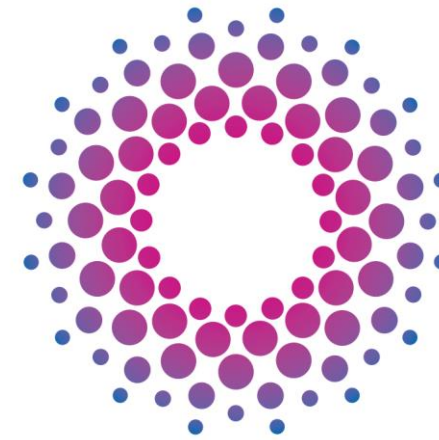


London Cervical Sample Taker Database



**Cervical
Screening
London**

Sample Taker User Guide

Version 3: September 2024



HEALTH SERVICES
LABORATORIES



London North West
University Healthcare
NHS Trust

NHS England and NHS Improvement



Cervical Screening London is a service provided for the NHS through a partnership
between Health Services Laboratories and LNWUH NHS Trust

- The aim of this document is to guide users through registration on the London Sample Taker Database (LonCSTD)
- The following link will take you to the London Sample Taker Database website

<https://loncstd.england.nhs.uk>



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Introduction (1)

Current national guidance reviewed by the Clinical Professional Group for Cervical Screening Education and Training (CSET) and published by Public Health England (PHE) requires all sample takers to have a unique sample taker ID (Cervical screening: cervical sample taker training: September 2023).

The London Cervical Sample Taker Database (LonCSTD) is a register of all sample takers in the London Region. The database has been in existence since 2015 under the management of NHSE.

Cervical Screening London (CSL) have been managing the day-to-day administration of the database from October 2020.

All cervical sample takers sending samples to CSL must be registered on the LonCSTD.

This includes the following staff groups:

- registered nurses & paramedics
- registered nursing associates
- registered midwives
- physician associates who are registered on the Physician Associate Managed Voluntary Register (PAMVR)
- registered healthcare professionals working in integrated sexual health (ISH) clinics
- General Medical Council (GMC) registered medical doctors



Introduction (2)

All cervical sample takers sending samples to CSL must be registered on the LonCSTD. This includes the following staff groups:

- registered nurses & paramedics
- registered nursing associates
- registered midwives
- physician associates who are registered on the Physician Associate Managed Voluntary Register (PAMVR)
- registered healthcare professionals working in integrated sexual health (ISH) clinics
- General Medical Council (GMC) registered medical doctors



Introduction (3)

- Upon successful registration the sample taker will be issued with a unique Sample Taker Personal Identification Number (ST PIN).
- Documentation of the ST PIN on the cervical sample request form is essential for samples to be accepted in the laboratory.
- Samples received without a valid ST PIN may be rejected in line with current guidance (Cervical screening: accepting samples in laboratories (26 October 2020))



Introduction (4)

Local/Regional CSTD

- There are currently 8 cervical screening laboratories in England.
- Each laboratory covers a designated area, and as such manage the CSTD for that area.
- ST should be aware that there is a requirement to register on more than one database if they work across multiple areas.
- For further information please contact hsl.csl.cstd@nhs.net



Sample Taker Responsibilities (1)

1. Sample takers are not permitted to share their PIN with anyone
All cervical sample results will be linked to the PIN documented on the request form.
2. Sample takers must document their PIN on the request form for any samples that they personally obtain.
3. Sample takers must use the PIN for all cervical sample taking locations that send their samples to CSL.



Sample Taker Responsibilities (2)

4. Sample takers must inform the LonCSTD Administration team at hsl.csl.cstd@nhs.net if any of the following occur:

- Change in lead employer details
- Change to email address
- Change to name
- Leaving the profession/no longer taking cervical samples
- No longer working in the London region/sending samples to CSL
- Professional registration has lapsed or expired
- Has a fitness to practice (FTP) hearing, caution or condition against their professional registration
- Has an extended leave or period of absence for greater than 12 months (for example, sabbatical, maternity leave, long term sickness)





Mandatory Cervical Sample Taker Training (1)

Medically qualified sample takers

Cervical sample taker training is NOT mandatory

NHSE strongly encourage ALL sample takers to complete the following courses on the e-learning for healthcare portal (<https://www.e-lfh.org.uk/>)

- Primary HPV Screening e-Learning course for sample takers

Or

- Primary HPV Screening e-learning course for Colposcopists
- Cervical Sample Taker Update Training

When complete please upload the certificates to your account.



Mandatory Cervical Sample Taker Training (2)



Qualified Sample Takers:

Complete the following courses on the e-learning for healthcare portal (<https://www.e-lfh.org.uk/>)

- Primary HPV Screening e-Learning course for sample takers
- Cervical Sample Taker Update Training If you have completed this and have the certificates, please upload this onto your account.

When complete please upload the certificates to your account.

Trainee Sample Takers:

Complete the following courses on the e-learning for healthcare portal (<https://www.e-lfh.org.uk/>)

- Primary HPV Screening e-Learning course for sample takers
- Sample taker training: the interim assessment (as directed by your training provider / mentor)

Evidence of attendance of 2-day theoretical training should have been added during registration
Evidence of completion of training / final sign of must be uploaded to obtain qualified PIN.



Mandatory Cervical Sample Taker Training (3)



Trainee Sample Takers:

Must attend 2-day theoretical training by a NHSCSP approved and accredited training provider prior to registration.

The training provider will guide the trainee through the training requirements and associated documentation.

The following documents must be uploaded on to the LonCSTD in order to obtain a qualified sample taker PIN.

- Completion of the following courses on the e-learning for healthcare portal (<https://www.e-lfh.org.uk/>)
 - Primary HPV Screening e-Learning course for sample takers
 - Sample taker training: the interim assessment (as directed by your training provider / mentor)
- Evidence of attendance of 2-day theoretical training should have been added during registration
- Evidence of completion of training / final sign off / competency



Registration



Registration is separated into 3 sections

- Section 1: Medically Trained Samples Takers (slides 8-14)
- Section 2: Qualified (non-medical) Sample Takers (slides 15-20)
- Section 3: Trainee (non-medical) Sample Takers (slides 21-27)



Registration for Medically Trained Sample Takers



The screenshot shows the NHS England registration interface. At the top left is the NHS England logo. The main heading is 'System Login', with a sub-heading 'Welcome to the cervical sample taker database. Please log in using your username and password.' Below this is a 'Forgotten your password?' link. There are two input fields: 'Username (email address)' and 'Password', followed by a 'Submit' button. A note states: 'The CSTD is currently undergoing development - if you experience any issues with registration or login, please try again in 30 mins. If this does not resolve, please let us know at csl.cstd@nhs.net'. Below the login section is a blue bar for 'Self Registration Stage 1 of 5'. The instruction is 'Please select from the following 3 options to start the process.' There are three buttons: 'Medically Trained Sample Taker', 'Qualified Sample Taker', and 'Trainee Non-Medical Sample Taker'. At the bottom, there is a 'Registration Help' section with a 'Need help?' button. A blue arrow points from the text 'Step 1: Select 'Medically Trained Sample Taker'' to the first button.

Step 1: Select 'Medically Trained Sample Taker'

Registration for Medically Trained Sample Takers (2)



Step 2: Complete all mandatory fields

Please note: The email address/username **MUST** be your nhs.net email address or your official trust email address.

A screenshot of a web form titled "Self Registration Stage 2 of 5". The form is divided into two columns. The left column contains fields for: Username (email address) with the value "sample.taker@nhs.net"; Title with a dropdown menu showing "Dr."; Surname with the value "Sample"; Contact Number with the value "12345678910"; Position (or role) with a dropdown menu showing "Doctor"; GMC/NMC Number with the value "1234567"; In-house Professional Support (empty text box); and a question "Do you work as a locum in any of the practices where you take samples?" with a dropdown menu showing "No". The right column contains fields for: Password (empty); Password (Repeat) (empty); Firstname with the value "Taker"; Previous Sample Taker Code(s) (empty text box with a note "*NB Max length 255 characters"); Mentors with a dropdown menu showing "Not applicable"; and PAMVR - PAMVR Checker (empty text box). At the bottom of the form, there are two buttons: "Go back to stage 1" on the left and "Continue" on the right. A blue arrow points from the "Continue" button to the text "Once all mandatory fields have been completed, select continue." on the right side of the image. Another blue arrow points from the "Please note" text to the "Username" field.

Once all mandatory fields have been completed, select continue.

Registration for Medically Trained Sample Takers (3)



Please Note:

Although not mandatory for medically trained sample takers NHSE strongly encourage ALL sample takers to complete Cervical Sample Taker Update training on e-lfh portal

Step 3:

Select your employer from the drop-down box. If your employer is not on the list, please contact the administration team at hsl.csl.cstd@nhs.net

Self Registration Stage 3 of 5

No evidence of training required.

Although not compulsory, it is recommended that you complete the free approved online Primary HPV screening e-learning course for sample takers and Cervical sample taker update training which is available on e-learning for Healthcare website using the link below:

<https://portal.e-lfh.org.uk/>

Please note, to use e-lfh online portal users are required to register and log in. Once logged in you need to navigate to the NHS Cervical Screening Programme to access the two online courses.

* e-lfh primary HPV screening module
 By ticking this box you confirm the completion of e-lfh primary HPV screening module

* Disclaimer
 By ticking this box I agree to my responsibilities as a Sample Taker Web-based System User as set out in the following webpage: [Click here](#)

Lead Employer

* Region
Not Applicable

* Please select the lead employer's CCG from the list
Not Applicable

* Please select the lead employer's from the list
Not Applicable

[Go back to stage 2](#) [Continue](#)

When all mandatory fields have been completed, select continue.

Registration for Medically Trained Sample Takers (4)



Step 4:
Upload evidence of update
if completed.

Self Registration Stage 4 of 5

No evidence of training required.

Evidence upload | Stage 1

The document name should make it obvious what the document is, e.g. Training Certificate 02.12.2019, or Update Certificate 02.12.2019-04.12.2019
You should upload your MOST RECENT training certificate ONLY during registration to allow authorisation - you will then be able to upload any further documentation you wish to via your user account once you have been granted access to the CSTD.

Name of file

[Continue to file selection](#)

[Go back to stage 3](#) [Continue](#)

If the update has not been completed this section can be skipped by pressing continue.

Registration for Medically Trained Sample Takers (5)



Step 5:
The final check will display your credentials.

Please ensure you make a note of your password.

Self Registration Stage 5 of 5

Final Check

Username (email address) Csl.cstd@nhs.net	Password sampletaker
Title Dr.	Firstname Taker
Surname Sample	Previous Sample Taker Code(s)
Contact Number 12345678910	Mentors
Position (or role) Doctor	GMC/NMC Number 1234567
PAMVR	In-house Professional Support
Do you work as a locum in any of the practices where you take samples? NO	Agency Details including Name of Agency & Means of Contact e.g. email/phone
Region North East London	CCG Havering
Lead Employer CRANHAM HEALTH CENTRE	
Evidence	

[Go back to stage 4](#) [Continue](#)

Please note:
To make an amendment to any information click the “go back” button.

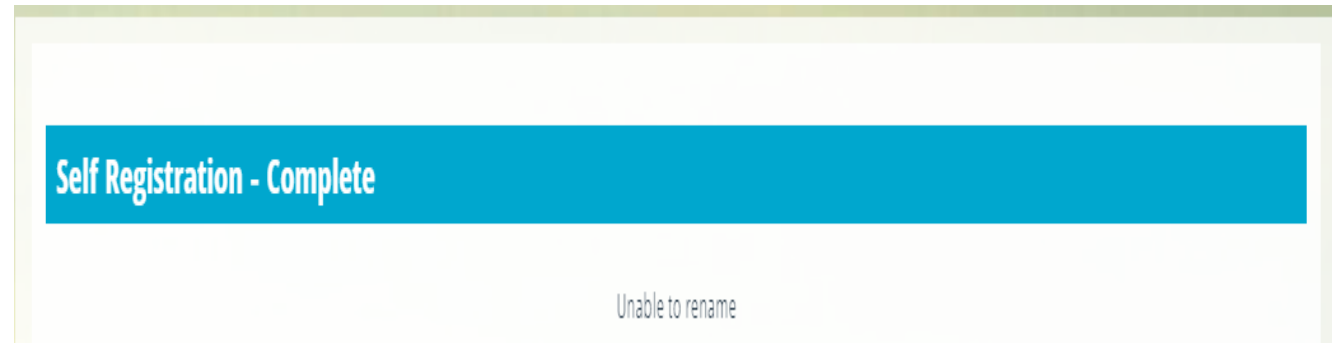
Once you have made the final check click continue.

Registration for Medically Trained Sample Takers(6)

Step 6:

Upon successful registration the CSTD administrators verify the registration with the GMC register.

The team will contact the sample taker directly using the email address provided.



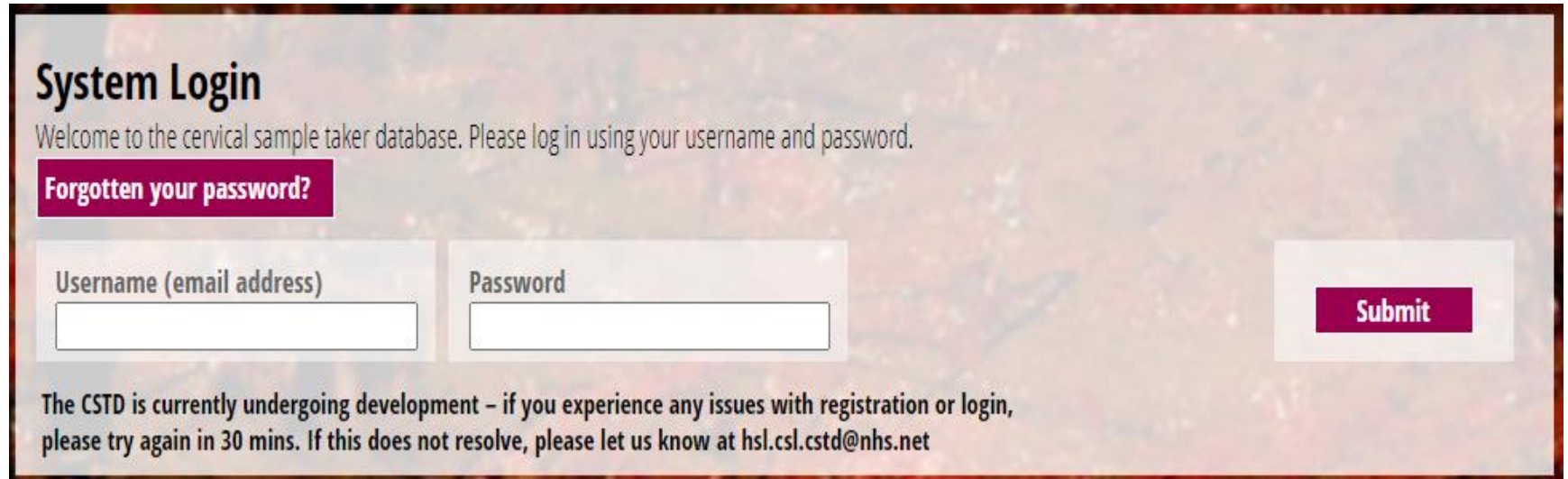
Your sample taker PIN will be issued within 5 working days of completed registration.



Registration for Medically Qualified Sample Takers (7)

You will now be able to log into your account using your details that you have created.

All sample takers are reminded to keep their contact details updated. Failure to do so may result in inactivation of the PIN.



System Login
Welcome to the cervical sample taker database. Please log in using your username and password.

[Forgotten your password?](#)

Username (email address)

Password

The CSTD is currently undergoing development – if you experience any issues with registration or login, please try again in 30 mins. If this does not resolve, please let us know at hsl.csl.cstd@nhs.net

Registration for Qualified Sample Takers



Step 1: Select
'Qualified Sample
Taker'

A screenshot of the NHS England website showing the system login and self-registration process. The top left features the NHS England logo. The main content area is titled 'System Login' and includes a welcome message, a 'Forgotten your password?' link, and input fields for 'Username (email address)' and 'Password', with a 'Submit' button. Below this is a message about the CSTD development. The bottom section is titled 'Self Registration Stage 1 of 5' and asks the user to select from three options: 'Medically Trained Sample Taker', 'Qualified Sample Taker', and 'Trainee Non-Medical Sample Taker'. A blue arrow points from the text 'Step 1: Select 'Qualified Sample Taker'' to the 'Qualified Sample Taker' button.

Registration for Qualified Sample Takers (2)

Step 2: Complete all mandatory/applicable fields.

Please note: The email address/username **MUST** be your nhs.net email address or your official trust email address

Please select the position/role using the drop-down list
(Medically qualified sample takers should follow the process describe in sides 8- to 15)

Sample Takers working as a locum should select 'Yes'
Please enter the details of all locations where cervical samples are taken

Self Registration Stage 2 of 5

* Username (email address)

* Password

* Title
Dr.

* Password (Repeat)

* Surname

* Firstname

* Contact Number

Previous Sample Taker Code(s) *NB Max length 255 characters and your Training Provider

* Position (or role)
Please select...

* GMC/NMC Number

* Mandatory - Please check and submit your GMC/NMC registration number. You can check this by clicking on either **GMC Checker** or **NMC Checker**

Workplace Cytology Lead

Do you work as a locum in any of the practices where you take samples?
No

PAMVR - PAMVR Checker

[Go back to stage 1](#) [Continue](#)

When all mandatory/applicable fields have been completed select continue.

Registration for Qualified Sample Takers (3)

Step 3: Complete details of cervical sample taker training.

Evidence of completion will be required at the next stage.

Sample takers who

1. completed sample taker training more than 3 years ago and / or
2. are unable to provide evidence of completion of cervical sample taker training

should **stop** the registration at this point and contact hsl.csl.cstd@nhs.net for details on how to proceed

Self Registration Stage 3 of 5

Evidence of training will be required.

- Please upload certificate of completion of sample taker training

If you completed your sample taker training more than 3 years ago and do not have evidence you completed your sample taker training please contact CSTD Administration Team (hsl.csl.cstd@nhs.net) for details as to how you should proceed.

- Certificate of completing Update Course within the last 3 years if sample taker training completed more than 3 years ago

Complete the free approved online Primary HPV screening e-learning course for sample takers and Cervical sample taker update training which is available on e-learning for Healthcare website using the link below

<https://portal.e-lfh.org.uk/>

Please note, to use e-lfh online portal users are required to register and log in. Once logged in you need to navigate to the NHS Cervical Screening Programme to access the two online courses.

Cervical sample taking initial/core/foundation training undertaken in the

Please select...

Date when completed training

* e-lfh primary HPV screening module

* Disclaimer By ticking this box I agree to my responsibilities as a Sample Taker Web-based System User as set out in the following webpage: [Click here](#)

Lead Employer

* Region

* Please select the lead employer's Borough from the list

* Please select the lead employer's from the list

[Go back to stage 2](#) [Continue](#)

Complete all mandatory fields, including the lead employer section.

When all mandatory fields have been completed select continue.

Registration for Qualified Sample Takers (4)



Step 4:

Upload evidence of completion of cervical sample taker training.

This stage must be completed to continue with the registration.

Please note: the document name must be typed in to the 'name of file box'

The document name should clearly indicate what the document is.

Click on 'continue to file selection' which will allow you to select the relevant file saved on your device

Self Registration Stage 4 of 5

Evidence of training required.

Evidence upload | Stage 1
The document name should make it obvious what the document is, e.g. Training Certificate 02.12.2019, or Update Certificate 02.12.2019-04.12.2019
You should upload your MOST RECENT training certificate ONLY during registration to allow authorisation - you will then be able to upload any further documentation you wish to via your user account once you have been granted access to the CSTD.

Name of file

[Continue to file selection](#)

[Go back to stage 3](#)

When the document has been uploaded, the database will automatically continue to the final stage.

Further details on uploading documents can be found within the Database Navigation section

Registration for Qualified Sample Takers (5)



Step 5:
The final check will display your credentials.

Please ensure you make a note of your password.

Self Registration Stage 5 of 5

Final Check

Username (email address) Csl.cstd@nhs.net	Password sampletaker
Title Miss.	Firstname Taker
Surname Sample	Previous Sample Taker Code(s)
Contact Number 12345678910	Mentors
Position (or role) Nurse	GMC/NMC Number 1234567
PAMVR	In-house Professional Support
Do you work as a locum in any of the practices where you take samples? NO	Agency Details including Name of Agency & Means of Contact e.g. email/phone
Region East & Herts	CCG Herts Valley
Lead Employer Annandale Medical Centre	
Cervical sample taking initial/core/foundation training undertaken in the UK	Foundation training MKM
Year when completed training 05/08/2020	
Evidence Competency	

[Go back to stage 4](#) [Continue](#)

Please note:
To make an amendment to any information click the “go back” button.

Once you have made the final check click continue.

Registration for Qualified Sample Takers (6)

A screenshot of the NHS England System Login page. On the left is the NHS England logo. The main content area has a light grey background with a faint image of a person. The title "System Login" is in bold black text. Below it is a welcome message: "Welcome to the cervical sample taker database. Please log in using your username and password." A purple button with white text says "Forgotten your password?". There are two input fields: "Username (email address)" and "Password". To the right of these fields is a purple "Submit" button. At the bottom, a message states: "The CSTD is currently undergoing development – if you experience any issues with registration or login, please try again in 30 mins. If this does not resolve, please let us know at hsl.csl.cstd@nhs.net".

Step 6: Upon successful registration qualified sample takers should log in to their account to complete uploading the required documentation (slide)



Registration for Qualified Sample Takers (7)



Step 7:

When all documentation has been uploaded the LonCSTD administrators will verify the registration with the appropriate professional register and check the uploaded documentation fulfils the training requirements.

The team will contact the sample taker directly using the email address provided.

Your sample taker PIN will be issued within 5 working days of verification of the training documents.



Registration for Trainee (Non-Medical) Sample Takers



Important note:

Trainee cervical sample takers should only register on the database following attendance at 2 day initial/core/foundation/theoretical training

Evidence, or certificate of attendance, at this training must be available to upload to the database at the time of registration.

For further information please contact the LonCSTD administration team at hsl.csl.cstd@nhs.net

For the purpose of this document the term ‘theoretical training’ may be used interchangeably with ‘initial’, ‘core’, ‘foundation’ training and refers to 2 days training with an NHSCSP approved and accredited training provider



Registration for Trainee (Non-Medical) Sample Takers (2)

A screenshot of the NHS England website showing the system login and self-registration process. The top left features the NHS England logo. The main heading is 'System Login' with a welcome message and a 'Forgotten your password?' link. Below are input fields for 'Username (email address)' and 'Password', and a 'Submit' button. A notice states: 'The CSTD is currently undergoing development - if you experience any issues with registration or login, please try again in 30 mins. If this does not resolve, please let us know at hsl.csl.cstd@nhs.net'. The 'Self Registration Stage 1 of 5' section follows, with the instruction 'Please select from the following 3 options to start the process.' and three buttons: 'Medically Trained Sample Taker', 'Qualified Sample Taker', and 'Trainee Non-Medical Sample Taker'. A blue arrow points from the text 'Step 1: Select 'Trainee Non-Medical Sample Taker'' to the 'Trainee Non-Medical Sample Taker' button.

Step 1: Select 'Trainee Non-Medical Sample Taker'



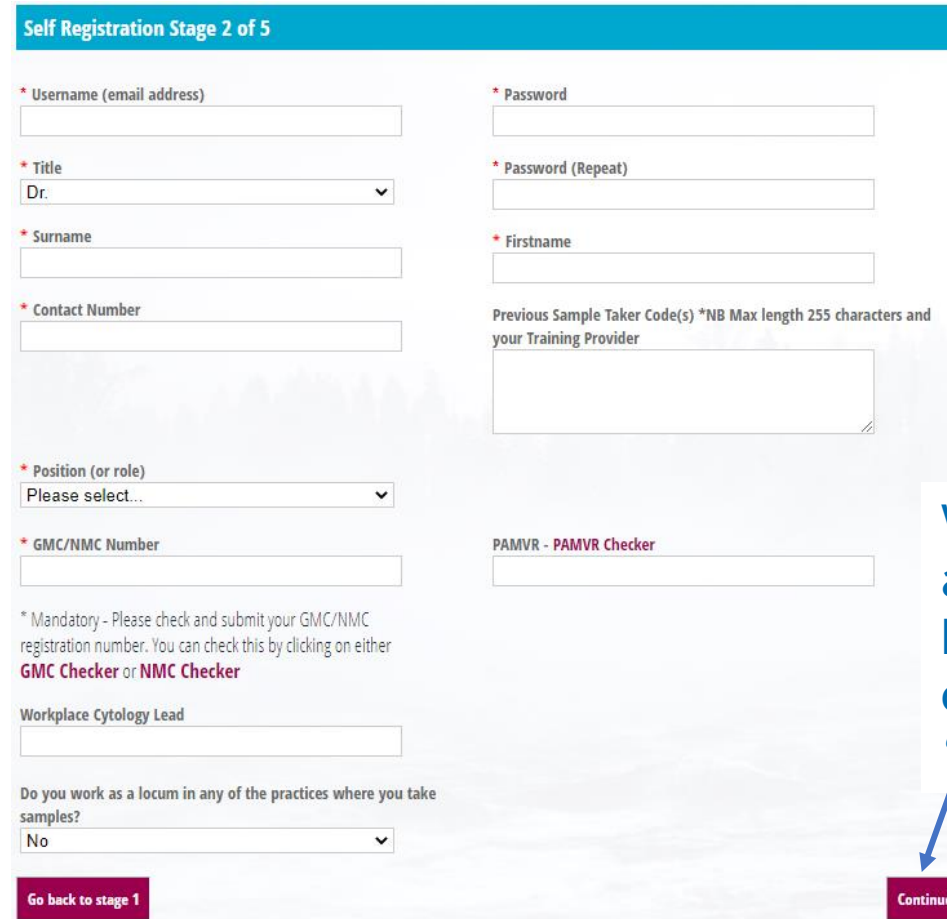
Registration for Trainee Non-Medical Sample Takers (3)

Step 2: Complete all mandatory/ applicable fields.

Please note: The email address / username **MUST** be your nhs.net email address or your official trust email address.

Please select the position/role from the drop-down list

Sample takers working as a locum should select 'Yes'
Please enter the details of all locations where cervical samples are taken.



Self Registration Stage 2 of 5

* Username (email address)

* Password

* Title ▼

* Password (Repeat)

* Surname

* Firstname

* Contact Number

Previous Sample Taker Code(s) *NB Max length 255 characters and your Training Provider

* Position (or role) ▼

* GMC/NMC Number

* Mandatory - Please check and submit your GMC/NMC registration number. You can check this by clicking on either **GMC Checker** or **NMC Checker**

Workplace Cytology Lead

Do you work as a locum in any of the practices where you take samples? ▼

[Go back to stage 1](#) [Continue](#)

When all mandatory/ applicable fields have been completed select 'Continue'.

Registration for Trainee Non-Medical Sample Takers (4)



Step 3: Complete details of cervical sample taker training

Evidence of completion will be required at the next stage

Complete all mandatory fields, including the **lead employer** section.

Self Registration Stage 3 of 5

To register on the CSTD you must have:

Cervical sample taking training undertaken in the

Theoretical training

Date when completed training

* e-lfh primary HPV screening module By ticking this box you confirm the completion of e-lfh primary HPV screening module

* Disclaimer By ticking this box I agree to my responsibilities as a Sample Taker Web-based System User as set out in the following webpage: [Click here](#)

Lead Employer

* Region

* Please select the lead employer's Borough from the list

* Please select the lead employer's from the list

[Go back to stage 2](#) [Continue](#)

When all mandatory fields have been completed select continue

Registration for Trainee Non-Medical Sample Takers (5)

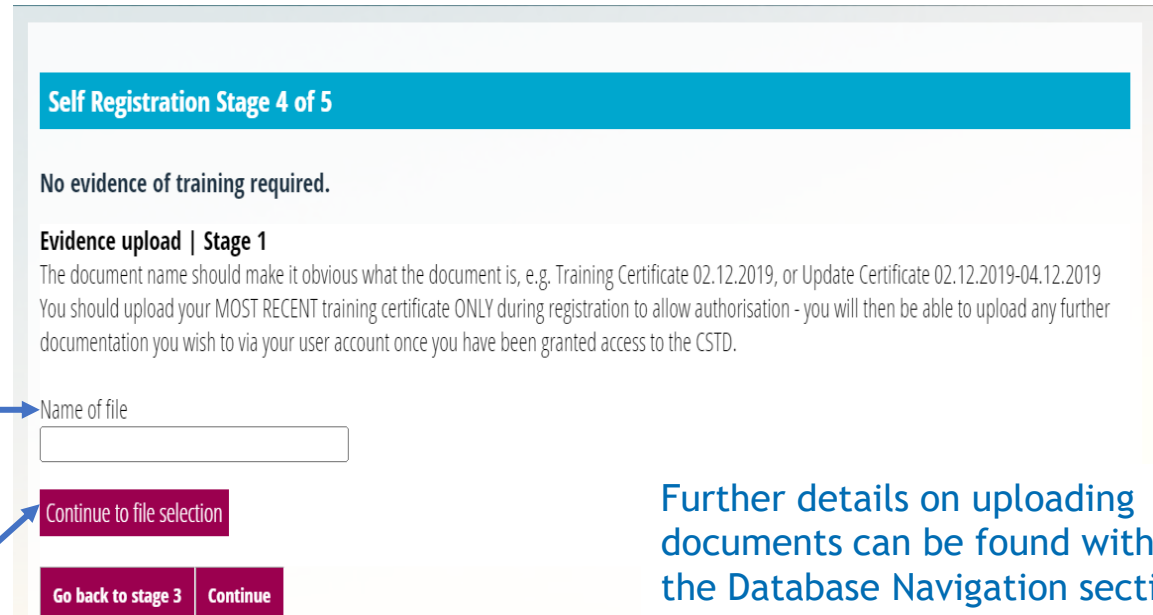
Step 4:
Upload evidence of attendance at the 2-day theoretical training certificate.

This stage must be completed to continue with the registration

Please note: The document name must be typed in to the 'name of file box'

The document name should clearly indicate what the document is.

Click on 'continue to file selection' which will allow you to select the relevant file saved on your device.



Self Registration Stage 4 of 5

No evidence of training required.

Evidence upload | Stage 1

The document name should make it obvious what the document is, e.g. Training Certificate 02.12.2019, or Update Certificate 02.12.2019-04.12.2019. You should upload your MOST RECENT training certificate ONLY during registration - you will then be able to upload any further documentation you wish to via your user account once you have been granted access to the CSTD.

Name of file

Continue to file selection

Go back to stage 3 Continue

Further details on uploading documents can be found within the Database Navigation section

When the document has been uploaded, the database will automatically continue to the final stage

Registration for Trainee Non-Medical Sample Takers (6)



Step 5:
The final check will display your credentials

Please ensure you make a note of your password

Final Check

Username (email address) mirandabdsm@hotmail.co.uk	Password Vanessa1
Title Miss.	Firstname Taker
Surname Sample	Previous Sample Taker Code(s)
Contact Number 0207460851	Mentors
Position (or role) Nurse	GMC/NMC Number 1234567
PAMVR	In-house Professional Support
Do you work as a locum in any of the practices where you take samples? NO	Agency Details including Name of Agency & Means of Contact e.g. email/phone
Region North East London	CCG Barking & Dagenham
Lead Employer DR BK JAISWAL'S PRACTICE	
Evidence certificate	

[Go back to stage 4](#) [Continue](#)

Please note:
To make an amendment to any information click the 'go back' button.

Once you have made the final check click 'Continue'

Registration for Trainee Non-Medical Sample Takers (7)

A screenshot of the NHS England website showing the 'System Login' and 'Self Registration Stage 1 of 5' sections. The 'System Login' section includes a 'Forgotten your password?' link, input fields for 'Username (email address)' and 'Password', and a 'Submit' button. Below this is a message: 'The CSTD is currently undergoing development – if you experience any issues with registration or login, please try again in 30 mins. If this does not resolve, please let us know at hsl.csl.cstd@nhs.net'. The 'Self Registration Stage 1 of 5' section has a blue header and asks the user to 'Please select from the following 3 options to start the process.' Below this are three buttons: 'Medically Trained Sample Taker', 'Qualified Sample Taker', and 'Trainee Non-Medical Sample Taker'. The NHS England logo is visible in the top left corner of the screenshot.

Step 6:

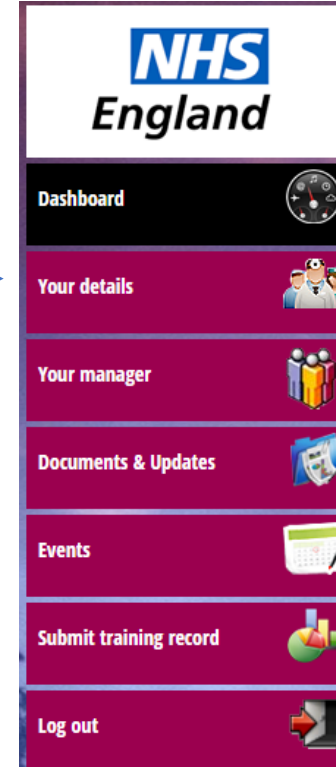
Upon successful registration trainee sample takers should login to their account to complete their training details and upload any further documentation required.



Registration for Trainee Non-Medical Sample Takers (8)



Step 7:
After successfully logging in
using the username and
password
Select 'your details' from the
options on the left-hand side.



Registration for Trainee Non-Medical Sample Takers (9)



Scroll down to 'Your Training Details'

A screenshot of the NHS Cervical Screening website. The page is titled 'Your details' and contains a sidebar on the left with navigation options like 'Dashboard', 'Your details', 'Your manager', 'Documents & updates', 'Tasks', 'Submit training record', and 'Log out'. The main content area is divided into 'Your main details' and 'Your Training Details'. The 'Your main details' section includes fields for name, date of birth, gender, region, and GP details. The 'Your Training Details' section is currently empty, with a red arrow pointing to it from the text on the left.

Complete all relevant training dates including your training provider details.

A screenshot of the 'Your Training Details' section of the NHS Cervical Screening website. This section contains several input fields for training information, including 'Initial training provider', 'Date started training', 'Date completed theoretical modules', 'Date completed observed samples', 'Date completed supervised samples', 'Number of supervised samples', 'Date agreed unsupervised sampling can commence', 'Date unsupervised samples completed', 'Date due to complete training', 'Extension given?', 'Extension deadline', 'Date completed theoretical and clinical training', and 'Date completed training'. At the bottom of the section, there is a checkbox for confirming registration and a red 'Update your training' button. A blue arrow points from the text on the left to this button.

Select 'update your training' once this is complete.

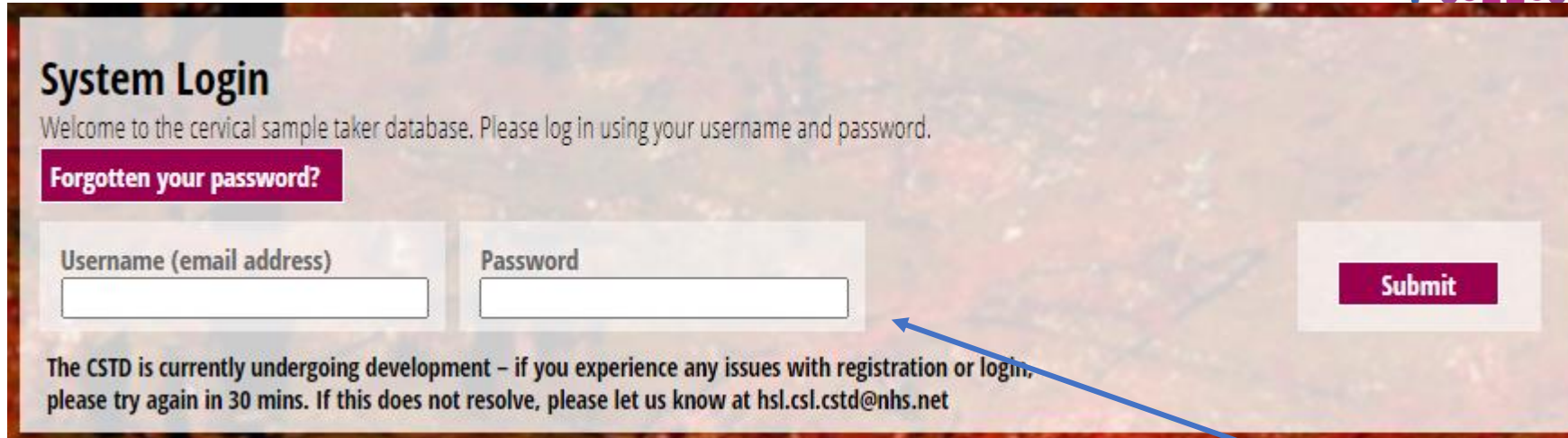
Registration for Trainee Non-Medical Sample Takers (9)



- Trainee sample takers and their mentors are reminded to familiarize themselves with the current national guidance for cervical sample taker training.
- Failure to successfully complete cervical sample taker training within the 9 months period may result in having to repeat the entire initial training programme in line with current national guidance



Database Navigation (1)



System Login

Welcome to the cervical sample taker database. Please log in using your username and password.

[Forgotten your password?](#)

Username (email address)

Password

The CSTD is currently undergoing development – if you experience any issues with registration or login, please try again in 30 mins. If this does not resolve, please let us know at hsl.csl.cstd@nhs.net

- Login using the username (email address) and password used and registration.



Database Navigation (2)



A screenshot of the NHS England 'Submit training record' page. The page has a dark blue sidebar on the left with the NHS England logo at the top and a menu with items: Dashboard, Your details, Your manager, Documents & Updates, Events, Submit training record (highlighted), and Log out. The main content area is titled 'Submit training record' and includes a sub-section 'Upload Training Record' with instructions and a list of file types under 'Stage 1 | Type of file': Certificate of course completion, Update Training Certificate, HPV Training Certificate, and Theoretical Training. Below this is an 'Add training record' section with a brief instruction. Blue arrows point from the text on the left to the 'Submit training record' menu item and the 'Theoretical Training' option.

To add further documents following registration:

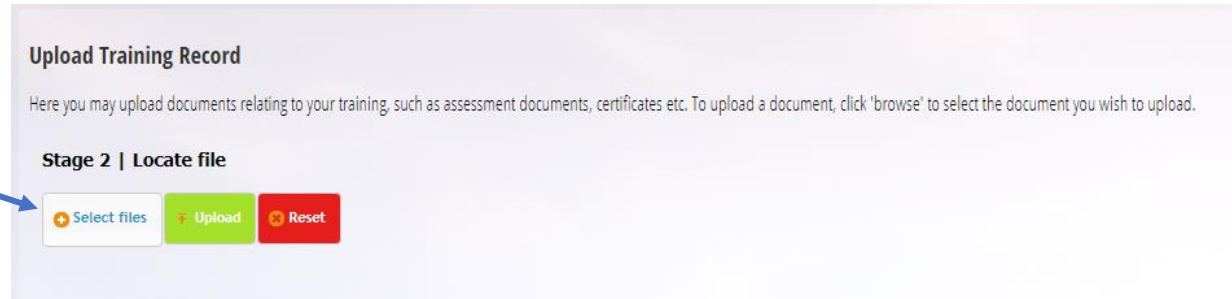
Select 'submit training record' from the tool bar on the left-hand side of the screen

Select the type of file to be uploaded



Database Navigation (3)

Select 'select files'



Upload Training Record

Here you may upload documents relating to your training, such as assessment documents, certificates etc. To upload a document, click 'browse' to select the document you wish to upload.

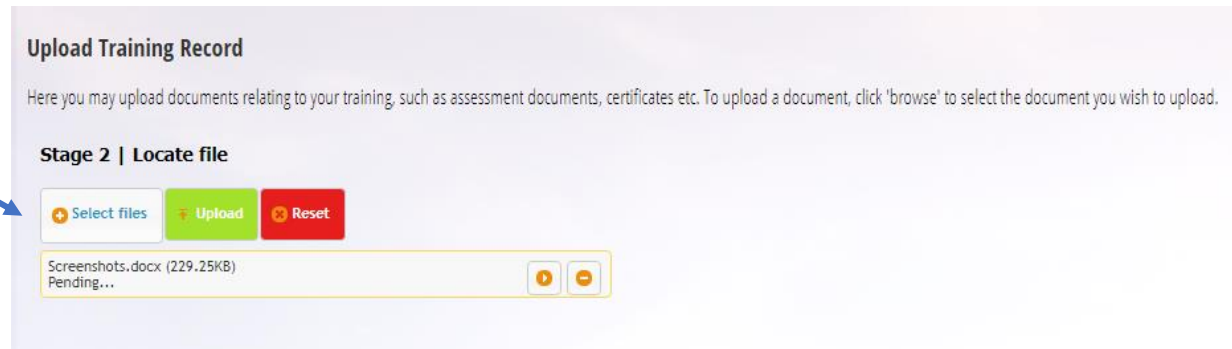
Stage 2 | Locate file

This will open a new window and allow navigation to the relevant file saved on your device

Select the file required

Select 'Upload'

The database will indicate the document is uploaded by the box indicated.



Upload Training Record

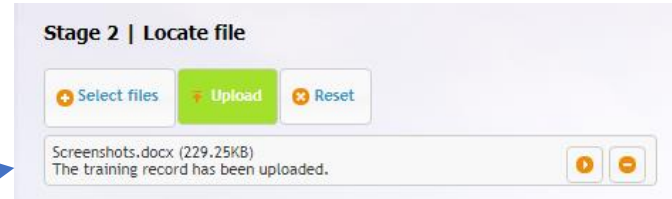
Here you may upload documents relating to your training, such as assessment documents, certificates etc. To upload a document, click 'browse' to select the document you wish to upload.

Stage 2 | Locate file

Screenshots.docx (229.25KB)
Pending...

Database Navigation (4)

The database will confirm when the document has been successfully uploaded.

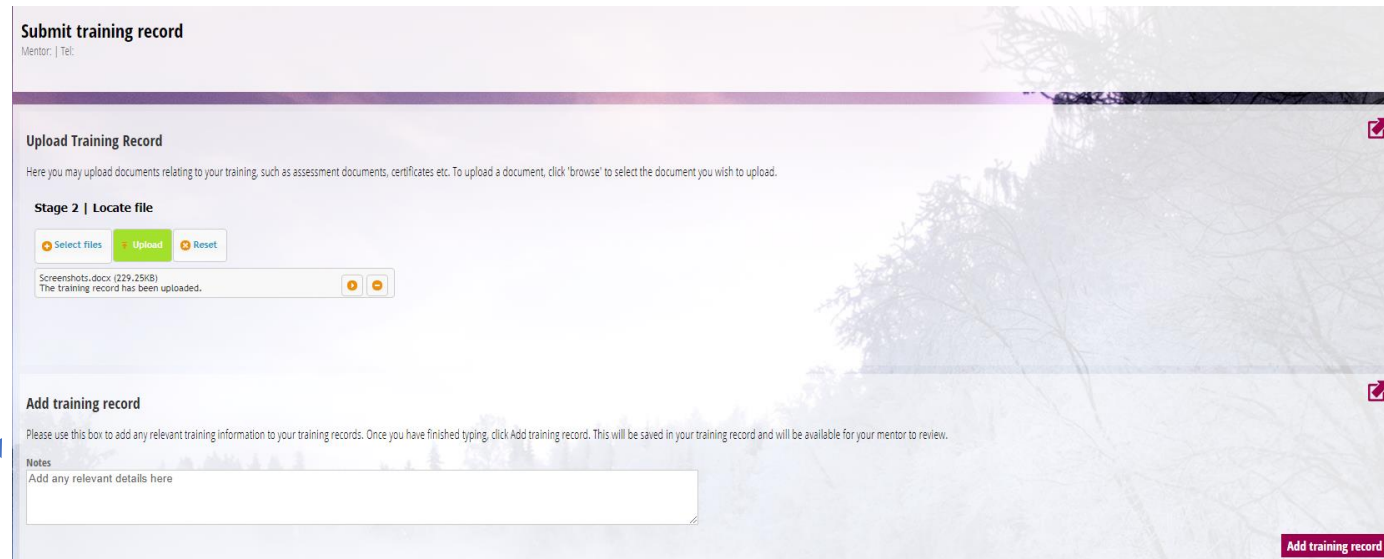


Stage 2 | Locate file

Select files Upload Reset

Screenshots.docx (229.25KB)
The training record has been uploaded.

Add any relevant details to 'Notes'



Submit training record
Mentor | Tel:

Upload Training Record

Here you may upload documents relating to your training, such as assessment documents, certificates etc. To upload a document, click 'browse' to select the document you wish to upload.

Stage 2 | Locate file

Select files Upload Reset

Screenshots.docx (229.25KB)
The training record has been uploaded.

Add training record

Please use this box to add any relevant training information to your training records. Once you have finished typing, click Add training record. This will be saved in your training record and will be available for your mentor to review.

Notes
Add any relevant details here

Add training record

Select 'Add training record'

A message will appear confirming the record has been saved.

Database Navigation (5)

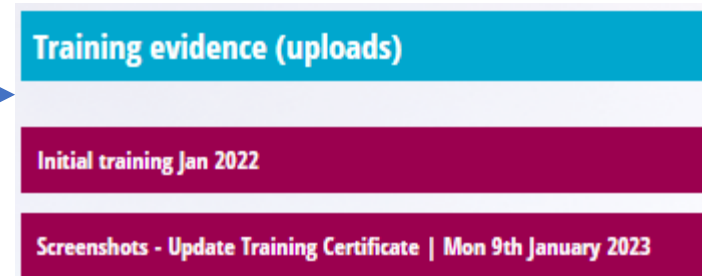
Documents/certificates successfully added can be found 'Your details' section on the left-hand side of the screen.

Scroll down the page

Documents uploaded at anytime will be available in the 'Training Evidence (uploads)' section.

Please note:
Care should be taken to ensure the file name accurately describes the document.

The database will automatically date stamp the date of upload as indicated.



References/ Useful Information

- **Guidance**

Cervical screening: accepting samples in laboratories (26 October 2020)

<https://www.gov.uk/government/publications/cervical-screening-accepting-samples-in-laboratories/guidance-for-acceptance-of-cervical-screening-samples-in-laboratories-and-pathways-roles-and-responsibilities>

Cervical screening: cervical sample taker training (14 September 2023)

<https://www.gov.uk/government/publications/cervical-screening-cervical-sample-taker-training>

E-learning for healthcare portal

<https://www.e-lfh.org.uk/>