

NEPSEC North of England Pathology and Screening Education Centre

Cervical Sample Taker Initial Training Theoretical Study Course

Region:
Month, Year
Course Reference: **XXX-0000**

Commencing
[DATE]

**Blended learning including self-directed study,
pre-recorded presentations and virtual classroom
lessons**

[DATE]

Full-day face to face practical session at
[VENUE]

Your nominated Mentor will be required to attend a 2-3 hour Briefing Session via MS Teams before you are permitted to commence any practical work. Invitations will be sent upon receipt of their Acceptance of Responsibilities Form and proof of training.

Further information and application forms for any of our courses are available from our Administration Team:

Administration Team: Wakefield Tel: 0113 246 6330
Email sht-tr.nepsec@nhs.net

www.nepsec.org.uk

Director: Dr P Kitsanta MD, FRCPath, MBA, PGCert
Training Centre Manager: Peter Heptinstall PGCert, MSc, CSci, FIBMS, CT-IAC

This theoretical study receives accreditation from Royal College of Nursing (RCN). However, RCN cannot confirm the competency of any practitioner having attended this course

Guidance Notes:

To support your training you have been supplied with a full NEPSEC Training Pack. This consists of a training folder, which includes handout copies of the PowerPoint presentations that will be delivered to you, along with a section of supporting information documents.

In addition to the training folder, you have been supplied with your Personal Training Record Book.

Most of your theoretical course will be delivered via distance learning and consists of the following:

- Microsoft Teams Meetings scheduled on specific days and times as outlined in this programme. You **must** attend or you will be deemed to have failed the course.
- Pre-recorded presentations which you can view in your own time via EchoPoll. Registration instructions will be sent via email by the NEPSEC Team.
- EchoPoll interactive question sets relevant to the pre-recorded presentations. Access instructions are at the end of this document, and you will be notified via email by the NEPSEC Team when the question sets go live. You **must** complete these question sets, or you will be deemed to have failed the course.
- Worksheets relevant to the pre-recorded presentations. These will be available in your course pack when you receive it and should be handed in to your trainer at the end of your Practical Session.

The technology used will have the ability to track your progress. By taking part in the programme of learning and downloading the software you are consenting to being tracked in this way.

During the Distance Learning period, you should expect to spend approximately 2 – 4 hours each day (over 5 days) committed to this study programme. This can be in your own time, but you **must** complete all the self-directed study (pre-recorded presentations, EchoPoll question sets, worksheets and relevant MS Teams sessions) prior to your Practical Session.

Members of the NEPSEC Team will be on hand to assist you with any technical difficulties or missing documentation during the Distance Learning period. We will also be available to undertake practice log in opportunities, should you feel you need one in advance of an online meeting session.

Joining instructions for MS Teams and EchoPoll are on the last pages of this programme. Please contact us on 0113 246 6330 should you need additional assistance.

The content in this programme of learning is the intellectual property of NEPSEC and its course contributors. You are not permitted to voice record, film record or share any of the contents of this programme of learning.

You are also required to read and sign the NHS Cervical Screening Programme Section 251 Declaration for the Compliance with Confidentiality and Disclosure Policy. This will be available in your course pack and should be handed to your trainer during your practical session.

Course Programme

You will need the following to complete the distance learning elements of the course:

- Access to a PC with a camera function or smart device such as smart phone or tablet.
- An up-to-date web browser installed.
- Good internet access, whether connection is via Wi-Fi or a hardwire network cable.

Please review the course programme carefully prior to enrolment and ensure that the necessary arrangements are made to allow you to attend and complete all the required elements.

Live Online Sessions

- Delivered via MS Teams
- Meeting links will be sent out the week prior with your Final Confirmation emails

[DATE]

09:30
60 mins

Topic 1: Overview of the NHS CSP

Local SIT Rep
SIT Region

[DATE]

11:30
90 mins

**Topic 6: Understanding the Test Results
and
NEPSEC Virtual Cytology Laboratory Tour**

Local Laboratory Rep
Lab name

Self-Directed Study

- To be completed during your online theory period at your own pace with the following caveats:
 - Pre-Course Reading and Welcome talk to be completed prior to first MS Teams talk on **DATE**
 - All remaining elements to be completed prior to Practical Session on **DATE** or **DATE**
- You will receive instructions via email the week before the course commences on how to access the presentations on EchoPoll.

Expected time taken	Element	Format	How to access	Completed
Approx 3 hours	Pre-Course Reading & Additional Information	PDF Documents	USB stick, Final Confirmation email and Course Pack	☐
45 mins	Welcome & Introduction*	Video talk	EchoPoll	☐
<i>Please ensure you have completed the above elements before you attend the first live MS Teams session</i>				
90 mins	Topic 2: The Background to Cervical Screening*	Video talk	EchoPoll	☐
45 mins	Topic 3: Organisation of the NHSCSP*	Video talk	EchoPoll	☐
10 mins	Topic 4.1: Overview of Equality of Access to the NHSCSP*	Video talk	EchoPoll	☐
30 mins	Topic 4.2: Ethnic Minorities and Awareness of FGM*	Video talk	EchoPoll	☐
10 mins	Female Genital Mutilation (against) : HealthIDSante	Video	EchoPoll or You Tube (link in 4:2 talk)	☐
30 mins	Topic 4.3: LGBT*	Video talk	EchoPoll	☐
30 mins	Topic 4.4: Physical Disabilities and Learning Disabilities*	Video talk	EchoPoll	☐
45 mins	Topic 7: Review of Anatomy and Physiology of the Pelvic Organs	Video talk	EchoPoll	☐
50 mins	Topic 9: Introduction to Colposcopy & the Management of Women with Abnormal Results*	Video talk	EchoPoll	☐

*** These elements also have an associated question set that will follow on after each talk on EchoPoll. EchoPoll can be accessed using the instructions at the end of this programme once the course has commenced.**

Practical Session

You and other participants in your training cohort will be split into smaller groups and allocated a day for a Practical & Simulated Learning Session during the week after your Distance Learning period.

This will be a face-to-face teaching session at the venue indicated on this programme, which will last approximately 8 hours. **You must bring with you your full training pack.**

You will need to hand the following documents to your trainer by the end of your practical session. They can be found in the To Be Completed section of your course pack:

- Exit Questionnaire/Course Evaluation Sheet
- Section 251 Declaration
- FGM Case Scenarios
- Anatomy Worksheet

[DATE] or [DATE] at [VENUE]

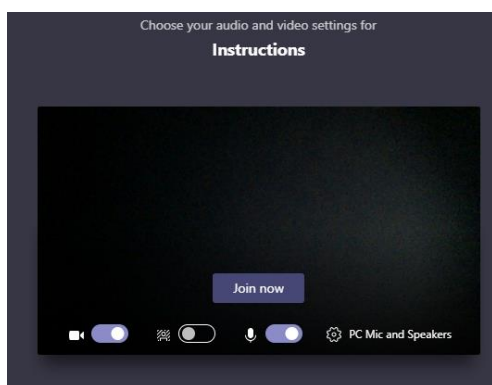
	Course Trainer/Co-ordinator	Trainer
09:00 <i>Prompt</i>	Welcome	
09:15	Review of distance learning sessions <i>Inc FGM Case Studies and EchoPoll Questions review</i>	
10:45	Break	
11:00	Topics 5: Professional Responsibilities and Topic 8: Theory of Sample Taking (inc Legal & Ethical)	
12:00	Lunch	
13:00	Practical Sample Taking	
14:30	Break	
14:45	Personal Training Record Book, Sampling Audit and Final Assessment Processes	
16:15	Questions & Answers	
16:30	Replay of Lab Tour video	
16:45	Close	

Joining Instructions – MS Teams

Using the e-mail address you provided on your NEPSEC Application Form, the NEPSEC Team will send you a calendar invite to join an MS Teams meeting for each relevant session. Please confirm you have received this by 'Accepting' each invitation.

Approximately 10 minutes prior to the meeting, open the meeting in your calendar and click on the words [Join Microsoft Teams Meeting](#)

If you already have an MS Teams account (you can use your nhs.net account for this) simply select the option to 'Open Microsoft Teams'. Ensure the camera and microphone are on and once it opens select 'Join Now'.



You may be asked to wait whilst a Team member admits you to the meeting

When you've been accepted, again ensure that your camera and microphone are not muted (i.e. the little icons are not crossed through)

If you have not used MS Teams before or you wish to join as a guest. After clicking on the words [Join Microsoft Teams Meeting](#)

Click Get Teams to download the app to your device or computer

Join as a Guest and insert your name

Allow access to your camera and microphone

Click Join

You may be asked to wait whilst a Team member admits you to the meeting

When you've been accepted, again ensure that your camera and microphone are not muted (i.e. the little icons are not crossed through)

Joining Instructions – EchoPoll

Minimum System Requirements

- Active internet connection
- Up to date version of a web browser (Google Chrome, Microsoft Edge, Apple Safari, Firefox etc)
- The work e-mail address you stated on your NEPSEC Application Form

An account is required for use with Turning Technologies products. You will be e-mailed with a request to set up an Echo360 Account. The wording in the email will be similar to this:

“You’ve been enrolled in a new EchoPoll course! Click here to create your account”

If you don’t receive the email, you can also load the sign-in page directly by going to
<https://account.turningtechnologies.eu/account/#>

When creating your account you will be asked to enter the following information:

- First name
- Last name
- Role (Select Participant)
- Country (Select United Kingdom)
- Market (Select Government)
- Email address (enter the address you were invited on)
- Create and confirm your password
- Check the box marked “I accept the Echo360 Terms & Conditions and Privacy Policy”
- Select **Continue**

You will be taken to the EchoPoll Dashboard, which details the courses and sessions you are enrolled on.

Once you receive your Final Confirmation course email you should see the course you have been enrolled on in the **My Courses** section of your Dashboard.

The NEPSEC Administration Team will control when assignments become available for participation. Each will have an opening and a closing day/time.

Once an Assignment commences, select **Start** to begin the video and/or question set and follow the on-screen instructions. Please be sure to **Finish** and **Submit** your answers to complete the assignment fully.