Te Whatu Ora
Health New Zealand

Screening Support Services - Checklist

This checklist provides a preparation overview for the new Human Papillomavirus (HPV) Primary Screening 'go live' on **Tuesday 12 September 2023.**

This checklist can guide **Cervical Sample-Takers, Kaimahi, Administrators and Team Leaders** to ensure Screening Support Services have quality and safety processes in place and are ready to commence HPV testing.

Please work with your team member(s) for any questions answered 'No' on this checklist to ensure a plan to complete the required actions is implemented.

Recommendation: the approval of this checklist will be maintained by the Screening Support Services Service Manager.

Key Tasks	Yes/No
Communications	
• My team are on the email list that receives information and updates from the HPV Programme (HPVScreen@health.govt.nz)	[Yes/No]
• My team has received <u>the information packs</u> about the new HPV primary screening test from the National Screening Unit and has distributed these to relevant staff in my service (e.g., information packs 1, 2, 2B, 3, etc.)	[Yes/No]
Responsibilities	
• My team understands that only Cervical Sample-Taker Nurses, Drs or Midwives can provide HPV screening from 12 September 2023	[Yes/No]
• My team understands that participants need to have a consultation with a sample taker as above	[Yes/No]
• My team understands that eligibility for <u>free screening funding</u> has changed and there may be an impact on referrals to my service	[Yes/No]

Key Tasks	Yes/No
• My team understands that to improve equity outcomes priority groups, irrespective of funding, are Māori, Pacific, un-screened and under-screened	[Yes/No]

Essential Training

• Training information has been received and distributed to staff who are involved in supporting the new HPV primary screen test e.g., Cervical Sample-Takers Nurses, Kaimahi, Administrators and Service Managers within my service.
• All Cervical Sample-Takers Nurses must complete the 4 modules are part of their NCSP competencies
• All Kaimahi, Administrators, Service Managers are encouraged to complete the 4 modules to support the programme change.
• Essential training materials in preparation for the 12 September 2023 go-live include:
   – Cervical Screening using Human Papillomavirus (HPV) Testing course available via LearnOnline
     ▪ Module 1 – Introduction to Cervical Screening using HPV testing
	[Yes/No]

– Cervical Screening using Human Papillomavirus (HPV) Testing course available via LearnOnline ▪ Module 2 – Navigating the Cervical Screening pathways - practising using the pathways with various cases	[Yes/No]
– Cervical Screening using Human Papillomavirus (HPV) Testing course available via LearnOnline ▪ Module 3 – Cervical Screening in Aotearoa New Zealand – History and Context	[Yes/No]
– Cervical Screening using Human Papillomavirus (HPV) Testing course available via LearnOnline ▪ Module 4 – Talking about Cervical Screening and HPV	[Yes/No]

Learning Materials and Resources

• Information and Resources have been received and distributed to relevant staff who are involved in the new HPV primary screen test (e.g., Cervical Sample-Taker Nurses, Nurses, Kaimahi, Administrators and Service Managers within my service)	[Yes/No]
• My team has reviewed the these materials in preparation for the Tuesday 12 September 2023 go-live	[Yes/No]
• My team has viewed the resources and information available on the NSU website here	[Yes/No]

Key Tasks	Yes/No
• My team have read and understand the Interim Policies and Standards, in particular section one and section three	[Yes/No]
• My team has watched th**e** <u>Overview of HPV Primary Screening</u>	[Yes/No]
• My team has watched the <u>Goodfellow Webinar</u> (Optional)	[Yes/No]
• My team has reviewed the resources and information available on NSU website <u>here</u>	[Yes/No]
• My team has reviewed the <u>Clinical Practice Guidelines for Cervical Screening</u> – **Recommend:** Clinical Module 3 (~30min) –*History and Context* from the course: *Cervical Screening using HPV Testing*	[Yes/No]
• My team has watched the Dr Margaret Sage (NCSP Clinical lead, Pathology and NCPTS Cytopathologist) information videos for HPV primary screening. (Optional) **Note**: These are free to access and available on the National Cervical Pathology Training Service site. Click on HPV primary screening training in the top left-hand corner of the homepage. No login needed https://ncpts.co.nz/	[Yes/No]
• **Participants** about the new HPV primary screening test have been ordered, received (or are on their way) and are available to relevant staff in my service. E.g., pamphlets, posters for participants about how to complete self-tests etc. HealthEd Resources are available to order via https://healthed.govt.nz/	[Yes/No]
Laboratory Consumables, Process and Transportation (as applicable)	
• My service has adequate stock including HPV test supplies for 12 September 2023 go-live.	[Yes/No]
• Our local laboratory has made contact and provided my facility with the appropriate information about the process of acquiring and replenishing cervical screening test supplies and we understand: – What swabs and tubes will be used (for HPV tests only)? – What LBC vial we will be using (for HPV tests only, cytology only or both tests) – ThinPrep or SurePath	[Yes/No]
• My service has appropriate requirements for self-testing with refuse bin/bag to reduce the risk of HPV cross-contamination	[Yes/No]

Key Tasks	Yes/No

• The relevant staff within my service understand the process for how participants will:
   – Complete the new HPV primary screen test
   – Have appropriate environments to self-screen
	[Yes/No]

• The relevant staff within my service understand the process to action a sample
   – Complete the lab form/s
   – Add label to the HPV test prior to giving to participant
   – Complete the HPV test label without covering the barcode
   – Hand hygiene protocol for participant and provider
   – Ensure samples are returned to the responsible screen taker
   – Ensure samples are collected by or sent to the lab
   – Know the collection, holding and transportation protocols for the tests.
	[Yes/No]

• Our service understands the recommended timeframes regarding taking of the test and being sent to the lab.	[Yes/No]
Practice Systems	
• Our service has processes in place to how we will manage opportunistic screening and follow-up	[Yes/No]
• Our service has private and data safe processes for capturing recalls and participant information	[Yes/No]
• Question: What type of practice system do you use?	[Yes/No]
• Our service uses reminder and prompting tools and staff are familiar with them	[Yes/No]
• Robust processes are in place to ensure the test is returned in a timely manner when doing clinic (as applicable), home, community and evening screening.	[Yes/No]
• Our service has a referral process for Colposcopy	[Yes/No]
• Our service has access to information from the NCSP Cervical Screening Status Report for their enrolled population	[Yes/No]

Key Tasks	Yes/No
Laboratories (as applicable)	
• My team/s has updated or downloaded the <u>Laboratory Request Form for HPV/cytology and/or histology samples</u> that includes HPV testing.	[Yes/No]
• My team/s has updated or downloaded the <u>Laboratory Request Form for vaginal swab samples for HPV testing only</u> that includes HPV testing.	[Yes/No]
• Our service has checked to see that our PMS has been updated with the HPV primary testing Laboratory Request Form (if applicable)	[Yes/No]
Patient Management System (PMS) - (as applicable)	
• My <u>Patient Management System</u> (PMS) Provider has made contact to confirm if there are any changes, I should be aware of in the PMS (if applicable)	[Yes/No]
• Our service has successfully performed any PMS updates based on the release notes and deleted any old codes no longer needed	[Yes/No]
• Our facility technology lead has received the release notes from our PMS provider and has distributed to all our relevant system users (if applicable)	[Yes/No]
• Our service knows who to contact for any issues arising from the PMS updates (if applicable)	[Yes/No]
NCSP Register	
• Those from our team/s who will be receiving access to the new register have been able to log in and learn to navigate the new register using the NCSP-Register Classroom environment	[Yes/No]
• My team understands that changes to clinical pathways for HPV Primary Screening means the new NCSP-Register works differently. We understand the new process to view participant screening histories.	[Yes/No]
• My team has received, read, and understood the Quick Reference Guide for accessing and understanding participant NCSP screening history	[Yes/No]
• My team is aware that there are scheduled systems training and pre-go-live drop-in sessions for the Register and any questions that they had have been answered	[Yes/No]
• My team understand how HPI numbers are used on the new NCSP-Register	[Yes/No]

Key Tasks	Yes/No
NCSP-Register Onboarding for Go-Live	
• Each member of our team/s who is using the new register has signed the register user request form to get access to the new NCSP-Register <u>Register User Request Form</u>	[Yes/No]
• Our team/s has received communications from the HPV Programme to confirm register users are correct	[Yes/No]
• Everyone in our team/s who should have access to the new NCSP-Register has received login details	[Yes/No]
• My team knows how to log in to the new NCSP-Register for the first time on 12 September using My Health Account Workforce (MHAW)	[Yes/No]
• If our team/s has had access to the NCSP-Register, we are set up to use the new register and understand the process to view participant screening histories	[Yes/No]
• My team/s has completed training recently on privacy and understands how to apply this when working in the new NCSP-Register	[Yes/No]
Support	
• Our team/s knows where to go to <u>get support</u> / escalate support requests.	[Yes/No]
• Our team/s knows where to go to get clinical support by <u>phone and email</u>.	[Yes/No]

Support

If you need support with any aspect of the new HPV Testing, please check out the dedicated area on the website <u>here</u>.