**Cervical Smear Taking during COVID 19-(“how to guide”)**

**Pre Appointment To reduce face to face contact in surgery and allow cleaning time an option would be to provide a telephone consultation appointment day before face to face smear appointment**  (Confirm patient details and ensure smear is due via SCCRS)

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| Advise patient regarding surgery booking in procedure. Explain appointment is only for smear procedure and advise reason for call (reception will have advised nurse will call them prior to procedure)“to update some information” |
| Confirm that individual has NO COVID-19 symptoms if has symptoms give appropriate advice, along with advice to reschedule smear appointment <https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19> |
| Inform individual that nurse will be wearing PPE. No requirement for nurse to wear full protective gown. (If nurses skin comes into contact with individual, wash with soap and water) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879111/T4_poster_Recommended_PPE_additional_considerations_of_COVID-19.pdf> |
| Advise individual that they should attend appointment alone and if chaperone requested, discuss options, possibly member of practice staff. Should advise patient to wear face mask or face covering when attending appointment[COVID 19 cervical screening](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/healthy-living/coronavirus-covid-19-immunisation-and-screening#cervical-screening-has-resumed) |
| Explain & confirm that the patient understands the purpose of screening and HPV Testing and revised timescales for future smears |
| Explains the smear taking procedure |
| Ask appropriate pre smear questions for entry to sccrs when attends Opportunity to ask about HRT/contraception advice and reviewsOffer to answer any questions or concerns |
| Offer to answer any questions or concerns, discusses possible results, how they will be communicated and timescale. Discuss action to take if any future symptoms  |

**Pre-Procedure**

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| Be prepared with all equipment and positioning before calling patient, Don PPE, ensure hand sanitising products are available |
| CHECKS EXPIRY DATE OF THIN PREP POT |
| Be sensitive to any potential issues such as FGM & gender based violence throughout |

**Cervical Smear**

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| Welcome the patient, introduce self. Confirm details. (with practice record and sccrs record) Ask patient to sanitise hands and advise avoid touching surfaces **(including curtains/screens, if used**) (Provided curtains have been tied back during the examination and no contamination is evident, these can be left in situ). Otherwise curtains can be laundered 6 monthly [Guidance for primary care. p14 (PDF, 767KB)](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2930/documents/1_covid-19-guidance-for-primary-care.pdf) |
| Gains Consent (consider behavioural consent) |
| Ensures privacy at all times |
| Positions the patient correctly as patient ability permits.  |
| Uses lighting & variable couch height effectively |
| Explains procedure throughout, offering reassurance and putting the patient at ease |
| Correct usage of lubricant if required (pea-sized amount) |
| Selects appropriate size of speculum |
| Rotates brush 5 times in clockwise direction & transfers cells to pot effectively |
| Align black squares on the pot & applies label correctly |
| Records smear on SCRRS, documenting any relevant details |
| Offers sanitary wear if required, and facilities for patient to wash their hands |

**Post Procedure**

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| Thank the patient for attending, advice to avoid touching any surfaces on exit |
| Clean room as per guidance(ensure HPS most current update used) |