Pan - London Cervical Sample Taker Database

User Guide for All Sample Takers

- **General Practitioners**
- **Doctors working in CASH & GUM clinics**
- **All Nurses Qualified in Sample Taking**
- **Colposcopists**
- **Gynaecologists/Obstetricians**
- **Qualified Physician Associates**
- **Trainee Sample Takers**
- **Medical Students**

Contents

1.0. Introduction

This document provides guidance to all sample takers on how to register and use the London Cervical Sample Taker Database (CSTD) web-based system.

2.0. Background

The CSTD has been developed to improve the quality and safety of cervical sample taking in London as it will:

- Hold a centralised list of all sample takers in London and will be a key tool in quality improvement, incident and risk management within the cervical screening programme in London.
- Enable the allocation of unique sample taker codes to NMC/GMC registered professionals who are competent to take cervical samples.
- Help to reduce the number of incidents related to unqualified or inappropriately trained sample takers in London.
- Standardise the collection of cervical cytology sample takers' data and enable monitoring and reporting of sample taking activity at Clinical Commissioning Group (CCG), GP practice and individual sample taker level.

All cervical sample takers in London will need to register onto CSTD to be allocated a unique sample taker code which can be used anywhere in London. The sample taker code will consist of a five alphanumeric code i.e. a letter followed by four numbers e.g. **W1234** or some variation. Trainee sample takers will have a code consisting of a letter followed by four numbers and a 'T' e.g. **W1234T**.

Medical students will not need to register - although they may perform cervical sample taking during placements under supervision of their medical trainer. The supervised samples should be recorded under the supervisor's code (the supervisor should maintain a separate log for their records).

As well as cervical sample takers, other professionals who will have access to the CSTD include:

- ❖ General Practice Managers
- ❖ Cervical Screening Leads (GP Practice & LAs)
- ❖ Hospital Based Programme Coordinators
- ❖ CCG Nurse Development Leads
- ❖ Training Providers
- ❖ NHS England (NHS E) Screening Commissioners & Database Administrators
- ❖ Call Recall Staff
- ❖ Laboratory Staff
- ❖ PHE / Quality Assurance Reference Centre
- ❖ Service Managers for Colposcopy and Community Sexual Health Clinics

3.0.   Accessing the CSTD System

To fully access and utilise the database we suggest that you contact your IT support to ensure no firewalls or other security systems are fully or partially blocking the database. This will allow the database to function properly. If you do not have any IT support or are still having problems with the database, contact: loncstd.england@nhs.net for assistance.

All sample takers (with the exception of Mentors and NHSEL) should apply for access to the database via the website link (http://loncstd.england.nhs.uk). The sections below outline steps on how to access and use the system.

(Please note: professionals who require administrative access to the database including general practice managers; hospital based programme coordinators; service managers and screening coordinators should apply for access to the database via the website link (http://loncstd.england.nhs.uk/admin/).

4.0.   Registration Process

4.1.   Step 1 – Requesting Access to the CSTD

When accessing the CSTD for the first time, you will not have a username and password. To set up your account (username and password);complete the register **self-registration section** on the CSTD.


Please ensure the following fields are completed:

- Username (email address) –free text*must not already exist on admin side of database
- Password – free text *mandatory- free text
- Title-*mandatory- drop down menu
- First Name –*mandatory- free text
- Surname – *mandatory- free text
- Previous Sample Taker Code (Optional)
- Status – Trainee/ Qualified –*mandatory- free text
- Contact Number –*mandatory- free text
- Mentors (Optional)
- Doctor /Nurse/ Physician Associate/ Medical Student- *mandatory- drop down menu
- GMC/ NMC Number- *mandatory- free text
- In-house Professional Support (Optional)
- Date of Birth- (Optional)- drop down menu
- Sector- drop down box of user types-*mandatory- drop down menu
- Employer's CCG - drop down box of user types*mandatory- drop down menu
- Lead Employer details *mandatory- drop down menu. Email your organisational details to loncstd.england@nhs.net if they are not on the drop down menu.
- Once all the fields have been completed and signed the disclaimer click **"submit".**

4.2.   Step 2 - Authorisation of user access

When a sample taker applies for access to the database, the access request is displayed on the NHSEL dashboard for authorisation. If access is granted the sample taker password and

username will automatically activate and an email sent confirming that initial registration has been accepted- see below.
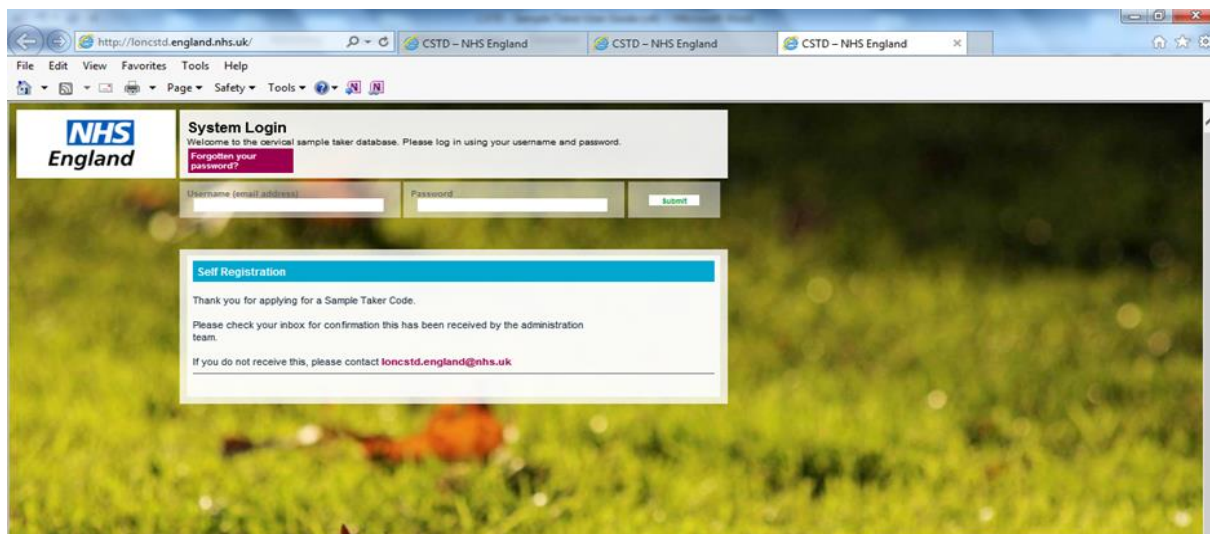
Sample Takers will also receive an email stating that they can now log into the CSTD loncstd.england@nhs.net to upload any relevant training documentation. Sample Takers should create a training record by uploading any relevant training certificates.

4.3. Step 3 - Uploading Training Records

Log onto the CSTD via http://loncstd.england.nhs.uk using your chosen username and chosen password.

N.B. If you find that the database is not fully functional and / or you cannot see the browser button highlighted in grey (see the picture below) please contact your IT support to ensure no firewalls are blocking the website. The database was developed to be used with Google Chrome but will work well with other browsers i.e. Internet Explorer 7. Some of the functions (including the browser button) are supported by flash player; speak to your IT support if it is not available on your computer.

Please note - If you do not have a scanner the easiest way to upload your documents is to take a picture with your mobile phone. The database will not upload large document files (i.e. documents larger than 1MB), when saving your document select a legible but lower quality resolution as this will reduce the size of the document. If you do not have access to IT support or you have persistent problems uploading your documents onto the database, contact us at: loncstd.england@nhs.net.

- **Click** 'Submit Training Record', on the left side of the screen.
- In this section, you may upload documents relating to your training, such as assessment documents, certificates etc.
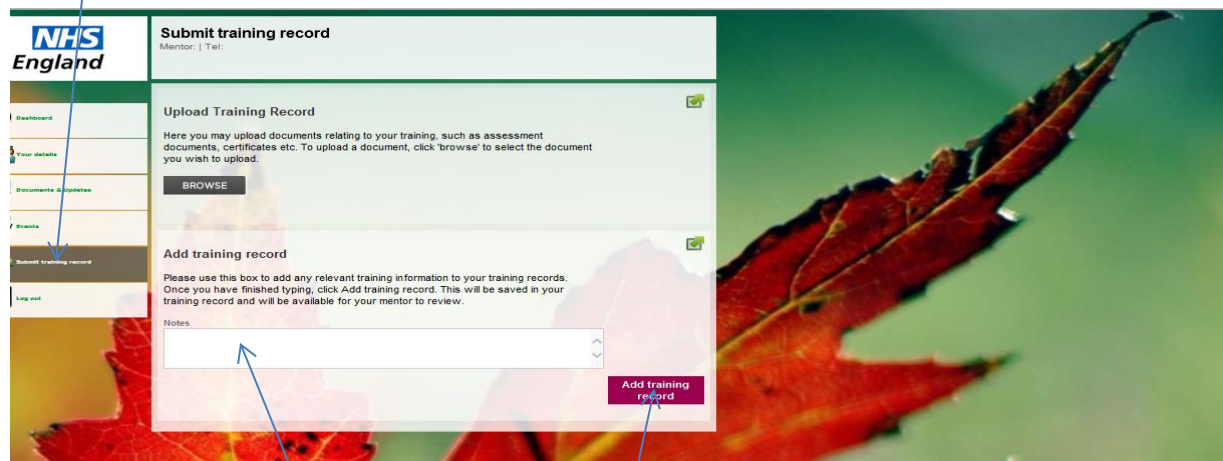
- To upload a document, **click** 'browse' to select the document you wish to upload. The document could be your training certificates, competency statement signed by a peer assessor or a BSCCP Certificate if you are a Colposcopist.
- Please use this box to **add** any relevant training information to your training records e.g. any additional information you would like the NHS EL administrators to consider when reviewing your CSTD registration request.
- Once you have finished typing, **click** Add training record. This will be saved in your training record and will be available for NHS England to review.
- You can check what has been uploaded to the database by going to the Your Details tab and scrolling down to Training evidence (uploads). Please go to point **7.0.** of the user guide for more information on the **Your Details** tab.

4.4. Step 4 – Sample Taker Trainees

- **Sample Taker Trainees** (must be NMC, GMC registered or on the Physician Associate Voluntary Register (PAMVR) once registered will be issued a Trainee sample taker code with the letter T at the end. On the successful completion of their cervical sample taking foundation training the T will drop off leaving them with their permanent code.
- To register Sample Taker Trainees must enter onto the system the following, in the **Your Details** tab section called Initial Training:

  1. Name of cervical sample taking training provider *(to be entered into the appropriate box as per diagram)*

  2. Name of lead lecturer *(to be entered into training history comments section)*

  3. Duration of training *(to be entered manually or using the calendar as per diagram)*

4. Name of Supervisor *(to be entered into the training history comments section)*

5. GMC or NMC registration number, or on the PAMVR (your name will be used to verify registration)

5.0. Logging into the CSTD

Log onto the system via the website: http://loncstd.england.nhs.uk using your allocated username and chosen password.

6.0. Dashboard

All sample takers will have a dashboard when they first log into the database. The dashboard shows the most recent activity (new documents and events) for each database user (administrators and sample takers). In addition, it will also list any new events, documents or updates that have been added to system. Sample Takers should refer to the database on a regular basis to keep up to date with latest guidance and protocols.

7.0. Your Details
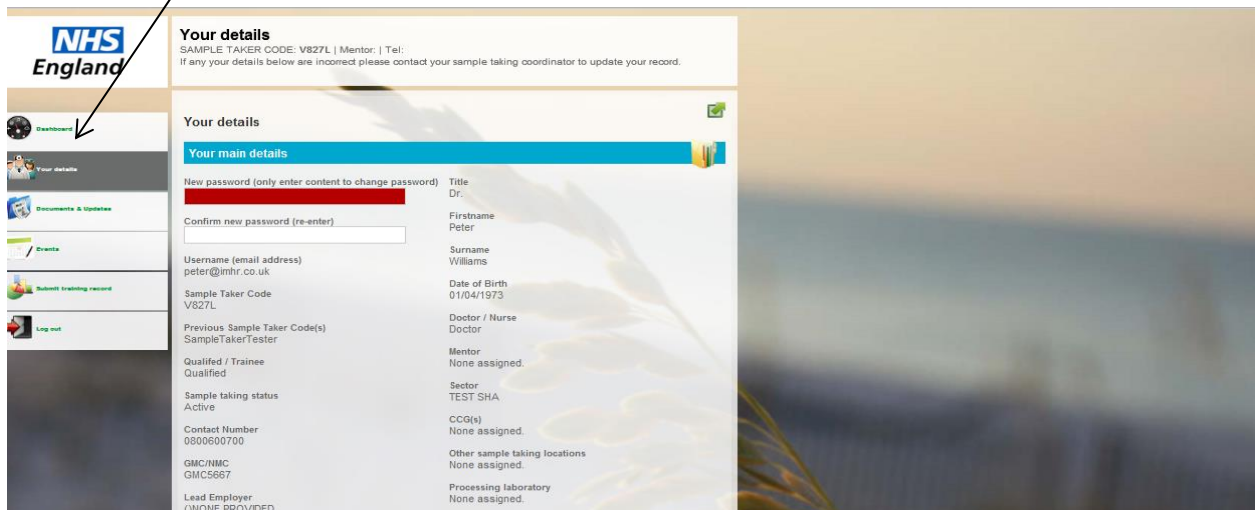
This section contains the following details for sample takers
- Sample Takers Main Details
- New password *(only complete this box if you wish to change your password and click update password)*
- Username (email address)
- Sample Taker Code
- Previous Sample Taker Code (where applicable)
- Status (Qualified/ Trainee sample taker)
- Sample Taking Status

- Contact Number
- GMC/NMC Number
- Lead Employer
- First Name
- Surname
- Date of Birth
- Professional Group (Nurse/ Doctor/ Physician Associate)
- Mentor
- Sector
- CCG
- Other Sample Taking Locations
- Processing Laboratory

Scroll Down to view the following details:

a) Training Evidence
b) Update Training Record
c) Your submitted training records
d) Your reports
   - Sample Taker Personal Performance Report
   - Samples Processed
   - Training Providers Update
   - Training Record
   - Under 25's samples not processed
   - RAG Rating

8.0.   Documents and Updates

To view the various documents relating to the cervical screening programme, **Click** on Documents and Update' on the left side of the screen. The documents in this section may be downloaded and saved to your computer, or printed out.
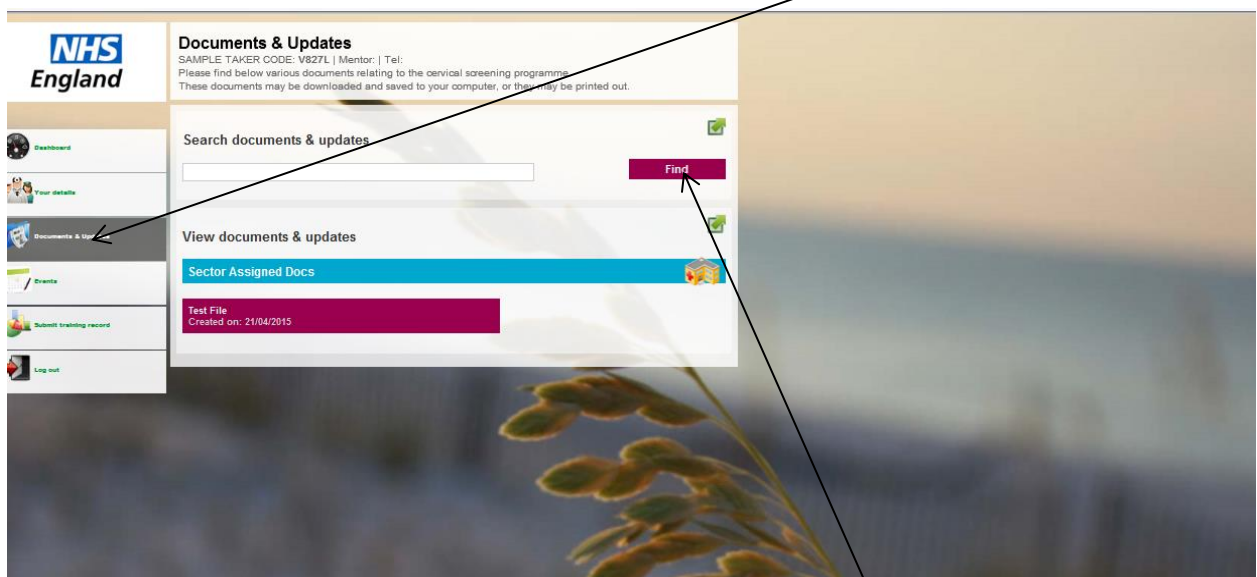

8.1.   Finding a document

You can search for a specific document in the 'Find a document 'section. Enter a search word into the field and click 'Find'. A list of documents will appear below. If you want to see all the documents in the system, keep the search field empty and click **'Find'.**

9.0.   Events

Click on Events/ Training Dates' on the left hand side of the screen. This section contains a list of courses and events that you may be interested in attending.
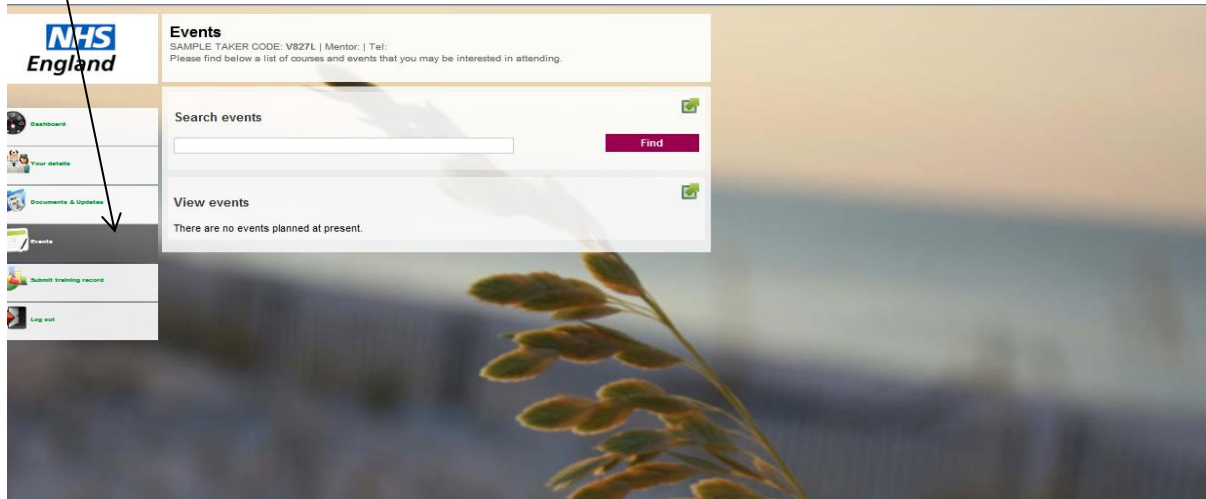
10.0. Log Out
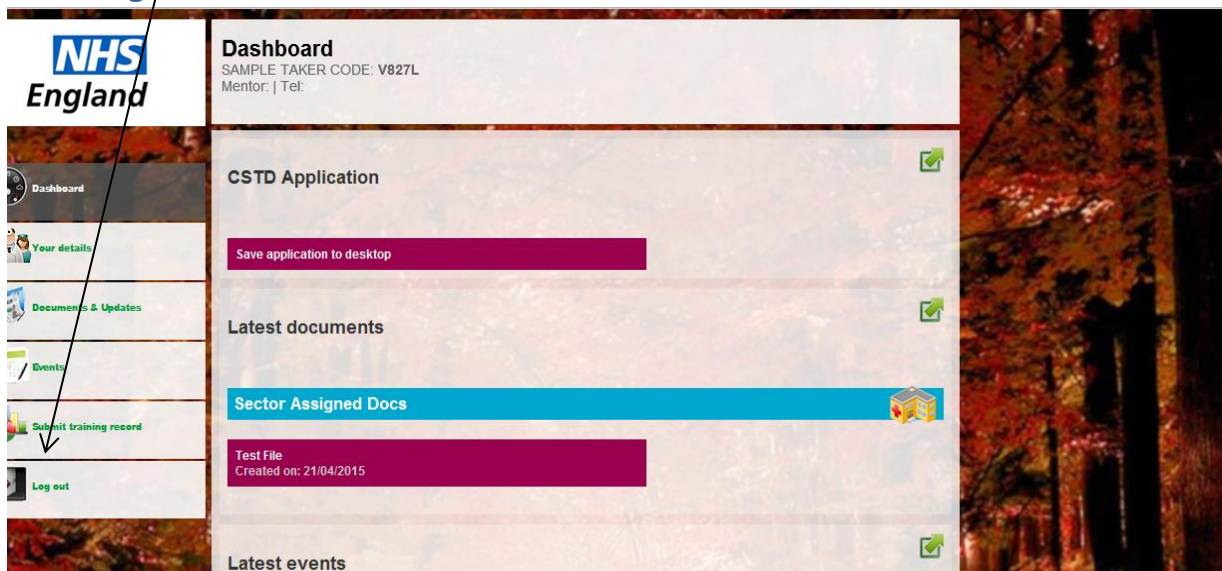
11.0. Password Management

11.1. Changing your password

It is recommended that you change your password on a regular basis for security reasons. You may change your password via the 'Your Account' section on the top right hand side of the screen.

11.2. Forgotten Password

If you forget your password, you can request that your password be reset on the CSTD web-based system home page. To reset your password, click the link 'Forgotten your password' above the username and password fields and follow the onscreen instructions.

12.0. Require further assistance?

If you have any problem, accessing or navigating the Cervical Sample Taker Web-Based system, please contact the London Cervical Screening Team via email address: loncstd.england@nhs.net