

Cervical Sample Taker (CST)

Course application form

To apply for our Continuing Professional Development (CPD) courses please complete the application form below. To save the application with your completed details you will need to select print and choose 'save as pdf'

Please email completed application forms to shc-cpd@leedsbeckett.ac.uk / Tel: 0113 812 7778

* indicates a mandatory field.

1. Personal details						
Please complete all fields as fully as possible.						
Title*	Mr	Mrs	Miss	Ms	Dr	Other
Last name*				Sex ID (at birth)*	Male	Female
First name*				Date of birth dd/mm/yyyy*		
Middle name(s)				Previous name (if changed)		
Email*				Contact Tel No/Mobile (inc dialling code)*		
Have you previously applied to, or studied at, Leeds Beckett?*				University student ID (if known):		
Yes <input type="checkbox"/> No <input type="checkbox"/>						
Place of Work*				Job Title*		
Ward/Dept/Team*				NMC PIN (if applicable)		
NHS Trust or CCG*				Work Tel No*		
				Work Email*		
Nationality				If not born in the UK please give first date of entry to live in the UK:		
Country of Birth				Date of most recent entry to the UK:		

2. Address Details		
We will send all correspondence to your permanent home address unless you have specified an alternative address for correspondence.		
	Home Address:	Term Time address (if different)
Address line 1*		
Address line 2		
Address line 3		
City*		
Postcode		
Country		

3. Modules applied for*		
Please provide the title, date, and level of study for the course/CPD module you wish to apply for		
Course or Module Title*	Start date	Level of study Undergraduate – 6 Postgraduate – 7 [^]

[^]in most cases for level 7 study you will need to have previously completed a UK degree in a relevant field or equivalent.

4. Previous study and qualifications*					
Please provide us with the qualifications as requested below in order for us to ascertain your suitability for the course you are applying for.					
	Qualification type/name	Institution	Level of study	Completion date dd/mm/yy	Achieved grade
Highest Academic Qualification					
Highest Professional Qualification					
English Language Qualification					

5. Ethnicity (X)							
We treat this information in confidence and may use this information to contact you to discuss whether or not you may require any extra resources or support to undertake your chosen course.							
White		Other Black background		Chinese		Mixed – White/Asian	
Gypsy or Traveller		Asian British – Indian		Other Asian background		Other mixed background	
Black British – Caribbean		Asian British – Pakistani		Mixed – White/Black Caribbean		Arab	
Black British – African		Asian British - Bangladeshi		Mixed – White/Black African		Other ethnic background	
Information refused							

6. Criminal Convictions*		
Please note that the University operates in accordance with legislation concerned with the rehabilitation of offenders and often having a criminal record is not a bar to entry. However, we do need to ensure that all declarations of criminal records are properly investigated in order to discharge our duty of care to other members of the University community. Please do not give details here; if you declare an unspent criminal conviction you will be contacted separately.		
Criminal conviction indicator	Yes	No

7. Personal Statement In Support Of Your Application*

Selection can depend more on your general ability to benefit from study than on your formal academic qualifications. To help us assess your abilities and potential, please give further information in support of your application; outline relevant work or other experience, learning on which you intend your studies to build and include reasons why you wish to access the module(s) listed.

8. Disability Information

The University is committed to supporting students with a disability. We treat this information in confidence and may use this information to contact you to discuss whether or not you may require any extra resources or support to undertake your chosen course. We will not use this information to determine whether or not to make you an offer of a place.

Do you consider yourself disabled?	Yes	No	(If no go to section 9)
If yes, please select the relevant category			
No known disability		Learning difficulty, e.g. dyslexia	
Soc/comm diff e.g. aspergers		Long standing illness	
Mental health condition		Physical impairment	
Deaf/hearing impairment		Blind/visual impairment	
Two or more of the above		Disability not listed	

9. Paying for the course/CPD module

Please indicate who will be responsible for payment. Any application for SSPRD funding will be independent of any offers made for the course/CPD module, until you have confirmation of funding you or your sponsor are liable for the course fee. Please can use the links below or visit our website to download the relevant form.

Health Education England – West Yorkshire & Humber SSPRD funding		You will need to complete and submit the SSPRD funding form with your application. You will need this signed by your SSPRD Lead. If you do not know who this is please contact shc-cpd@leedsbeckett.ac.uk
Myself		Once you have enrolled an invoice for the course fee will be raised contact incomes@leedsbeckett.ac.uk for more information
Employer or other sponsor		You will need to submit to us recipient details of who will be paying the course fee.

10. Please indicate how you heard about the course/CPD module

Leeds Beckett University Website		Trust Handbook	
HEYH Website		Word of mouth	
Other			

By signing this form, you are agreeing to receive communications from the School of Health & Community Studies, Leeds Beckett University specifically relating to the course you are attending.

DATA PROTECTION

The information you provide may be stored in manual and electronic formats and is held to facilitate the services we provide, assist with record keeping and ongoing communication, statutory purposes, and statistical and research purposes.

By ticking this box, I give my permission for Leeds Beckett University to contact me by email or phone with information about courses, products, services or offers that may be of interest to me based on previous feedback I have provided by email or in feedback forms.

I understand that I can change my preferences at any time by simply emailing shc-cpd@leedsbeckett.ac.uk with my updated preferences

Declaration:

I agree that by signing below, I am giving the University permission to use my personal information for the purpose of processing my application. Including all of the University's online systems, for which I will receive email notifications, and, if I am offered a place at the University which I then accept, will form part of my University student record.

I confirm that the information given on the form is true, complete and accurate and no relevant information has been omitted. I understand that this application or any subsequent university place offered may be withdrawn by Leeds Beckett University if in the future the information provided proves to be inaccurate, either intentionally or unintentionally.

Signature:

Date:

CERVICAL CYTOLOGY SAMPLE TAKER In-House Support and Environment.

TO BE COMPLETED BY YOUR SUPERVISING STAFF MEMBER

****Please submit this with your Cytology CPD application form, any decisions may be delayed if your application is not received in full****

CERVICAL SAMPLE TAKER – Additional Admission Criteria and environment Form. PLEASE COMPLETE ALL SECTIONS:

Name of Applicant

--

Place where training will occur: (If more than one practice then please add both and indicate where most of the training will occur)

In order for the above named person to be accepted on the module 'Cervical Cytology Screening' you need to assure the University /training provider that you meet the following placement standards for training.

The In-House Professional Support MUST: please tick.

- Be a current registered cervical sample taker with current NEYH regional code.
- Be a qualified sample taker for at least 1 year
- Take at least 20 samples a year and demonstrate continuing competence in cervical sample taking.
- Be undertaking self-audit in relation to their adequate/inadequate rates and have undertaken at least 20 samples in the past year with an adequate rate of at least 80%
- Understand that the student will require 20 adequate samples to proceed to final assessment
- Be in attendance when external mentor attends
- Have met the training updates in line with NHSCSP requirements which includes the cervical training update e-learning and HPV e-learning. Both can be found at <https://portal.e-lfh.org.uk/> and should then be uploaded to the database for checking by the external mentor service
- Nurses should hold a recognised qualification in cervical screening (or equivalent) or have commenced sample taking prior to 1998 when the 'National Training Guidance' was implemented.
- Be present on site whilst the trainee undertakes all unsupervised samples.

Named IN-HOUSE Professional Support Details:

SAMPLE TAKER CODE:						
Surname:			First Name(s):			
Contact work Email:						
Contact work Telephone:						
Work Address where student will train:						
How many samples taken in the last 12 months?						
How many samples were inadequate?						
Date of most recent cervical screening update e-Learning*						
Date of HPV e-Learning						
Sample Taker Co-ordinator for the Practice (name)						

PLEASE SUBMIT COPIES OF YOUR e-Learning CERTIFICATES WITH THIS APPLICATION

***This must be within the last 3 years. Will the e-learning still be in date when the student commences training? Yes No**

	YES	NO
I/They understand that as soon as the nurse has been offered and accepted a place the practice will apply for a trainee sample taker code.		
The nurse will be given appropriate access to OPEN EXETER, electronic records and the Gateshead cervical screening ordering system		
The nurse will be able to attend the training institutions induction day^		
The External Mentor is required to take samples within your practice to demonstrate the process to the student. You will enable IT access with their own username and password to record the necessary clinical details.		
The training Nurse will be allocated 30 minutes per appointment		

NB: In your practice the External Mentor is permitted to take high vaginal and endocervical on women they sample however, they are not permitted to perform swabs on women sampled by the student.

My Role in Practice:	Name:
Signature:	Date:

Now complete the environment check: this will be reviewed for accuracy of completion during the first visit by the assigned external trainer.

Environment Check

The North East, Yorkshire and the Humber have high standards and lead the way in good practice for training nurses in cervical screening. The following items must be in place before your nurse will be able to start taking samples. The external mentor will go through a more detailed check list with the in house support, and any items not meeting the standards will mean the student will not be able to start sample taking.

Items for room the student will train in	In Place – please tick		
Educational Audit completed in the last 2 years by a local HEI (for student nurse placements)	Yes	No	Not applicable
Room/s with lockable door(s) / or engaged signage and curtains around couch to preserve woman's dignity.	Yes	No	
IT access	Yes	No	
Cervix brushes area available	Yes	No	
Endocervical brushes are available	Yes	Will be purchased	
Room 1 at base practice area All equipment for taking a sample safely is in place: Adjustable Light, sterile equipment/ packs, couch roll, LBC kit, single sachets lubricating jelly. Cervex Brush and Rover's Endo-Cervex Brush, swabs, waste disposal, selection of gloves, speculums various sizes, access to information leaflets	Location		
	Yes	No	In part
	If not, will it be at the time of nurse starting?		
Room 2 (optional) at same practice or another Location All equipment for taking a sample safely is in place: Adjustable Light, sterile equipment/ packs, couch roll, LBC kit, single sachets lubricating jelly. Cervex Brush and Rover's Endo-Cervex Brush, swabs, waste disposal, selection of gloves, speculums various sizes, access to information leaflets	Location		
	Yes	No	In part
	If not, will it be at the time of nurse starting?		
Examination couch accessible for the nurse in question (right or left handed)	Yes	No	
Access to a hydraulic couch in the practice	Yes	No	
Insurance in place for the PG practice nurse trainee	Yes	No	
Process for managing results	Yes	No	
Process for managing non-attenders / problems	Yes	No	
Time for trainee nurse to manage data and results	Yes	No	
Open Exeter Set up	Yes	No	N/A or will be by start of course

Thank You for your co-operation.

A PDF version of this form should be submitted by the nurse along with the application form. (If more than one person is to be the in house supporter, a form is needed for each person).

For any questions about this form contact:

Course leader: Paul Mackreth p.mackreth@leedsbeckett.ac.uk

Admissions team: shc-cpd@leedsbeckett.ac.uk

The programmes fill up quickly so places will be offered on a first come first served basis.

Please return completed forms to: shc-cpd@leedsbeckett.ac.uk

Your completed application should include:

- **CPD Application form**
- **Cervical Cytology In-house support & environment form**
- **SSPRD funding application (signed by your designated SSPRD Lead – *if you do not know who this is please contact the University*)**

PLEASE INFORM THE UNIVERSITY OF ANY CHANGES TO IN-HOUSE SUPPORT AND/OR PLACE OF WORK PRIOR TO COMMENCING THE COURSE AS YOU WILL NEED TO FILL IN THE CORRECT FORMS AND THIS COULD HAVE AN IMPACT ON WHO YOU ARE ALLOCATED FROM THE EXTERNAL MENTOR SERVICE