

CSL information for colposcopy and secondary referral sites



By now most of you have been contacted by our CSL Head of Service, Maggie Morgan or our CSL Operations Manager, David Smith. Maggie and David have personally visited most colposcopy sites to discuss pathways for ordering tests and receiving results.

You have also been asked to identify any other allied secondary referral centres such as gynae clinics and sexual health clinics to ensure all sites are included in the CSL register for courier pick-ups and provision of sample taker supplies.

All cervical screening tests for London will need to be referred to CSL from Monday December 2nd 2019.

This information sheet is being sent in order to ensure that all secondary referral centres understand how they will request tests from CSL and how they will receive their results.

How will colposcopy clinics and other secondary referral sites request HPV primary screening tests from CSL?

- 1 Print an HMR101 request form from Open Exeter. A copy is included with this information sheet.

The form is titled 'HMR101' and includes sections for:

- 01: Women's hospital registration number
- 02: Laboratory
- 03: Woman's details (Name, Address, Phone No., NHS code, Date of birth)
- 04: Health Authority, GP's local code, NHS district code, Source of sample
- 05: Clinical data (Test date, Test date, Cytology & HPV Result)
- 06: Questionnaire (If applicable) (IUCD fitted, Smear-test (within 12 weeks), Taking hormones (specify at 20))
- 07: Reason for test (routine call, routine recall, previous abnormal test, previous inadequate test, opportunistic, follow-up after treatment, other)
- 08: Signature and date of sample taker
- 09: Signature and date of clinician

- 4 Collect the cervical sample in the usual way.
- 5 Recheck the details on form and vial are filled out correctly.
- 6 Place the vial and request form in an individual small clear sample bag. The vial goes in the sealable section and the form in the pocket at the front.
- 7 Place the individually packaged cervical screening samples in the large purple CSL transport bags.
- 8 Once the day's samples have been placed in the purple bag, seal the purple bag using the self-adhesive strip and place a barcode (provided in your sample taker supply kit) onto the bag where you see the heading 'PLACE BARCODE LABEL HERE'.
- 9 Place the sealed purple sample transport bag at the agreed courier pick up location, near the card showing the location barcode. This will have been provided by the courier who visited prior to Dec 2nd. You will have been given instructions to fix the location card to a bench or wall at the courier pick up point.

Further information on sample packing and courier transport can be found in Sample Taker Update 3 on our website www.hslpathology.com/csl.

Colposcopy units should inform CSL of a central pick up point for samples. If this has not already been provided please email the exact location for pick up to our logistics director at Laurence.Harvey@tdlpathology.com.



The form can also be accessed via the link <https://www.mtw.nhs.uk/wp-content/uploads/2016/04/Open-Exeter-Blank-Form.pdf>

- 2 Fill in the patient, sample source and clinical details as indicated on the form.
- 3 Clearly label a Thin Prep vial with the full patient name, DOB, NHS/Hospital number and date of collection.

Please check the expiry date on the vial and do not use expired vials.

How will colposcopy clinics and other secondary referral centres get their results?

Results will be sent by email.

All colposcopy units and secondary referral centres have been asked to provide a designated email address for CSL to send results. If you have not confirmed an email address for this purpose please do so by emailing the address to our Head of Service, Margaret Morgan at Margaret.Morgan@tdlpathology.com.

If no email address is supplied, results will be printed and posted to the referring sites.

Can we view results electronically?

A generic e-view portal account for viewing results is being set up for each Trust. A link will be sent before 2nd December to the CSPL in each Trust containing username, password and instructions. CSPLs will be responsible for giving access to users from colposcopy, Gynae OPD and any other hospital based clinics.

How will direct referrals and laboratory failsafe work after December 2nd?

The current direct referral pathways will be maintained.

CSL has collated a London-wide database of current referral pathways so you should not notice any difference post December 2nd. CSL will send daily by email a direct referral lists to each colposcopy unit together with copies of the relevant patient reports.

A weekly summary list of direct referrals will also be provided as a secondary check.

CSL failsafe officers will follow up to ensure appointments have been made in line with current programme requirements.

How will our local MDT's be supported ?

MDT's across London will be supported by CSL.

Where possible they will be attended or supported via video link by your current consultants or CBMSs, many of whom have agreed to conduct reporting sessions and support MDTs for CSL.

The key contact list is included with this information sheet and is available on our website giving contact information for both failsafe and MDT co-ordination.

Do we still need to upload data to CYRES ?

It is extremely important that each colposcopy unit continues their weekly uploads to CYRES. This will help CSL to check histology results and monitor patient outcomes.

CSL look forward to providing London's colposcopy and other secondary referral sites with HPV primary screening services and to working together with you to further develop the service in the future.

