

Cervical screening checklist

A tool for sample takers



Before the appointment

Achieved?

Comments

Before the appointment	Achieved?	Comments
Prepare room and all equipment		
Check that patient is eligible		

During the appointment

Introduce yourself and establish rapport		
Confirm patient details (inc. name/address)		
Check patient understanding of the test		
Ask if patient has questions or concerns		
Discuss other health issues if appropriate		
Get consent to do the test		
Offer a chaperone (or other adjustments)		
Check sample pot expiry date		
Give privacy for undressing from waist down		

During the test

Explain each step before you do it		
Offer adequate covering (ie couch roll)		
Wear gloves		
Use correct amount of lubricant (pea-sized)		
Rotate brush 5 times in clockwise direction		
Transfer cells to sample pot effectively		
Offer tissues, wipes or sanitary pads		
Give privacy for dressing		

After the test

Record test on database (inc relevant notes)		
Discuss possible results and timings		
Ask if patient has questions or concerns		
Discuss symptoms awareness and actions		
Signpost to information and support		
Thank patient for attending		

Sample taker name:	Signature:
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