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About this newsletter

We have created this newsletter to keep you informed with the latest news and information regarding sample taker training, sample taker register, recruitment, incident reporting and advice on becoming a mentor or assessor.

If you have any questions or wish to provide feedback, please contact the Screening and Immunisations Team using: england.swscreeningandimms@nhs.net

Please circulate to all members of staff who might find this newsletter useful.

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Thank you

On behalf of the NHSE/I Screening and Immunisations Team, we want to say a big thank you for all the hard work and diligence you all are doing for the Cervical Screening Programme. We appreciate all your effort in continuing to deliver the programme during this difficult time in lockdown.

The Sample Taker Register code is not the same as the User Code for Open Exeter.

The Sample Taker code is your individual code on the Sample Taker Register and is used when filling out the cervical sample request HMR101 forms. This is given when you are added to the Sample Taker Register by your Practice Lead. The Open Exeter User Code is used to log into your individual Open Exeter account. You will be given the User Code by the OE Primary Contact at your practice. Please ensure you use these codes appropriately.

Sample Taker Register Access

The practice lead of the register at your GP practice is responsible for creating an account on the register. You will receive a username and password and will be able to update your profile including contact details and training.

Please ensure your contact details and your training are up-to-date on the register.

If you are a hospital based Sample taker, you will need to complete a Sample Taker Registration Form to be added onto the register. Please contact SCWSU to get a form. Access to the Register can be found [here](#)

If you have any issues with the sample taker register, please contact SCWSU by email: cervicalsampletaker.scwcsu@nhs.net or by phone: 0300 123 6221

Open Exeter Access

Your practice should have a Primary contact for Open Exeter. This is usually the practice manager. They can create user accounts for staff members generating a User Code and a password to access the account.

Smart cards can be registered to your individual account to allow quick access to their account. As sample takers, you can view patients' cervical screening history including previous results and their current recall status.

Access to Open Exeter can be found [here](#).

HMR101 cervical cytology request form process

When a patient has their cervical sample test, the sample taker must complete a HMR101 cervical cytology request form. As a sample taker, you will use Open Exeter to produce a pre-populated HMR101 form with the patient's demographic and previous test results. This should fill out automatically when you view a patient's screening record as there is an option to produce a HMR101 form.

As shown below, sample takers will need to add clinical data and their own details including their sample taker code to the form as this information is not pre-populated on the form.

The screenshot shows the HMR101 form with several annotations:

- Select the type of HMR101 form to print:** Points to the dropdown menu at the top showing "A5 HMR101 PDF (2009) [Default]".
- Sample Taker Details including your code:** Points to the "NAME AND ADDRESS OF SENDER IF NOT GP" section, which includes fields for Name, Address, Post Code, and Sample Taker Code.
- Clinical Data:** Points to the "CLINICAL DATA (including signs & symptoms, previous abnormal cytology with slide number, previous diagnosis and treatment)" section, which includes fields for "300 degree view" and "Cervix visualised".

The form itself contains the following sections:

- Print HMR101:** A5 HMR101 PDF (2009) [Default]
- Deprecated HMR101 PDFs:** Help, Close
- WOMAN'S HOSP. REG. No.:** HMR101/5, Printed on 3 August 2011
- WOMAN'S NAME AND ADDRESS:** NHS Number: 111 111 1111, FELICITY JANE FRANKLIN, Previous surname: SPINKS-JOY, HOUSE IN THE LANE BY THE BUSH, 11 HOME LANE, DULVERTON, SOMERSET, EX17 2DD, Date of Birth: 08/03/1945
- SOURCE OF SAMPLE:** GP, NHS Conn. Clinic, GUM Clinic, NHS Hospital
- LOCAL CODES:** 1, 2, 3, 4, 5, 6
- REASON:** Routine Call, Routine Recall, Previous Abnormal Test, Previous Inadequate Test, Opportunistic, Follow-up after treatment, Other
- SPECIMEN TYPE:** CERVICAL SCRAPER, OTHER
- NAME AND ADDRESS OF GP:** ANDREW AMBER, MOORSIDE MEDICAL PRACTICE, MOORSIDE MEDICAL CENTRE, 681 RIPPODEN ROAD, MOORSIDE, OLDHAM, OL14 4JH
- HEALTH AUTHORITY:** Q11, Practice Code: TVVR, GPs National Code: G0000917, GPs Local Code: 000901
- CLINICAL REPORT:** LMP (if Day): / /, Last Test: / /, Result/Action: / /
- CONDITION:** Pregnant, IUCD Fitted, Post Natal (under 12 weeks), Taking Hormones (specify below)
- CLINICAL DATA:** 300 degree view, Cervix visualised, Date of This Test: / /
- CYTOTOLOGICAL PATTERN (Result):** Inadequate Specimen, Negative, Borderline Changes, Mild Dyskaryosis, Moderate Dyskaryosis, Severe Dyskaryosis, Thin-layered Carcinoma, Tolerantular Neoplasia
- INFECTION:** Trichomonas, Candida, Wart Virus, Herpes, Aspergillus, Other (Specify)
- MANAGEMENT SUGGESTED (Action):** Normal Recall, Repeat test in Months, Or after Treatment, Gynaecological Referral, Cancel Recall

After inputting your details and clinical data, you should select the appropriate HMR101 form depending on your lab. For the labs in the South West;

- For NBT, an editable A4 portrait HMR101 form is used
- For BSPS, an A5 HMR101 form can be used if ICE is not available.

When the correct HMR101 form is selected and has all the relevant information, it will be ready to print as a PDF and be submitted to the relevant lab with the sample.

If the HMR101 is not correctly completed and hand written forms are used, there is a chance that the sample will be rejected. This will mean that the patient will have to have another cervical sample test. Please ensure if you do need to fill in a blank form, it is very important that you as the sample taker complete as much of the form as you can with the correct information.

If you have issues with Open Exeter in producing the HMR101 forms or accessing the screening records, please contact the Open Exeter Help Desk by email: exeter.helpdesk@nhs.net or by phone: 0300 303 4034

Second samples received within 3 months

NBT have received a number of samples within 3 months of an inadequate result. The guidance found [here](#), states a minimum of 3 months is required between samples. Otherwise this will cause the second sample to be inadequate and the patient will be referred to colposcopy. The letter from CSAS does clarify the date from which the patient will be due but it is important that the sample is not taken before this date.

GP sample takers

If you are a GP, you are able to become a sample taker. GPs will need to get a sample taker code which requires the practice lead of the sample taker register for your practice to add the GP to the register. It is important that as a GP, you have your own sample taker code as this will be used when filling out the HMR101 forms.

GPs do not have to carry out the sample taker training but it is advised for them to complete the e-learning sample taker training that we advise all sample takers to carry out [here](#). They will have to make an account and then search for 'NHS Cervical Screening Programme'.

NBT Policy Update – Cervical Screening Personal Identification number (PIN) absent or invalid

According to the PHE national sample acceptance guidance, cervical screening sample taker's PINs should be present and valid on the HMR101 request form, as this confirms that the sample taker is appropriately trained and competent in cervical sample taking. In line with the national policy, with effect from 1st April, if the sample taker PIN is absent or invalid, samples will be HPV tested and reported as HPV inadequate (HPV-U) if the HPV test is negative. If the HPV test is positive the cytology slide will be examined and reported as cytology inadequate unless abnormal cells are identified. Please ensure that you and all your fellow sample takers at your practice are registered to the Sample Taker Register and ensure a valid PIN code is included on every cervical screening request to avoid inadequate/unavailable sample results.

Cervical Screening Sample Labelling Requirements

There has been issues with patient names not visible on sample pots. The sample pot will need to be labelled manually or with a label printed from your practice system. Please ensure all cervical screening sample requests (vial and form) meet the following minimum identifying criteria:

- the patient's full name (at least first name and surname)
- the patient's date of birth
- the patient's NHS number – (the patient address is also acceptable in the absence of an NHS number)

There must be a minimum of 3 legible and correct patient identifiers to link a request form and sample vial that arrive together. The absence of, or significant mismatch of, one or more of these essential data items constitutes a major labelling discrepancy. In these circumstances, the laboratory cannot be certain of the patient's identity so the sample will be rejected.

Team Contact details

For routine NHS cervical screening enquiries, Screening and Immunisation incidents, and information about Screening Programmes and advice, contact the PHE South West Screening & Immunisations Team
england.swscreeningandimms@nhs.net

Reporting a Screening Incident

Many of you will have seen and used this before but just a reminder and link for easy access.

Screening incident guidance:

<https://www.gov.uk/government/publications/managing-safety-incidents-in-nhs-screening-programmes>