

## Cervical Screening Checklist

### Right patient:

- Check **patient's name** and **date of birth (DOB)**
- Check patient's **address**
- Check patient's **NHS number**

### Right time:

- Check **CSMS** to ensure the patient is **due** their cervical screen and that a sample has not been taken in the last **12 weeks**.
- Be aware of when not to take a sample and be familiar with the **guidance** on assessment for young women with abnormal vaginal bleeding

### Right form:

- Complete the **ICE request form** and vial label with relevant patient information. If ICE cannot be accessed, the CSMS-generated HMR101 form should be used. If CSMS is unavailable, the blank HMR101 form on the CSAS website (under the guidance for sample takers tab) should be used
- There should be a minimum of **4 legible and correct patient identifiers** - the **patient's full name** (at least **first name** and **surname**), the **patient's date of birth**, a **fourth identifier (ideally the NHS number)**; the patient address is also acceptable)
- Provide accurate detail of the **patient's HIV positive status (if applicable)** in the clinical details of the cervical screening request form. This should be coded as retroviral infection (RVI)
- Ensure the correct sample taker code is on the form

### Right vial:

- Check the vial to make sure that it has not passed its **expiry date** and that it has **at least 14 days remaining**
- Ideally a **printer** should be used for the vial label. The position should not obscure the vial's expiry date. It must also not obscure the clear area between each end of the label already on the vial

### Right procedure:

- Ensure the procedure is explained to the patient and allow opportunity for questions
- Once assured, ask the patient whether they **consent** to the procedure
- Check whether the patient would like a **chaperone** to be present during the procedure and document the response in the patient's records
- Ensure the **cervix is fully visible** and sample appropriately. If unable to visualize, seek colleague assistance first before considering referral to colposcopy
- Ensure the **patient information on the request form and vial match. Check PID with patient before they leave the room**
- Ensure that both the request form and vial are placed in the green bag for transport to the lab

### Right follow up:

- Explain to the patient when to expect their results and what to do if they do not receive them.
- Follow the practice failsafe system to ensure that a result is received for every sample taken
- Communicate with the patient if their sample is rejected and the reason why. Arrange for another sample to be taken **no sooner than 3 months' time, if required**
- Ensure adverse events and incidents are reported and discussed within the service, and reported to the SIT and SQAS using a Screening Incident Assessment Form (SIAF)

If you have any cervical screening queries, please contact the Surrey & Sussex Screening & Immunisation Team via [england.surreysussexsit@nhs.net](mailto:england.surreysussexsit@nhs.net)

**Right  
Patient?**



**Right Time?**

**Right Form?**



**Right Vial?**

**Right  
Procedure?**



**Right Follow  
Up?**