

# PHO Readiness Checklist

This checklist provides an overview of tasks and preparations that PHOs may need to undertake to be ready for the new Human Papillomavirus (HPV) Test rollout on Tuesday 12 September 2023.

This checklist can be used by PHOs to ensure readiness to start HPV testing through its contracted primary care facilities.

For detailed information on primary care key tasks see Primary Care Readiness checklist

## Key Tasks



### Governance and Clinical Leadership

- Clinical Governance is in place, both during implementation and subsequently
- Encourage practices to appoint clinical leadership within the practice for cervical screening

### HPV Primary Screening Communications

- Information and communications about the new HPV primary screening test have been received from the National Cervical Screening Programme and resources and information is shared and distributed to relevant staff and primary care facilities
- Strategies are in place to ensure that relevant communication is reaching community screen takers and support roles that are linked to your PHO.
- Promote the NCSP provided health promotion and community social media communication campaigns

## Key Tasks



### Funding and Claiming

- Once required information has been confirmed by the NCSP, ensure claiming processes are in place, reviewed, fit for purpose and available to and shared with primary care facilities. 
  - Expanded eligibility criteria for free HPV primary screening for priority groups are updated within systems
  - Changes to prices are made

### Primary Care Support

- Promote practice staff awareness of their roles and responsibilities for cervical screening
- PMS upgrades – Support Primary Care facilities as appropriate with the deployment of PMS system updates and releases
- See [here](#) for information on changes to PMS systems
- PMS reminder systems (e.g., Patient Dashboard, Patient Prompt, bespoke reminders) are in place and reflect the requirements of the new programme
- PHO is familiar with the new screening and recall codes ([Recommended Cervical Screening Outcome or Measurement Codes for HPV Primary Screening](#)) provided by NSCP for use across primary care.
- From 20 October 2023, share the monthly PHO Cervical Screening Status Report with practices to assist in practice contact with eligible patients
- Ordering kits – PHO can advise primary care facilities on the process of acquiring and replenishing cervical screening test supplies and understands:
  - 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
- Public health resources for cervical screening – PHO can advise and support primary care facilities on the new public health resources available for HPV primary screening and how to order these supplies (e.g., pamphlets, posters). See [HealthEd](#) for up-to-date resources.
- Training and education – promoting primary care teams to complete training modules so they can confidently understand and use the new pathways including the NCSP Clinical guidelines
  - Health Pathways webinar attendance on 12<sup>th</sup> September is encouraged and promoted

## Key Tasks



- Education materials have been received and distributed to relevant staff who are involved in the new HPV primary screen test – e.g., cervical sample-takers and Admin Staff. These include:
  - [Video overview of HPV Primary Screening](#)
  - Goodfellow [webinar](#) (screen-taker update on how the changes are going to be implemented, tests, clinical pathways)
  - Resources and information available on NSU website [here](#)
  - NCSP [Clinical Practice Guidelines 2023](#) for Cervical Screening in Aotearoa New Zealand
  - Series of four online [Clinical Training Modules](#)
  - Information available on regional HealthPathways

- PHO is familiar with the Primary Care Readiness Checklist

## Ancillary-Service Providers Enabling HPV Primary Screening

- If PHO contracts ancillary screening services providers (e.g., Community/Outreach/Iwi Health providers), identify what is needed to ensure ancillary screening service providers are supported
- Verify there is a clear process to manage participants who need support to attend screening or follow up



### Support

If you need support with any aspect of the new HPV Testing, please check out the dedicated area on the website [here](#).