

NEPSEC North of England Pathology and Screening Education Centre

Cervical Sample Taker Initial Training Theoretical Study Course

Region:
Month, Year
Course Reference: XXX-0000

[Venue]

[Date]

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

Dear trainee

Thank you for enrolling on the Cervical Sample Taker Initial Training Course through the North of England Pathology and Screening Education Centre (NEPSEC).

To support your training you will be 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 (with further reading documents on the USB stick).

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

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 training session.

To Complete / Homework

You will have been provided with a final confirmation email that includes your Pre-Course Reading materials. Please undertake to read these ahead of your first day of theoretical study.

There are several documents in the “To Complete” section of your training pack which need to be completed and handed in to your trainer before the end of your theory days. These are:

- **NHS Cervical Screening Programme Section 251 Declaration for the Compliance with Confidentiality and Disclosure Policy**
- **Participant Engagement Question Set**
- **FGM Case studies worksheet**
- **Anatomy & Physiology worksheet**
- **Exit Questionnaire**

Please ensure you do this and hand them in at the end of your second theory day.

Once you have completed all of the theoretical elements and your mentor has attended their mandatory Briefing Session, you will be able to move on to your practical training under the supervision of your in-house Mentor. You will be completing your Personal Training Record Book to submit as part of your portfolio of evidence at the end of the course. Instructions on what needs to be completed will be covered during your theory sessions.

We hope that you enjoy the course and we look forward to supporting you through this programme of learning.

Yours faithfully

[Administrator first name]

[Administrator name]

[Administrator Job title], NEPSEC [site]

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.

Expected time taken	Element	Format	How to access	Completed
Approx 3 hours	Pre-Course Reading & Additional Information	PDF Documents	Final Confirmation email Course Pack USB data stick	☐

Programme Day One – DATE

Course Trainer/Co-ordinator

Trainer

09:00
Prompt

Registration & Coffee

09:15

Introduction and welcome

Trainer

10:00

Topic 1: Overview of the NHSCSP
(joining via MS Teams)

SIT Representative
NHS England

11:30

Coffee break

11:45

Topic 3: Organisation of the NHSCSP

Trainer

12:30

Topic 6: Understanding the Test Results
(joining via MS Teams)

Lab representative
Lab Name

13:30

Lunch

14:00

Topic 2: Background to Cervical Screening

Trainer/
Training Centre Manager

15:00

Topic 4: Equality of Access to Cervical Screening

Trainer/
guest speakers

15:45

Topic 9: Colposcopy & the Management of Women
(video narrated by Gail Oliver or speaker joining via MS Teams)

Colp representative
Colp location

17:00

Close

Programme
Day Two – DATE

	Course Trainer/Co-ordinator	Trainer
09:00 <i>Prompt</i>	Welcome back & coffee	
09:15	Topic 7: Anatomy & Physiology	Trainer
10:00	<i>Coffee break</i>	
11:00	Topic 5: Professional Responsibilities and Topic 8: Theory of Sample Taking (inc Legal & Ethical) <i>Includes simulated learning for room set-up, taking a clinical history, familiarisation of equipment, patient management/positioning and sampling techniques</i>	Trainer
12:15	<i>Lunch</i>	
12:45	Practical Sample Taking & Consultation Skills <i>Includes access to simulation aids using various sampling equipment</i>	Trainer
14:45	Personal Training Record Book, Sampling Audit and Final Assessment Processes <i>Includes simulated learning for understanding and management of test results and effective audit procedures</i>	Trainer
16:45	Questions & Answers session <i>Includes participant engagement question set and homework sheets</i>	Trainer
17:00	<i>Close</i>	