

## Cervical sample taking and registration on London Cervical Sample Taker Database



### All sample takers

- Only suitably qualified doctors, nurses, nurse associates and physician associates with a professional registration are allowed to take samples.
- No one is permitted to take cervical samples in London unless they are registered on the London Cervical Sample Taker Database and have been allocated with their unique sample taker PIN. Sample taker PINs are non-transferrable. A valid London sample taker PIN has the format of a letter, three numbers followed by a letter, e.g. K111W. Please note - the London sample taker PIN is not your professional body registration number.
- This is a self-registration process accessed at <https://loncstd.england.nhs.uk> and requires NMC/GMC/VAPR and proof of training to complete. CSL will verify all documents and professional registration before PIN number is issued.
- Failure to register, update training documentation or inappropriate use of PIN will be raised as a Screening Incident and could eventually result in misconduct referral to professional body.
- If you are already registered on the London sample taker database, log-in and ensure your contact details, place of work and training documentation are up to date. Sample takers are expected to do this at least once a year.
- Sample takers must ensure their sample taker PIN is clearly and correctly recorded on the request form for all samples taken. National sample acceptance guidance states samples received without a valid PIN will be rejected and women will need to have an unnecessary repeat test.
- Sample takers must have completed update training with an NSHCSP approved training provider or e-learning model provided by e-Learning for Health ([e-lfh.org.uk](http://e-lfh.org.uk)) at least every three years.
- A certificate confirming completion of update training must be uploaded to the database.

### Trainee sample takers

- Trainees must register on the London cervical sample taker database after being enrolled onto an accredited NHSCSP sample taker training course, and completing the theoretical training. CSL will issue a trainee sample taker code after verification of trainee's details. Trainees have an additional T at the end of the PIN.
- A trainee sample taker can only commence the practical/clinical element of training after a trainee sample taker number has been allocated.
- Trainee sample takers must complete their training within nine months, but, those granted an extension have to complete their training within 12 months as outlined in <https://www.gov.uk/government/publications/cervical-screening-cervical-sample-taker-training>
- A mentor must oversee the practical/clinical element of training and completion achieved by external assessor sign off.
- Documents confirming completion of training uploaded to CSTD and new sample taker PIN number issued after verification training has been completed.

### Practice Managers/Cervical Sample Taker Leads

- Practice managers and cervical sample taker leads are responsible to check all staff, including locum staff, tasked with taking cervical samples, comply with above points.
- When employing new staff to take samples, including locums, training certificates must be seen and verified and the nurse must inform the practice of his/her CSTD PIN.

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