

Policy on Professional Partnerships for HPV Screening Kaimahi

September 2024

Purpose

1. This policy set outs the National Cervical Screening Programme (NCSP) requirements on establishing, maintaining, and ending a professional partnership. Professional Partnerships are key to expanding the cervical screening workforce, improve access, and ensure equitable screening outcomes.
2. This policy supports the Health Sector Principles as set out in the Pae Ora (Healthy Futures) Act 2022.

Application

3. This policy applies to everyone working in a professional partnership to deliver cervical screening in Aotearoa New Zealand, including:
 - a. HPV Screening Kaimahi
 - b. Responsible Clinicians and supporting Clinicians
 - c. Screening Support and Regional Coordination services that employ HPV Screening Kaimahi.
4. Professional Partnerships are limited to Screening Support Service (SSS) or National Cervical Screening Programme (NCSP) Regional teams.

Definition

5. The following definitions are used for the purposes of this policy:
 - a. **Human Papillomavirus (HPV).** Human papillomaviruses (HPV) are an extremely common group of DNA viruses that have an affinity for skin and mucous membranes.⁸ Most infections are asymptomatic. There are 14 high-risk types of HPV that are associated with the development of invasive cervical cancers. These are also referred to as oncogenic HPV types. Persistent infection with one of these 14

types may lead to cervical and other cancers such as anal, oropharyngeal, penile, vaginal and vulval cancers. Over 95% of cervical cancer is caused by these 14 high-risk HPV types.

- b. **HPV Screening Kaimahi.** A non-registered healthcare worker who has completed the required training and is working in an NCSP Regional Coordination or Screening Support Service in a professional partnership with a responsible clinician who has a supervisory and delegation role.
 - c. **Responsible Clinician.** A registered health practitioner, such as a medical practitioner, an accredited nurse practitioner, registered nurse, enrolled nurse*, or registered midwife with a current New Zealand practicing certificate. Must have completed cervical screening training either through:
 - i. training as part of a medical degree or midwifery training programme; or
 - ii. an NZQA accredited course to conduct cervical screening.
- *Enrolled Nurse Cervical Sample-takers. Enrolled nurses who have completed an NZQA accredited course to conduct cervical screening practice cervical screening under the direction and delegation of a registered nurse or nurse practitioner who is an accredited cervical sample-taker (Nursing Council of New Zealand 2011). For cervical screening, this also includes under the direction or delegation of a medical practitioner. Direct supervision of enrolled nurses who have completed an NZQA cervical screening course is not required when they are taking cervical screening samples.
- d. **Supporting Clinician.** A clinician who meets the entry criteria for being a responsible clinician and agrees to support a Responsible Clinician and HPV Screening Kaimahi for the purposes of continuous coverage.
 - e. **Professional Partnership.** A formally documented partnership with clearly defined roles and responsibilities for the provision of clinical care and procedures.
 - f. **HPV Self-test.** Vaginal swab sample taken by participant, that is tested for Human Papillomavirus

- g. **Workforce Request Portal.** Portal for authorisation of HPV Screening Kaimahi
- h. **Delegation.** The process by which a responsible clinician extends responsibility for obtaining informed consent to participate in the NCSP and facilitating HPV self-testing to a colleague that they are working in a professional partnership with.
- i. **Health Provider Index Common Person Number (HPI-CPN).** Issued to Registered practitioners (people) who provide health services
- j. **Screen taker.** Term used to encompass everyone who provides cervical screening, inclusive of cervical sample takers and HPV screen takers
- k. **Screening assessment.** Assessment tool provided by NCSP for HPV Screening Kaimahi to use to determine eligibility for cervical screening and HPV self-testing

Key Principles

- 6. Participant and whānau focus – providing the best participant experience underpins organisational policies and how kaimahi and clinicians work together
- 7. Enablement – kaimahi, clinicians and employers work together to improve access to cervical screening for priority groups
- 8. Clinical safety – kaimahi, and clinicians work together within the Clinical Practice Guidelines for Cervical Screening in Aotearoa New Zealand and National Cervical Screening Programme (NCSP) Policies and Standards.

Policy

- 9. The National Cervical Screening Programme policy regarding the eligibility, establishment, management, and termination of professional partnerships is as follows.

Eligibility

- 10. Professional Partnerships are initially available to Screening Support Services or National Cervical Screening Programme Regional teams.

Starting a Professional Partnership

11. The Professional Partnership must:
 - a. be within the same organisation.
 - b. have continuous availability of a Responsible Clinician
 - c. Responsible Clinicians may support multiple HPV Screening Kaimahi.
12. The professional partnership may:
 - a. be enabled through Supporting Clinicians who agree to provide continuous availability to enable the HPV Screening Kaimahi.
13. Each participant (Responsible Clinician, Supporting Clinicians, and HPV Screening Kaimahi) must meet the entry criteria, training, and knowledge required for their respective roles documented in HPV Screening Kaimahi: Competence and Capability Framework. See link to Competence and Capability Framework.
14. Supporting Clinicians are individuals who are formally recorded on the HPV Kaimahi: Professional Partnership Assessment and Agreement Form.
15. The professional partnership must be documented through the workforce portal once the assessment and agreement form are completed, formalising the partnership.

Continuous availability

16. Continuous availability of a Responsible Clinician is critical for effective support for participants and HPV Screening Kaimahi. Due to the nature of work, there will be periods where the Responsible Clinician is not available to support HPV Screening Kaimahi. Continuous availability may be provided in one of two ways:
 - a. Having one or more responsible clinicians agree to support the HPV Screening Kaimahi as Supporting Clinicians who are recorded on the HPV Kaimahi: Professional Partnership Assessment and Agreement Form.
 - b. Clear delegation to another Responsible Clinician.
17. Where there **are** Supporting Clinicians recorded on the Professional Partnership agreement, an email providing clarity on arrangements for

continuous availability is sent to HPV Screening Kaimahi and Supporting Clinicians

18. Where there are **no** Supporting Clinicians recorded on the Professional Partnership agreement:
 - a. For short term periods of unavailability of 6-weeks (42 calendar days). the professional partnership may be delegated to another clinician who meets the entry criteria, training, and knowledge requirements for a Responsible Clinician documented in HPV Screening Kaimahi: Competence and Capability Framework.
 - b. When this partnership is delegated, it is done so clearly, in writing, so all parties are aware of the new support arrangements. An example delegation e-mail is included in appendix A.
 - c. The delegation should be made as soon as practicable to ensure all parties are aware of temporary support arrangements.
 - d. For longer term periods of unavailability (e.g. extend leaves of absences, acting arrangements, or sabbaticals) greater than 6-weeks (42calendar days) a new professional partnership assessment and agreement form should be lodged through the workforce portal.

Transferring a Professional Partnership within the same organisation

19. Professional Partnership may be transferred between responsible clinicians within the same organisation. The new clinician must meet the requirements for a responsible clinician. The way to record the transfer of the professional partnership is through providing an updated HPV Kaimahi: Professional Partnership Assessment and Agreement Form.

Ending a Professional Partnership

20. Professional Partnerships may be ended by either party with immediate effect
21. Either party may terminate the relationship by providing a written notice that:
 - a. They want to end the professional partnership
 - b. The end date for the professional partnership.
22. The parties can agree or negotiate the proposed end date.

23. No reason for ending the professional partnership is needed.
24. NCSP recommends that both parties work together with the service provider to resolve any areas of concern prior to ending a professional partnership. If the decision is made to end the partnership the service provider and the party ending the partnership must communicate this to the affected party and to NCSP.
25. To end the professional partnership enter a request through the NCSP Support Portal: <https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/70> with the following information:
 - a. HPV Screening Kaimahi name
 - b. Responsible Clinician name
 - c. Service Manager name
 - d. HPI-CPN number of Responsible Clinician
 - e. Name of Service Provider/organisation
26. NCSP will provide confirmation that the HPV Screening Kaimahi is no longer authorised.
27. Where the HPV Screening Kaimahi enters a new professional partnership within the service/organisation this must be authorised by NCSP as a new professional partnership agreement.

Frequently Asked Questions

What happens if my responsible clinician is away?

- Where there **are** Supporting Clinicians recorded on the Processional Partnership agreement. The arrangements for continuous availability are documented in an email which is sent to the HPV Screening Kaimahi and Supporting Clinicians.
- Where there are **no** Supporting Clinicians recorded on the Processional Partnership agreement. If the responsible clinician is away for less than 6 weeks, they can arrange for temporary coverage within their organisation. This should be documented as per organisational policy.

What is the responsibility of the service in regards to competency of the Kaimahi, when it is the responsible clinician doing the assessment?

28. The service is responsible for ensuring:

- a. compliance with relevant NCSP policies and standards.
- b. HPV Screening Kaimahi and Responsible clinicians have access to ongoing support.
- c. any concerns or areas for improvement that are raised with you by HPV Screening Kaimahi and Responsible Clinicians are worked through.
- d. all staff providing cervical screening services have appropriate training
- e. health practitioners performing cervical screening hold a current New Zealand practising certificate
- f. the screening environment is culturally and physically safe
- g. the service complies with relevant legislation including: – Part 4A Section 112 of the Health Act 1956 – Health Practitioners Competence Assurance Act 2003 – Privacy Act 2020 – Health and Disability Services (Safety) Act 2001 – Health (Cervical Screening (Kaitiaki)) Regulations 1995
- h. the service complies with:

- i. infection control standards, as outlined in Standards New Zealand NZS 8134:202117
- ii. Code of Health and Disability Services Consumers' Rights Regulation 1996
- iii. Code of consumer expectations (for health entities' engagement with consumer and whānau)

29. Service responsibilities are detailed in the HPV Screening Kaimahi Competence and Capability Framework

A Kaimahi has started working for us and says they are HPV self-test trained, what do we need to do as next steps and how do we know if they have done the appropriate training?

30. The Kaimahi needs to provide:

- a. Proof of completing the original training
- b. Substantiate that they have completed any updates.
- c. Register the New Professional Partnership

31. The responsible clinician needs to make sure the Kaimahi is aware of any unique process, systems, or ways of working for the practices.

32. The responsible clinician needs to:

- a. Complete the Professional Partnership Competency Assessment
- b. Complete the professional partnership agreement.

What if the responsible clinician ends up needing clinical supervision, what happens to the agreement that the Kaimahi has with that clinician?

33. If a Responsible Clinician is under clinical supervision due to clinical practice concerns, they cannot be a responsible clinician in a professional partnership. Services must notify NCSP by enter a request through the NCSP Support Portal: <https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/70> of this in writing as soon as practicable, and arrange for another clinician to enter a professional partnership with kaimahi. This will involve a new assessment and agreement that will need to be authorised through the NCSP workforce request portal.

How do I exit a professional partnership?

34. Professional partnership may be ended by either party with immediate effect. *NCSP strongly recommends that both parties work together with the service provider to resolve any areas of concern prior to ending a professional partnership. If the decision is made to end the partnership the service provider and the party ending the partnership must communicate this to both the affected party and to NCSP.*

35. To end the professional partnership, enter a request through the NCSP Support Portal: <https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/70>

Do I need to do yearly or two yearly updates like my colleagues who are cervical sample takers?

36. Staying up to date with changes in cervical screening is key to delivering a clinically safe and equitable service. To ensure everyone is up to date on any changes made to the NCSP updates every two years are required by everyone who provides cervical screening.

Who at the NCSP can I contact if I have any questions?

37. Questions should be directed through the NCSP Support Portal: <https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/70>

38. Further information is available on the Health New Zealand – Te Whatu Ora website: [Cervical and HPV screen takers training pathways](#)

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Appendix 1: Example Email for Temporary Arrangements

Kia ora team,

I want to let you know that I will be away from Day- Month to Day-Month. While I am away, First_Name Last_Name has will be acting at the responsible clinician. Their HPI-CPN number is...

You can contact First_Name Last_Name on:

- Email address
- Phone number

I have briefed First_Name Last_Name on what to expect and how to support First_Name Last_Name of HPV Screening Kaimahi an issues that I am aware of.

I look forward to catch-up upon my return.

Respectfully,

Responsible Clinician

Appendix 2: Email template for ending Professional Relationship

Kia ora team,

I want to let you know that I have chosen to end our professional partnership:

1. with immediate effect or,
2. on Day-Month-Year.

I have included the required information to end the professional partnership as below:

- *HPV Screening Kaimahi name and email*
- *Responsible Clinician name and email*
- *Service Manager name and email*
- *HPI-CPN for Responsible Clinician*
- *Name of Service Provider/organisation*

Ngā mihi,

First Name