov.uk is valid.
 - Password, confirm password, Contact Number, First name and Surname.
 - Who are you? - select 'Cervical Screening Provider Lead' (CSPL).
 - Sector - select the region you are working in.
 - Reasons for requesting access? – enter your job role e.g. CSPL followed by your Hospital Trust.
e.g. 'CSPL at Bedfordshire, Luton and Milton Keynes Trust'.
3. Disclaimer - please check your responsibilities by pressing 'click here', before ticking the disclaimer box.
4. Click on **Submit Request** - you will be then presented with a 2nd screen.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.QU.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

5. Click on 'Select practice/departments' to associate your request with a specific location(s).
6. Select a CCG by scrolling through the list of CCG's;
7. *The next screen appears with a list of Colp and Gynae locations within the selected CCG. Select a Colp and Gynae by scrolling through the list*
8. To select another location repeat until you have selected all of your locations.
9. Close the pop-up window by clicking on the 'X'. *You will be returned to the main 'Apply for access' screen.*
10. Click the 'click here' link – **this completes your registration request.** *You will be returned to the top-level 'Admin Login' screen.*
11. You will receive an email confirming that your Admin access request has been approved, along with instructions on how to log-in and register your sample takers.

Should you need any assistance, please contact the CSTD helpdesk via email at CSTDhelpdesk@nnuh.nhs.uk

CERVICAL CYTOLOGY USER MANUAL

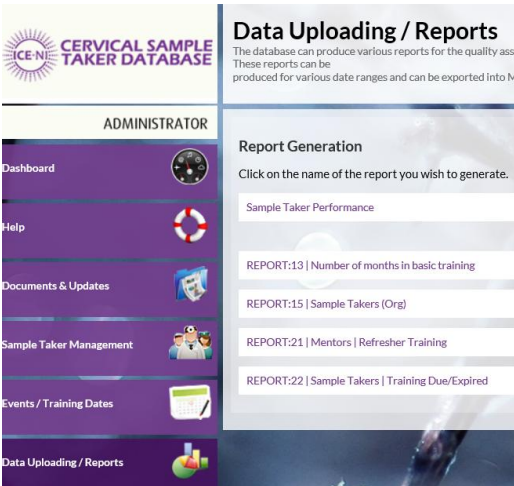
DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

15.3 Checks & Troubleshooting

There are 2 reports that you can run to view all of the sample takers you have set up to check that their details are correct:

- Report 15 'Sample Takers (Org)'
- Report 22 'Sample Takers | Training Due/Expired'.

You can run these reports by clicking on the Data Uploading / Reports TAB; and then clicking on report 15 or report 22.



You can go back into a sample takers registration to edit and correct any errors:

- The wrong Lead Employer
- A missing practice assignment
- **A missing Training Date**

via the 'Sample Taker Management' Tab.

Example reports:

Report 15 – showing the sample takers where your practice is the Lead Employer

Sample Takers (Org)										
A report to show the sample takers in each organisation. Select the name of the organisation you are interested in.										
Test Practice -DO NOT USE(97P), Test Address ONLY USED BY CSTD HELDESK										Go back to organisations selection
Date report generated: Thursday 14th January 2021										
STC	Previous STC Code(s)	Name	Lead Employer	Other Sample Taker Locations	Last Login	Training Status	Status	Mentor	Username	Contact Number
0NY3E		Test Sample-Taker	Test Practice -DO NOT USE(97P)	• Test Practice -DO NOT USE(97P). Test Address ONLY USED BY CSTD HELDESK	Not logged on	Qualified	Pending	None Assigned	99A9999A	01603123456
Total users: 1										

Report 22 – showing one sample taker is RED i.e. expired.

This is because the 'Current Date' aka the 'Last Training Date' has not been entered.

Forename	Surname	Email	Code	Current Date	+ 3 Years	Within 6months?	Within 3months?	Within 1months?	Expired
Test	Sample-taker-2	Sample-taker-2@nhs.net	FZ2SE	2021/01/14	2024/01/14				
Test	Sample-Taker	test.ST@nhs.net	0NY3E	N/A	N/A				

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

16.0 SAMPLE STORAGE BEFORE TRANSPORT

Samples must be stored at room temperature and sent on the next available transport.

17.0 DISPOSAL OF COLLECTION MATERIAL

All collection material must be disposed of in the same manner as all other clinical waste.

18.0 REJECTION CRITERIA

18.1 Unlabelled Vials/ Vial and request form with mismatched or insufficient patient identifiers

The Department receives a number of unlabelled vials and vials and request forms with mismatched patient identifiers every month. Senior staff will be informed, they will email the Practice Manager/Lead GP (or equivalent) and inform them of the patient details, request that the surgery contact the patient to explain what has happened and that a repeat sample is taken no sooner than 3 months (84 days). The letter also requests that the Practice Manager investigates the incident and takes any necessary actions to prevent reoccurrence. The details are recorded as an error and the sample vial is disposed of after 28 days from the date of rejection letter.

18.2 OOPS (Out of Programme Samples)

If a possible OOPS is identified in the laboratory, a senior member of staff will confirm it is OOPS by checking patient history, management and recall date on the CSMS. A letter is then completed and sent to the Lead GP/Practice Manager (or equivalent) of the requesting GP surgery/clinic by post and/or via Email. The vial is retained in the laboratory for 28 days from the date of the rejection letter before disposal.

18.3 Samples Taken Less Than 84 Days Post Rejected Sample/Inadequate Sample

If a sample is taken less than 84 days post a rejected sample or a cytologically inadequate sample reception staff will inform a Senior BMS who will reject the sample. The Practice Manager/Lead GP (or equivalent) will be informed of the patient details and will be asked to contact the patient to explain what has happened and to inform them that a repeat sample must be taken no sooner than 3 months (84 days). The vial is retained in the laboratory for 28 days from the date of the rejection letter before disposal.

18.4 Out of Date ThinPrep Vials

The sample taker must check the expiry date of the vial. Samples received in an out-of-date vial will be rejected. A letter is completed and sent to the Lead GP/Practice Manager (or equivalent) of the requesting GP surgery/clinic by post and via Email. The vial is retained in the laboratory for 28 days from the date of the rejection letter before disposal. The GP surgery/clinic will also be contacted by phone and advised to check for further out-of-date stock, which should be returned to the laboratory for safe disposal.

CERVICAL CYTOLOGY USER MANUAL	
DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

18.5 Sample received without a Request Form/Request form received without a Sample

The sample taker/surgery will be contacted and informed of the error and the sample will be rejected.

As rejected samples are not processed there will be no result letter issued. It is the sample taker's responsibility to inform the patient of this situation.

Senders should investigate these errors to identify actions to prevent them happening again. If a repeat test is required it must not be arranged within 12 weeks after the last sample was taken. Please do not repeat immediately as the cervical epithelium needs time to regenerate and the sample will again be rejected.

19.0 FACTORS AFFECTING SAMPLE & REPORT QUALITY

- Incorrect sample taking- Sample takers are responsible and accountable for ensuring they collect an adequate sample and for giving correct and accurate information to women.
- Ensure the sample is placed into the Preservcyt® solution vial immediately
- Hormonal cycle – around mid-cycle is the best time to take the sample to reduce the risk of endometrial cells obscuring epithelial cells and interpretative difficulty.
- Infections / heavy discharge may result in an inadequate sample (cells may be obscured by polymorphs)
- The provision of relevant and up to date clinical history (e.g. previous abnormal cervical cytology and colposcopy) assists the laboratory in determining the correct recall for the patient
- The correct completion of 'Reason for Sample' greatly assists the laboratory in ensuring the patient receives the correct management:
 - Routine Call – use this for the patients FIRST SAMPLE
 - Routine Recall – use this for subsequent samples – provided the patient has had a negative screening history or has been correctly returned to Normal Recall
 - Previous Abnormal Sample
 - Previous Inadequate Sample
 - Opportunistic
 - Follow-up after treatment – e.g. biopsy, LLETZ, cone – include details in box 20 or on the back copy
 - Other
- Ensure lid is properly screwed back onto vial-tighten sample vial cap so that the black line on the cap just passes the black line on the vial, do NOT overtighten. Vials that have leaked into the marsupial bag and too much fluid lost to be processed will be rejected.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

- For Thinprep samples the brush head must NOT be broken off into the vial as the nature of the preservative fluid causes cervical mucin to congeal leading to cells sticking to the brush head.
- Only Comfigel, KY jelly (rebranded as Knect) or PELLjelly lubricants can be used. Aqua Gel, Sutherlands and Optilube **MUST NOT** be used as they block the processing filters and detrimentally affect the quality of the sample. Surgigel and Medilube are untested for use in cervical screening and therefore should not be used.

20.0 TURNAROUND TIMES

The Vital Signs Standard VSA15 states “All women should receive results of their cervical screening test within 14 days of the test being taken”.

Performance against this standard is monitored by the Screening QA Service.

QA extracts data from Call/Recall using CSAS (Cervical Screening System) Enquiry system on CSMS. This gives for every screening sample DATE TEST TAKEN, DATE RESULT INPUT AT CALL/RECALL, DATE RESULT LETTER PRINTED and DATE OF ANTICIPATED DELIVERY.

QA also extract DATE SAMPLE RECEIVED BY LABORATORY and DATE SAMPLE AUTHORISED BY LABORATORY. This allows QA to monitor delays in getting samples from primary care to labs and delays in Call/Recall

Break down of each stage of screening tests journey from sample taker to the women receiving the result

Journey Stage	Expected time frame
Sample taken to sample arriving at the screening laboratory	3 days or less
Processing the sample then reporting and authorising the result in the laboratory	7 days or less
Sending the result across to Call/Recall and imputing on CSMS	1-2 days
Printing the result letter	1-2 days
Estimated time for result letter to reach the women	1-3 days

All samples that take over the expected time for a stage are flagged – however these will not all be 14 day breaches as other parts of the journey may be quicker than expected.

21.0 SPECIMEN PROCESSING

LBC samples are tested for the presence of hrHPV type 16, 18 or Other (types 31, 33, 35, 39, 45, 51, 52, 56, 58, 59, 66 and 68) using Roche Cobas 6800 or 8800 following the aliquoting process carried out on the

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Roche p480. Any samples in which hrHPV is detected will have a slide produced using the Hologic ThinPrep5000.

22.0 SPECIMEN EXAMINATION, REPORTS & RECALLS

Comprehensive training and education are considered important in providing a good service. Extensive quality control procedures are in place for all aspects of the test. Biomedical Scientists and Cytoscreeners possess an NHSCSP certificate, the City & Guilds Level 3 Diploma in Cervical Cytology or equivalent to recognise proficiency in screening. All screening staff are required to complete update course (3 days every 3 years or 1 day every year).

All screening staff are required to participate in EQA twice a year and there are regular in-house 'interesting / difficult case' multi-header microscopy sessions.

All cervical samples are screened by a minimum of 2 Cytoscreener staff or a Cytoscreener and a BMS; in addition all abnormal cases are screened and reported by a Consultant Pathologist or Consultant Biomedical Scientist.

Gynaecological Cytopathology reports are issued electronically.

Comprehensive performance profiles are compiled quarterly for all Cytoscreeners, BMSs and Consultant staff.

If an amended report is issued (e.g. due to amended patient recall) '**THIS IS AN AMENDED REPORT**' will be clearly printed on the report. There will also be a reason given to highlight why the amended report was issued.

Detailed guidance on recalls is available on the NNUH intranet and the website [Cervical screening care pathway - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/cervical-screening-care-pathway)

23.0 DIRECT REFERRALS & FAILSAFE

All cervical screening cases requiring referral to colposcopy are referred via the direct referral system.

The management of women with cervical cytology showing high grade changes or worse should conform to the waiting time standards set out in the Department of Health's Going Further on Cancer Waits initiative.

Where women are referred from the screening programme to colposcopy services they will be included within the 62 day standard introduced by the Cancer Reform Strategy, from the date the cervical screening report is authorised. The date of the referral is also the starting point for the 18 week commitment, if cancer is later excluded by colposcopic opinion or in the light of a biopsy.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Patients subsequently diagnosed with cancer should receive their first definitive treatment within 31 days of agreeing their care plan or by the 62nd day on their pathway whichever is sooner. All clinical procedures should be in the best interest of the woman and should not be influenced by waiting time commitments. Where ordinarily a biopsy or other excisional technique would not be judged appropriate, then clinical practice should not be changed.

ICASH and GYOP referrals should follow NHSCSP standards for colposcopy referrals in accordance with professional consensus and best practice.

NHS Cervical Screening Programme standards:

Ref: Cervical screening: programme and colposcopy management. (NHSCSP Publication 5 February 2020)

Referral times to colposcopy are governed by [Improving Outcomes: A strategy for cancer](#) and the 18 week pathway. Screening results that warrant referral to colposcopy and the relevant pathway are given below.

?invasion, high grade dyskaryosis (moderate and severe), ?glandular neoplasia, borderline changes in endocervical cells must be referred on a 2 week wait pathway. At least 93% of people referred with these results must be offered colposcopy within 2 weeks. Those found not to have cancer on colposcopic examination at the first visit transfer to the 18 week pathway for the remainder of their care.

Low grade dyskaryosis, borderline changes in squamous cells, persistent hrHPV positive cytology negative or persistent inadequate samples are referred in line with the 18 week pathway and programme standards. At least 99% of individuals must be offered a colposcopy appointment within 6 weeks of referral.

Colposcopy referral waiting times:

Colposcopy referral waiting times should adhere to NHSCSP standards. The date of referral is the date the cervical report is authorised, up to the date of the offered colposcopy appointment.

Cervical screening result letters:

All women will receive a cervical screening result via Cervical Screening Administration Service (CSAS) within 3 days of the of the cervical report authorisation date.

PLEASE NOTE:

All women who have their sample reported as glandular neoplasia (non-cervical) will receive a negative cervical screening result letter if the cervical cells are normal. The laboratory will inform the patients GP of the result, the laboratory will also arrange direct referrals to gynaecology.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Summary

Cytology result codes	Appropriate Clinic Referral	Maximum week wait for appointment
1/2/8/3	Colposcopy	6
4/5/6/7/9	Colposcopy	2
Non-Cervical / Endometrial lesions 0	Gynaecology	2

24.0 FAILSAFE

The NNUH cytology laboratory and colposcopy department operate failsafe procedures for women who require referral for colposcopy, in accordance with NHSCSP Guidelines on Failsafe Actions for the Follow-up of Cervical Cytology reports (<https://www.gov.uk/government/publications/cervical-screening-cytology-reporting-failsafe/cervical-screening-failsafe-guidance>)

The process is to ensure women are not lost from the NHSCSP programme and that they receive treatment if required.

The laboratory uses the Cyres system for maintaining Failsafe records. A report is run regularly to ensure that all patients that have been referred to Colposcopy have an outcome recorded after 6 weeks for urgent referrals and after 6 months for non-urgent referrals. Any patients that do not have an outcome recorded will be looked into to see if an outcome or a reason for no outcome can be identified. If no outcome or reason can be identified a letter (Failsafe Letter 1) will be sent to the patient's GP and the relevant colposcopy clinic. If after another 6 months still no outcome has been identified a second letter (Failsafe Letter 2) is sent to the patient's GP. Laboratory failsafe closes after 12 months.

25.0 REFERRAL OF WORK TO OTHER LABORATORIES

Currently the laboratory is not referring any work to other Trusts. However we do have a contingency plan for HR HPV testing elsewhere if our system is unavailable.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

26.0 SPECIMEN PACKAGING AND TRANSPORT

GP SURGERIES-Norfolk and Waveney only

Samples must be placed in the sealable section of the marsupial bag, with the request form placed in the side pocket. Samples are collected throughout the day by EMED drivers from surgeries across the Norfolk and Waveney catchment area. All deliveries are tracked via a bar code on top of the transport tin; these samples are then delivered directly to the Cotman Centre.

GP SURGERIES-East of England –ICE-NI

Samples will be transported and delivered to local Pathology Receptions where they are placed in labelled transport receptacles. The samples will then be transported by an EMED driver and delivered to the Cytology Department at the Cotman Centre. See below for further packaging details.

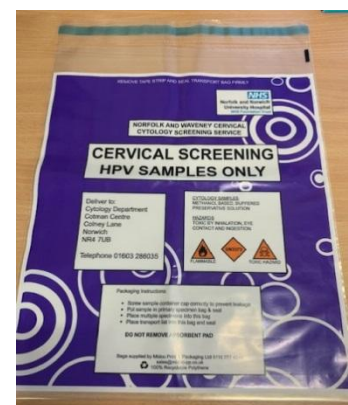
EAST OF ENGLAND ICE-NI Packaging the cervical sample

- Place the labelled sample into the small marsupial bag Fig. 1, seal pocket
- Place request form into the clear pocket on marsupial bag



Package sample for transport to Pathology reception

- Take to central collection area within your surgery, place marsupial bag (sample and request form) into the large purple transport bag) Regular collections of all Pathology samples will remain unchanged
- Samples for Cervical Screening will be collected along with other Pathology samples - please ensure all cervical screening samples are in the purple transport bag
- ONLY cervical screening samples** must be placed in the purple collection bag as these bags will be transported via the local hospital transport network to the Norfolk & Norwich cervical screening laboratory. The purple collection bag will remain unopened.
- EXCEPTIONS-Peterborough have yellow bags provided.



Transport to Pathology reception

- Regular deliveries of samples from GP practices will be made to Pathology reception centres

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

- Bags will only be opened if they contain samples which are NOT for Cervical Screening
- Large GP practice bags will be consolidated at the Pathology reception centres into a padded specimen transport bag.
- Each Pathology Reception centre has a unique barcode; this will be uploaded onto our logistics system by the driver recording who collected and at what time and where.



NORFOLK AND WAVENEY HOSPITAL CLINICS

Designated Pathology porters collect samples in transport boxes and deliver them to transport vans. The list of designated collection times is in the Cellular Pathology/Laboratory Medicine Specimen Collection and Transportation to the Cotman Centre (CPLM 149).

Approved transport containers –

Red transport bags labelled with tracking barcode, biohazard stickers and ‘diagnostic specimens NNUH’ and with a contact phone number – are supplied to departments on the delivery schedule list. They all contain an absorbent pad at the base of the bag.

Silver metal transport boxes labelled with biohazard stickers and ‘diagnostic specimens NNUH’ and with a contact phone number – are supplied to departments on the delivery schedule list. They all contain an absorbent pad at the base of the box.

Blue plastic transport boxes labelled with biohazard stickers and ‘diagnostic specimens NNUH’ – are used exclusively by Spire Hospital who drop off samples and retain the box for future use. It contains an absorbent pad at the base of the box.

Before the porter arrives the container must be sealed using a plastic cable tie. The porter will collect the box at the time according to the delivery schedule and replace it with an empty container.

There is a shuttle service throughout the day between NNUH, the Cotman Centre, and Francis Way, Bowthorpe.

LOCATIONS WITHOUT A DEDICATED LOCAL COURIER

Samples must be placed in marsupial bags, with the corresponding request form placed into the slide pocket as described above. This should then be placed into UN3373 compliant rigid outer packaging such as the example below

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026



These can be purchased from [Sample transport box for mailing of category B biological samples to UN3373 P650 packaging instruction Rigid Outer 330G 194 x 125 x 68mm](#)

For further information see [P650 packaging instruction](#)

Samples can be sent via Royal Mail either by First Class Post or Special Delivery. The sender must also include their name, telephone number and address on the packaging as well as the delivery address (see section 2.0 Location).

27.0 RESULT ENQUIRIES

27.1 CERVICAL SCREENING RESULTS

All requesting GPs have access to ICE/ICE-NI and CSMS.

iCASH clinics, military units and community hubs have access to CSMS.

Results for samples taken in community hubs and Extended Access Clinics will be sent to the patient's registered GP practice. The results can be seen by the clinics on ICE or ICE-NI if required.

All results are transmitted securely via an electronic link on a daily basis to CSAS.

All results are sent via Labcomms to your GP clinical system. Results are also available on NNUH ICE or

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

ICE-NI. iCASH clinics and Colposcopy and Gynae clinics receive electronic result notifications directly via the dedicated nhs.net email account. The full report should be viewed and printed from ICE-NI.

27.2 RESULTS VIA NHS APP

All women who have their sample taken in primary care, iCaSH or GYOP receive a result direct from NHSCSP call and recall via the NHS App. Patients should be encouraged to download the NHS App, and enable notifications (where it is safe for them to do so) so that they can access digital cervical screening communications. For results requiring referral to colposcopy, if the NHS App message isn't read within 24 hours, a letter will be sent to the patients address. For all other communications, if the NHS App message isn't read within 72 hours, a letter will be sent as a failsafe. Some participants may also receive an SMS notification. This result letter is sent to the patient's address as registered on the cervical screening management system (CSMS). The patient MUST inform their GP of any change of address to enable the CSMS to be updated and for results letters to be sent to the correct address.

Patients who have their sample taken in Colposcopy will not receive results from NHS CSP call and recall, and it is the sample takers responsibility to ensure the patient and their GP are informed of the results.

All women who have their sample reported as glandular neoplasia (non-cervical) will receive a negative cervical screening result letter. The laboratory will inform the patients GP of the result, the laboratory will also arrange an urgent direct referral to gynaecology.

All military personnel/ dependants will receive their results via CSAS informing the Senior Medical Officer.

28.0 TELEPHONE RESULTS

Whenever possible, access reports from your ICE/ICE-NI terminal, clinical system or CSMS. This is by far the quickest way, and relieves office staff from unnecessary telephone calls.

If access to reports is unavailable result enquiries may be made through the Cytopathology office (☎ 01603 286 035 or 01603 287 412).

29.0 PACKAGING

Specimens are a potential source of infection and should be treated accordingly. All containers must be securely closed. Leaking specimens with gross contamination of contents and containers are handled at the discretion of the laboratory. Marsupial / double pocket bags are suitable for specimen transport. The specimen is put in the sealable portion and the form in the open part (this will help to prevent contamination of the request form if there is any leakage from the specimen). One specimen per bag is the rule for safe transport.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

30.0 FLAGGING OF HIGH RISK SPECIMENS / HIV

Sample takers have a duty of care towards other members of staff - therefore all specimens from patients who are known to have or strongly suspected of having the conditions noted below - must be identified by adding a biohazard label/Danger of Infection label to the specimen container and the laboratory request form, for ICE-ICE-NI electronic requesting select High Risk and include the specific reason in clinical details.

- HIV infection. **Indicate 'RVI' or 'retrovirus' in request form clinical details. Failure to indicate HIV (or equivalent) may lead to incorrect recall or sample being rejected.**
- Hepatitis B + C
- Micro-organisms (biological agents) in Hazard Group 3 e.g. TB, Brucella, S.typhi / paratyphi
- Transmissible Spongiform Encephalopathy (TSE) / Creutzfeldt Jakob Disease (CJD)
- Pyrexia of unknown origin recently returned from Africa
- Meningitis

31.0 CLINICAL ADVICE & INTERPRETATION

Much of the required advice should be able to be located in this User Manual. However if further advice is required please do not hesitate to contact the appropriate member of the Cytopathology department:

Advice Required:	May be given out by:
Sending Gynaecological LBC samples	Office Manager & deputy, BMS, Consultant BMS, Consultant
Cervical Screening Programme recall	Senior BMS, Consultant BMS, Consultant
Colposcopy investigations / treatment	Consultant Pathologist & Consultant BMS
Gynaecological LBC sample taking advice	Senior BMS, Consultant BMS, Consultant

32.0 SUPPLIES

Norfolk and Waveney only

All supplies are available from the porter in the Cotman Centre (☎ 01603 286 957, extn 2957). Any

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

queries, please contact Cytopathology (☎ 01603 286 035, ext. 2035 or 01603 287 412). Supplies can also be ordered through WebICE.

East of England

All orders are made through the appropriate local pathology reception. See table below:

Local Pathology reception	How to Order Consumables	Consumable Request Form
Basildon / Southend	Order form can be found at Form-391a.pdf (synlab.co.uk) Email to PF.Porters@synlab.co.uk Telephone No - Enquiries only 01702 385215	See section 39.0
Watford	HSF - West Hertfordshire GP Pathology Supplies Order Form - Formstack HSF - West Hertfordshire Wards Supplies Order Form - Formstack	
Milton Keynes	Please use order form to order non-urgent supplies on a weekly basis. For urgent requests please use the Pathology Supplies telephone: 01908 995793 pathologysupplies@mkuh.nhs.uk	See section 40.0
Luton	Send completed order form to ldh-tr.pathologysupplies@nhs.net • No telephone, posted or faxed orders will be addressed. Please be assured that email orders will be addressed on a daily basis. • Please leave a minimum of 5 working days for delivery and order in advance of depletion of stocks • Please use the above email address if orders are not received. Avoid storing surplus stock and rotate any excess stock.	See section 41.0

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Harlow	HSF - Princess Alexandra GP Pathology Supplies Order Form - Formstack HSF - Princess Alexandra Ward Supplies Order Form - Formstack	
Bedford	Orders from Bedford surgeries only can be sent to bhn-tr.lab-cellpath@nhs.net	See section 42.0
Ipswich/Colchester	Order from ERS Medical Web page All locations must go through ESNEFT service desk to set up an account. pathologycustomerservicedesk@esneft.nhs.uk Above is the e-mail address for a location to contact to gain access to the website.	
West Suffolk (Bury St Edmunds)	NNUH NNUHCytologyConsumables@nnuh.nhs.uk	See section 43.0
Cambridge	https://pathologyconsumables.co.uk/account/login?checkout_url=/ Ordering of individual items is currently being trialled.	
E&N Herts	HSF - East and North Hertfordshire GP Pathology Supplies Order Form - Formstack HSF - East and North Hertfordshire Ward Supplies Order Form - Formstack	
Mid Essex Broomfield	mse.gc.consumables@nhs.net	See section 44.0
Hinchingbrooke	Waterbeach pathp.servicedesk@nhs.net	

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

33.0 RETURNING OUT OF DATE / UNWANTED SUPPLIES

If you discover that any fixative containers are out of date please return these to the laboratory – clearly marked as ‘OUT OF DATE – FOR DISPOSAL’.

If you find you no longer need any particular stock, this may also be returned to the laboratory for disposal / redistribution.

34.0 PROTECTION OF PERSONAL INFORMATION

Any information concerning patient’s health is strictly confidential and all staff who deal with medical records must keep them confidential at all times.

We have a legal duty to protect any information we collect and will only use the information for the purposes of providing healthcare and for training and monitoring. In the course the care provided we may need to share the information within the NHS and with partner organisations.

The laboratory adheres to the Trust Confidentiality Protocol which can be found on the NNUH website under ‘Patient Information’.

35.0 COMPLAINTS PROCEDURE

The Trust is committed to looking at ways to improve the service we provide you and you can help us by telling us what you think of our service, good or bad.

Modern healthcare is a complex process and things may not always go to plan despite our best intentions and if the patient is unhappy with the service they have received, we would recommend they contact the Patient Advice and Liaison Service (PALS) either by email at palsandcomplaints@nnuh.nhs.uk or by phone on 01603 289036. Their postal address is:

The PALS and Complaints Manager
Norfolk and Norwich University Hospital, Colney Lane
Norwich
NR4 7UY

36.0 REFERENCES & sources of information

- <http://www.nnuh.nhs.uk>
- <http://www.Hologic.com>

37.0 GLOSSARY

- **BMS:** Biomedical Scientist. Biomedical scientists investigate tissue and body fluid samples to diagnose disease and monitor the treatment of patients, Screens cervical cytology samples, possesses the NHSCSP Certificate in Cervical Cytology

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

- **BNC** Borderline Nuclear Changes
- **Broom:** Sampling device used for taking gynaecological LBC samples
- **CGIN** Cervical Glandular Intrepithelial Neoplasia
- **CSAS** Cervical Screening Administration Service
- **CSMS** Cervical Screening Management System
- **Cyres:** The system that allows standard and ad hoc queries to be developed for comparative analysis. Cytology laboratory performances can then be monitored enabling immediate turn around to regional or national requests.
- **Cytopathology:** A branch of pathology that studies and diagnoses diseases at the cellular level. The most common use of Cytopathology is cervical sampling, used to detect cervical pre-cancerous lesions at an early treatable stage
- **Cytoscreener:** Screens cervical cytology samples, possesses the NHSCSP Certificate in Cervical Cytology / or the City & Guilds Level 3 Diploma in Cervical Cytology to recognise proficiency in screening.
- **hr HPV:** High Risk Human Papilloma Virus
- **Hologic ThinPrep:** The liquid based cervical cytology test used within the East of England.
- **HMR101 form:** The CSAS request form for Cervical Cytology
- **ICASH** Integrated Contraception And Sexual Health service
- **ICE-NI** ICE-Norwich Interface Electronic Pathology Services
- **ISO** International Standardisation Organisation
- **IUCD** Inter uterine Contraceptive Device
- **LBC:** Liquid Based Cytology
- **LLETZ** Large Loop Excision of the Transformation Zone
- **Marsupial Bag:** Double pocket bags suitable for specimen transport. The specimen is put in the sealable portion and the form in the open part
- **MDT** Multi-Disciplinary Team
- **NHSCSP:** National Health Service Cervical Screening Programme
- **NNUH:** Norfolk & Norwich University Foundation Hospital, Norwich
- **OOP:** Out of Programme
- **PALS** Patient Advice and Liason Service
- **Papanicolaou:** Staining technique used in Cytopathology
- **Pathologist:** A medical consultant who interprets and diagnoses the changes caused by disease in the body.
- **Preservcyt®:** Transport medium used for the ThinPrep pap test

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A

EDITION: 12

AUTHORISED BY: VIKI FREW

AUTHOR: KATE MATTHEWS

DATE OF ISSUE: July 2026

- **Roche Cobas 6800/8800:** The molecular diagnostic system currently being used to perform in-house HR HPV testing
- **SCJ** Squamo-Columnar Junction
- **SMILE** Stratified Mucinous Intraepithelial Neoplasia
- **TCLE** Laboratory Information Management Software (LIMS) used at NNUH - computer software that is used in the laboratory for the management of samples & reports
- **TOC** Test of Cure
- **T5000:** Processes the ThinPrep Pap Test samples to produce a slide to allow for screening for cytologically abnormal cells.
- **Turnaround Times:** Time between sample collection & patient receiving their result letter
- **UKAS** United Kingdom Accreditation Service
- **Web ICE:** Norfolk and Waveney only Electronic Pathology Services. ICE

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

• **APPENDICES**

38.0 NOTES FOR CORRECT COMPLETION OF CSMS / HMR101 REQUEST FORM

All details listed in blue are required to be completed by the sample taker / sender.

HMR101 Request/Report Form for Cervical or Vaginal Cytology	
Information Required	Usage Instructions
Woman's hospital registration number	Record the woman's locally-allocated hospital or unit number (if applicable).
Woman's surname Previous surname First names Full postal address Postcode	Record the key demographic information of the woman to provide up-to-date contact details. This information is also necessary for patient identification and therefore allows the laboratory to link previous sample results with this test.
Date of Birth	Record the woman's actual date of birth to indicate her age and also to assist in patient identification and record linking. The woman's age will affect interpretation of the sample and is therefore significant.
NHS number	Record the woman's NHS number. This should be a 10-digit number displayed in a 3-3-4 format. This is required for patient identification and is particularly useful to support electronic data communications.
Name and address of sender if not GP (If hospital state consultant, clinic or ward, and hospital) Postcode	Record the name and address of the organisation where the sample taker is based (if this is not the woman's own GP practice)
Name and address of GP Postcode	Record the name and address of the woman's GP. If the woman is not currently registered with a GP, this should be noted.
GP's local code	Record the local and national codes used to identify the

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

GP's national code

woman's GP. The national code gives a unique organisation identifier. The local code is unique only within the local area and so one local code may be used for a different GP in another area.

Source of sample:

- 1 = GP
- 2 = NHS Community Clinic
- 3 = GUM clinic
- 4 = NHS hospital
- 5 = Private
- 6 = Other
- 7 = NHS Colposcopy

Indicate which type of organisation the sample taker is acting for at the time of this sample.

Code 1 (GP) is to be used for any sample taken by a direct employee of the GP practice, regardless of the location e.g. home visit. The sample taker may be the GP, a practice nurse or other qualified health professional.

Code 2 (community clinic) is to be used for samples taken at local NHS clinics e.g. family planning clinics.

Code 3 (GUM clinic) is to be used for samples taken at GUM or other sexual health clinics.

Code 4 (NHS hospital) is to be used for samples taken at hospital clinics such as maternity clinics. Samples taken under GUM, at colposcopy or where the woman is being treated/screened as a private patient are excluded. Also excluded are samples from GP or community clinics on hospital premises.

Code 5 (Private) is to be used for any sample from a private patient.

Code 6 (Other) is to be used for samples from sources which are not otherwise classifiable e.g. workplace or charitable screening services.

Code 7 (NHS colposcopy) is to be used for screening or follow-up samples taken at NHS colposcopy clinics. Note that only samples from source types 1 and 2 are classed as screening samples for the purposes of evaluation of the NHS Cervical Screening Programme.

CLINICAL REPORT

Date of this test

Record the date that the sample was taken from the woman. Also record the time of sample collection.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

Date of LMP (1st day)	Record the date that was the first day of the woman's last menstrual period. This information together with date of test is required for the laboratory to calculate the exact day of the menstrual cycle which influences the interpretation of the sample, particularly in older women. Date of LMP should therefore be given as accurately as possible. If the woman is amenorrhoeic (e.g. post-menopausal, pregnant, using Depo Provera), the best estimate (month and/or year) of the LMP should be given. This, together with consideration of the woman's age and hormonal status, will also influence the interpretation of the sample.
Date of last test	Record the date of the woman's last sample test (if applicable and/or if known).
If no previous test, put X in box	Indicate if the woman has never had a sample test before, adequate or inadequate. Do not mark this box if there is uncertainty about the existence of a previous test.
Reason for sample : 1 = routine call 2 = routine recall 4 = previous abnormal sample 5 = previous inadequate sample 6 = opportunistic 7 = follow-up after treatment 3 = other	Indicate the reason for the sample, selecting one option only. This information will be used for detailed evaluation of the NHS Cervical Screening Programme from 2003. Code 1 (routine call) is to be used for women responding to an invitation for routine screening who have never before had an adequate sample, regardless of the number of previous invitations. See note 1 below. Code 2 (routine recall) is to be used for women responding to an invitation for routine re-screening. The woman's last attended test is likely to have been coded 'A' (routine recall) for next action. See note 1 below. Code 4 (previous abnormal sample) is to be used where a woman is undergoing repeat screening due to a previous borderline or mildly abnormal result which was coded 'R' (early repeat) for action. This abnormal result may have been some months or years earlier and may have been followed by one or more subsequent negative tests. However, until the

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

woman is returned to routine recall, code 4 should continue to be used. Code 4 may also be used for next samples from women who were referred for colposcopy due to one or more abnormal samples (any degree of abnormality) but who did not attend.

Code 5 (previous inadequate sample) is to be used where a woman's previous sample result was inadequate (result code '1') and the reason for the previous test was not known. Otherwise a repeat sample for a previous inadequate should be coded according to the original reason for the sample. Code 5 should also be used for:- samples from women referred for colposcopy following a series of inadequate tests- next samples from women referred for colposcopy following a series of inadequate tests but who did not attend.

Code 6 (opportunistic) is to be used for samples from women who are eligible for routine call/recall (i.e. no previous test or no recent test which was abnormal) but who are not responding to a formal invitation for screening. This may include women who are tested while ceased from the programme e.g. those who have opted out. See note 1 below.

Code 7 (follow-up after treatment) is to be used where a woman requires cytological surveillance after a colposcopy attendance regardless of whether or not the colposcopy resulted in biopsy/treatment. Cytological surveillance is usually indicated by the 'R' (early repeat) action code. If a woman is returned to routine recall after negative colposcopy (action code 'A'), code 7 should not be used for subsequent samples.

Code 3 (other) is to be used for samples which do not fit into any other category, for example samples taken at first visit to colposcopy.

Note 1

An invitation is defined as a written letter notifying a woman that her sample test is due. The screening service, the GP practice or the laboratory may send invitations. A woman

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

	attending for screening within six months of the date of invitation is considered to be responding to that invitation. Attendances more than six months after a routine invitation should be classed as opportunistic (code 6). Attendances at any time after an early repeat invitation should be classed according to the reason for the repeat e.g. previous abnormal (code 4) or follow-up (code 7). If the date and/or type of the woman's most recent invitation are not known and cannot be estimated based on her known screening history, it is acceptable to assume that the sample is opportunistic (code 6).
Condition (if applicable): 1 = pregnant 2 = post-natal (under 12 weeks) 3 = I.U.C.D. fitted 4 = taking hormones (specify in 20)	Indicate which (if any) of the options are applicable and provide details where necessary in box 20. This information is required by the laboratory as the woman's hormonal status influences interpretation of the sample.
Clinical data 1 = Cervical scrape 2 = Other (specify) _____	Indicate the type of specimen. Provide all information relating to current signs and symptoms. Also provide brief details of any significant history including abnormal cytology (with slide number) and previous diagnosis and treatment. This will ensure that the laboratory has sufficient information to make an appropriate recommendation on future management of the woman.
Signature ID:	Sign and provide sample taker identification code (by local agreement only).
Signature Date	Sign or initial and give the date that the sample was reported.

NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

39.0 Pathology First Supplies Order Form

Pathology Department			
Laboratory Supplies Online Order Form			
Delivery Name		Order Placed by	
Delivery Address		Date	
		PATH STORES REFERENCE NO:-	
		Tel No.	

SAMPLE CONTAINERS	Product Code	Unit of Issue	Units Required	REQUEST FORMS	Product Code	Unit of Issue	Units Required
Red Top Universal	004517	BAG of 50					
Universals White Top	002015	BAG of 50		Emergency Man.Request (Max=50)	2819	EACH	
Stool/Sputum Pots,white top	007507	EACH (1)		Antenatal Booking 1st Form	11039	EACH	
Transwabs (Blue)	007559	EACH (1)		Antenatal Screening Form	AN2	EACH	
Plastic Collection Spoons	009018	Pack (10)					
CERVICAL SCREENING (NNUH - purple)				INFORMATION LEAFLETS			
Cervical Pot & Brush & Bag		Pack (25)		Post Vasectomy Leaflet	819	EACH	N/A
ICENI Request Forms		Pack (25)		Glucose Tolerance Leaflet	1381	EACH	
Large Purple Transport Bags		Pack (20)					
Histology Pots	007264	EACH (1)					
Swabs Viral	002010	EACH (1)					
Paediatric Urine Bag	007561	EACH (1)					
Semen Sample Pot	F2A	EACH (1)					
CHLAMYDIA SWAB:-				TRANSPORT & SPECIMEN BAGS			
				Specimen/Sample Bags - Clear	009022	Max 6 packs of 100	
URINE	004999	EACH (1)		Spec Bags - Blue-INR samples; only for GP phlebotomy surgeries		Pack	
VAGINAL	021387	EACH (1)		Transport Bags		EACH	
URETHAL/CERVICAL	015715	EACH (1)					
VACUTAINERS & ACCESSORIES				PHLEBOTOMY STORES			
	Product Code	Unit of Issue	Units Required		Product Code	Unit of Issue	Units Required
Needles Eclipse (Green)	002469	BOX (of 48)		Spot Plaster	007519	Box (of 100)	
Needles Eclipse (Black)	002756	BOX (of 48)		5 X 5cm 8 ply Swab	013681	Pack	
EDTA (Mauve)	002407	EACH		Butterfly Needle (21G x 3/4") Grn	002514	EACH	
Sodium Citrate (Blue)	013756	EACH		Butterfly Needle (23G x 3/4") Blue	007442	EACH	
SST (Yellow)	007447	EACH		Lemon K2 EDTA Tube	007246	EACH	
Plain (Red)	002402	EACH		6ML Green Lithiumheparin Tube	007448	EACH	
Glucose Fluoride (Grey)	015739	EACH		Sterets	007584	Box (of 100)	
Xmatch/Antenatal (Pink)	002517	EACH		24hr Plain Urine	24HRP	Bottle	
Single use needle holder	002111	BAG (of 250)		24hr Acid Urine	24HRA	Bottle	
RED Cable Ties	014977	PACK					
BLACK Cable Ties	017335	PACK					

Email to PF.Porters@synlab.co.uk Telephone No - Enquiries only 01702 385215

Please Note: We aim to deliver within 5 working days, so ensure your order is in good time

Form No. 39

NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

40.0 Milton Keynes Supplies Order Form

Please use this form to order non-urgent supplies on a weekly basis. For urgent requests please use the Pathology Supplies telephone: 01908 995793

Surgery:		
ORDERED BY (Name)		
TELEPHONE NO.		
	ITEM	Quantity Required
Blood bottles:	FBC – LAVENDER	
	COAGULATION – BLUE	
	TRANSFUSION – PINK	
	SST (GEL) – GOLD	
	LITHIUM HEPARIN – GREEN	
	PLASMA GLUCOSE – GREY	
	TRACE ELEMENT – DARK BLUE	
	PLAIN LITHIUM HEPARIN (FOR TB ELISPOT) – DARK GREEN	
	PAED WHITE	
	PAED PINK	
	PAED BLUE	
	PAED ORANGE	
	PAED RED	
	PAED GOLD	
	PAED GREEN	
	PAED PURPLE	
	SBR'S – BROWN	
	PAED GLUCOSE – YELLOW	
Other Containers:	RED TOP BORIC ACID UNIVERSAL CONTAINER	
	10ML BORIC ACID (PAEDIATRIC URINE)	
	PLAIN WHITE TOP UNIVERSAL CONTAINER	
	BLUE TOP STOOL CONTAINERS	
	SPUTUM POTS	
	FORMALIN POTS (State size required)	
	CHLAMYDIA MALE – URINE	
	CHLAMYDIA FEMALE – SWAB	
	DERMAPAK	
	FAECAL IMMUNOCHEMICAL (FIT) TUBE (flat, green lid)	
NNUH	LBC KIT (SMEAR POT AND BRUSH) Thin Prep	
NNUH	Purple ICE forms for Cervical Cytology only (1 per patient)	
NNUH	Purple sample bags for Cervical Cytology only (1 per patient)	
NNUH	Large Purple Transport Collection Bag (use 1 per day)	
Swabs:	BLACK SWABS (black swab, amies charcoal medium)	
	PERNASAL SWABS (black swab, wire shaft)	
	VIRAL SWABS RED TOP (Viral PCR other than Flu/RSV)	

NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

	OTHER ITEMS:	
Forms:	PINK BLOOD FORMS	
	ANTE-NATAL REQUEST FORMS	
	ICE REQUEST FORMS	
	ICE REQUEST BAGS	
	BLUE & WHITE REQUEST CARDS	
	BLUE HISTOPATHOLOGY/CYTOLOGY CARDS	

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

41.0 Luton Supplies Order Form



DUNSTABLE UNIVERSITY HOSPITAL

CLINICAL EXCELLENCE, QUALITY & SAFETY

Lewsey Road Luton LU4 0DZ
 Tel: 01582 49 11 66 www.ldh.nhs.uk

LBC-Supplies-Order-Form

No. of LBC kits ordered: (1 kit = 25 brooms + 25 vials)	
Name of Person ordering:	
Contact Telephone No.:	
Name of GP/Clinic:	
Delivery Address:	

Notes

- Please base number of kits ordered according to how many smears you take on a monthly basis.
- Please complete above and send to ldh-tr.pathologysupplies@nhs.net
- No **telephone, posted or faxed** orders will be addressed. Please be assured that email orders will be addressed on a daily basis.
- Please leave a minimum of 5 working days for delivery and order in advance of depletion of stocks
- Please use the above email address if orders are not received.
- Avoid storing surplus stock and rotate any excess stock.

For Cytology staff only:

Packaged by	Date

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

42.0 Bedford Supplies Order Form



Cellular Pathology Department

LBC Supplies Order Form

No. of LBC kits ordered: (1 kit = 25 brushes, 25 vials, 25 small sample bags, 25 sheets ICE-NI paper & 10 transport bags)	
Name of Person ordering:	
Contact Telephone No.:	
Name of GP/Clinic:	
Delivery Address:	

Notes

- Please base the number of kits ordered according to how many tests you take on a monthly basis.
- Please complete above and send to:
GSTS.Bedford-Cytology@nhs.net
- No **telephone, posted or faxed** orders will be addressed. Please be assured that email orders will be addressed on a daily basis.
- Please leave a minimum of 5 working days for delivery and order in advance of depletion of stocks.
- Please use the above email address if orders are not received.
- Avoid storing surplus stock and rotate any excess stock (Please be aware that the vials have an expiry date).

For Cytology staff only:

Packaged by	Date

File name: BED-FORM-505 LBC Supplies Order Form
 Author: K. Wagle
 Authorised by: S. Hunter

Version: 2.2
 Issue Date: see Q-Pulse
 Page **1** of **1**

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

43.0 West Suffolk Supplies Order Form



Order form for Cervical Screening consumables from NNUH

Date of order	
Contact name	
Contact number	
Address for delivery	
GP practice Location code	

Item	Quantity required
Sample taker kit -- 50 Hologic vials & brushes	
ICE-NI Request form paper (sent in batches of 50 sheets)	
Small NNUH Purple marsupial bags (sent in batches of 50 bags)	
Large NNUH Purple transport bags (sent in batches of 20 bags)	

Please complete & email this form to: NNUHCytologyConsumables@nuh.nhs.uk

We will aim to send consumables on the next available transport, but please be aware that deliveries may take 2-3 working days

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.1.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

44.0 Mid Essex Supplies Order Form

→ → → → →

Mid Essex Hospital Services 
NHS Trust


Norfolk and Norwich
University Hospitals
NHS Foundation Trust

 **ICE-NI**
ICE-NI - NORWICH INTERFACE

I

¶

¶

**Order form for Cervical Screening consumables from Pathology Stores
at Broomfield Hospital Mid Essex NHS Trust**

¶ Date of order ¶ ¶	¶	¶
¶ Contact name ¶ ¶	¶	¶
¶ Contact number ¶ ¶	¶	¶
¶ ¶ GP Practice name and address ¶ ¶	¶	¶

¶

Item ¶	Quantity required ¶	¶
¶ Sample taker kit—50 Hologic vials & brushes ¶ ¶	¶	¶
¶ ICE-NI Request form paper (sent in batches of 50 sheets) ¶ ¶	¶	¶
¶ Small NNUH Purple marsupial bags (sent in batches of 50 bags) ¶ ¶	¶	¶
¶ Large NNUH Purple transport bags (sent in batches of 20 bags) ¶ ¶	¶	¶

¶

Please complete this form and e-mail to: mse.gc.consumables@nhs.net ¶

Consumables will be delivered Monday—Friday by Broomfield Hospital Transport within 48 hours of order.

CERVICAL CYTOLOGY USER MANUAL

DEPT. SOP NO.: C.Q.U.I.101A	EDITION: 12
AUTHORISED BY: VIKI FREW	
AUTHOR: KATE MATTHEWS	DATE OF ISSUE: July 2026

45.0 Qualified Sample Taker Details for CSTD Registration

Please complete this form accurately, giving full details to enable your Practice Manager / Department Lead to register you on CSTD (cervical sample taker database).

Please note that this is minimum information required from you to register on CSTD and access to print the cytology forms. **The mandatory fields are highlighted by shading.**

NMC/GMC (This will be your username to login to the CSTD)	
Title (Dr, Mr, Mrs, Prof, Ms, Miss).	
First name	
Surname	
Previous Sample Taker code (For qualified STs only)	
Sample Taker Training Status (Qualified / Trainee)	
Contact Number	
Doctor / Nurse / Physician Associate / Nurse Associate	
Practice Name/Code	
Email (Only @NHS.net or @mod.uk or @mod.gov.uk is valid)	@nhs.net
ST is a Locum (No / Yes)	
Previous training history comments	
Initial training provider	
Last training date (date of last NHSCSP update training or completion of novice sample taker training.)	
Update Training & E-learning date	

NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
NORFOLK & WAVENEY CELLULAR PATHOLOGY SERVICE

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Trainee Sample Taker Details

Please complete this form accurately, giving full details to enable your Practice Manager / Department Lead to register you on CSTD (cervical sample taker database). Not all fields are relevant, dependent on the stage of your training.

The mandatory fields are highlighted by shading.

NMC/GMC (This will be your username to login to the CSTD)	
Title (Dr, Mr, Mrs, Prof, Ms, Miss).	
First name	
Surname	
Contact Number	
Doctor / Nurse /Physician Associate/ Nurse Associate	
Email (Only @NHS.net or @mod.uk or @mod.gov.uk is valid)	@nhs.net
Sample Taker Training Status	Trainee
Previous training history comments	
Initial training provider	
Date of enrolment (Max 12 months training)	
Extension given. (Yes/No)	
Extension Deadline.	
Date of Lab Visit or when Lab Video was viewed.	
Name and Date of Colposcopy Clinic Visited.	
Date Completed Theoretical Modules (dd/mm/yyyy)	
Due date to complete training	
Date of final sign off	
Mentors Name & GMC/NMC	
Assessor Name & GMC/NMC	

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