

Transition to Cervical Screening London – The Final Steps



There are just two weeks to go until the transition to CSL on December 2nd 2019. Your practice needs to have connections in place to receive results electronically and order tests via tQuest.

Sample taker Update 1 (Sept 2019) and Sample Taker Update 2 (Oct 2019) focused on the requirement for every primary care practice to take the necessary steps to connect to CSL for electronic result delivery and requesting.

If you have not connected it is important that you do so now.

CSL have been working with local CCG IT teams in order to simplify the process of connection. The PDF guides accompanying this update provide an easy to follow, step by step procedure with illustrative screen shots to assist practices to successfully connect to CSL.

To connect to CSL:

- 1 Follow the PDF guide applicable to your practice management system (EMIS Web or SystemOne)
- 2 Complete the Excel sheet listing the names and details of all staff who will be ordering cervical screening tests. You will need the spreadsheet later to activate the tQuest accounts for these users, see point 7.
- 3 Email the completed Excel sheet to helpdesk@tdlpathology.com
- 4 You will receive an automated reply email with a case reference number
- 5 Within 5 working days CSL will email you to advise a test result has been sent to your pathology inbox
- 6 You will receive further instructions on how to check for this dummy result and report any issues
- 7 Once the result pathway has been confirmed you will be sent instructions on how to activate the tQuest accounts for all staff listed on the spreadsheet provided in point 2 above.

If you have any difficulties please contact the CSL IT team at helpdesk@tdlpathology.com or by phoning **020 7307 7365**.

Please note: secondary referral centres like colposcopy clinics and gynae clinics will be contacted individually in the coming weeks to discuss their referral and result viewing solutions.

How will I get my sample taker supplies?

In the last two weeks of November CSL will send out a starter pack to each practice. The pack contains the vials, brushes, sample bags, transport bags and barcodes



you will need to take the samples and package them for collection by TDL Collect couriers. Packs come in sizes small, medium and large. The size of pack sent to your practice will depend on your sample volume.

The contents of the pack should start being used from the Monday morning December 2nd for all cervical screening samples being sent to CSL.

What about replenishing supplies as they are used?

The starter pack will include an instruction sheet which will list your surgery code and details of how to order further supplies via our easy to use on line order page at https://pathologyforms.formstack.com/forms/hpv_surgery_supplies. Supplies will be delivered by Parcel Force so please allow 5 days for delivery.

For queries about sample taker supplies, please contact: hpv.supplies@hslpathology.com or **020 7307 9440**.

Who will pick up the samples to go to CSL?



TDL Collect is the name of the specialist pathology transport division servicing HSL, TDL and CSL referrers. Your cervical screening samples will be picked up by a **TDL Collect** courier and brought to our central London laboratory.

TDL Collect couriers can be contacted at isc@tdlpathology.com or via telephone on **020 7307 7373**.

How often will samples be picked up?

Current TDL/HSL customers

Pick-ups for practices currently using HSL or TDL for their pathology samples will not change. The couriers will collect the appropriately packaged cervical screening samples (see section below) at their regular pick-up times.

Practices only sending cervical screening samples to CSL (i.e. not current HSL/TDL customers)

Practices collecting high volumes of cervical screening samples will have daily pick-ups.

Lower volume surgeries will have a TDL Collect courier call every second working day – Monday, Wednesday, Friday one week and Tuesday, Thursday the next week.

One of our couriers will visit you before December 2nd to introduce themselves and deliver your surgery-specific barcode location card, discussed below.

How do I pack samples for transport to CSL?

From December 2nd 2019 all cervical screening samples must be packed as described below.

Note: tQuest label print functionality will not be available for CSL samples at go live however we will work toward adding this feature as soon as practicable. Until then please clearly handwrite patient details on each vial.

Check each sample is correctly labelled with full name, DOB, NHS/Hospital number and date of collection. Ensure matching request has all the necessary demographic, clinical and screening history information required for testing. Current cervical screening sample rejection criteria still apply. Unlabelled or partially labelled vials and samples with discrepancies identified between the information on the vial label and accompanying form will be rejected.

Place each vial and request form (if paper request being used) in an individual small clear sample bags. The vial goes in the sealable section and the form in the pocket at the front.

The individually packaged cervical screening samples should then be placed in the large purple CSL transport bags. Seal the bag using the self-adhesive strip.

Will the large purple sample transport bags be tracked?

Yes. You will have been provided with a card with a barcode identifying your practice as shown below.



This card should be firmly fixed to a bench or wall in the area where the purple sample transport bags will be placed for pick-up by the courier.

You will need to attach one of the barcode labels from the roll provided in your starter pack to the outside of each purple bag in the box marked 'Place Barcode Label Here' as shown below.



Place the barcode-labelled purple bag near the practice identification barcode you have fixed to the bench or wall in the place designated for pick-up by the TDL Collect courier.

The courier will scan the practice identification barcode on the bench and then the barcode on the sample transport bag to log the pick-up of a cervical screening transport bag containing the samples from your practice site.

IMPORTANT: NEVER PLACE OTHER PATHOLOGY SAMPLES IN THE CSL PURPLE TRANSPORT BAGS

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