

CERVICAL SAMPLE TAKER REGISTER

In line with the national service specification for the NHS Cervical Screening programme, there is a South West Cervical Screening Sample Taker Register (STR). This is managed by the South West Commissioning Support Unit (CSU) and commissioned by North Bristol Trust (NBT).

The cervical sample taker register logs all the sample takers within the South West region. It stores information on individual sample takers including their contact details, their practice/trust/sexual health setting, their training record and their sample taker code.

All health professionals that are cervical sample takers, are required to be on the register. **This includes doctors**. Their training record should be up to date and have the correct contact details.

Access to the Cervical Sample Taker Register can be found [here](#).

How to add a sample taker on to the register

The most updated Sample Taker Register User Guide can be found [here](#).

GP Practice sample takers

All practice managers were sent communications regarding how to access the sample taker register, including amending records. If you are unsure, please click on the user guide above which will direct you to the process you need to follow in order to access the register.

The practice lead for the GP practice is responsible in ensuring all new and existing sample takers working at that setting are on the STR and that their records are up to date. This includes training records for sample takers who are required to attend training and updates.

The practice lead is usually the practice manager or the lead nurse.

GPs are required to sign the 'Sample Taker Confirmation' which can be accessed once logged onto the register.

Hospital based/sexual health sample takers

Nurses are required to register their details and upload their training records in order to obtain a sample taker code. It is their responsibility to ensure that their records on the register are up to date.

Doctors are required to sign the 'Sample Taker Confirmation' which can be accessed once logged into the register.

NHS England and NHS Improvement



A sample taker who works across settings in the South West will only require one sample taker code BUT will need to be listed against all settings that they work from. Please contact the CSU if you require more information on how to do this. See contact details below.

Sample Taker Training

Appropriate sample taker training must be completed and signed off by an official sample taker training provider. There are several across the South West and if you would like more details of these, please contact the Screening & Immunisation Team (SIT) england.swicars@nhs.net.

Practice leads can also access reports of sample takers who are due to complete the three-yearly update. It is the sample taker's responsibility to ensure they complete the correct training within the set timescales.

There is national guidance on the training requirements for a returning sample taker. If you require more information on this, please contact the SIT.

Training details can be found [here](#).

What to do if a sample taker leaves

If a sample taker decides to leave a practice, it is the responsibility of the practice lead to remove them from the sample taker register promptly.

If a sample taker moves to a new GP practice, the practice lead of their current workplace needs to remove them from their list on the register. When the sample taker starts at the new GP practice, the new practice lead will need to contact the CSU service and they will add the sample taker to their new practice. This will include moving their training records.

If a sample taker leaves a hospital or sexual health setting, it is their responsibility to contact the sample taker register to update their record.

Contact details

Any questions or issues with the sample taker register, please contact CSU STR by email: cervicalsampletaker.scwcsu@nhs.net or by phone: 0300 123 6221

