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## Chapter 4 –Providing a Smear-taking Service

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### Information Required by Laboratory

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**Provision of information on slide and referral form**

The provision of sufficient accurate information on both the cervical smear slide and the laboratory referral form is essential to allow for:

- appropriate processing of the smear
  - the assigning of the appropriate recall date or recommendation for referral
  - appropriate processing of the result information by the laboratory and the NCSP including ensuring the result is matched to the correct woman
  - accurate evaluation and monitoring of the programme.
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**Minimum information on the slide**

Specimens submitted for gynaecological cytology or histological examination must be permanently marked in such a way as to ensure an unambiguous identification with the laboratory referral form. The minimum information required on the slide is:

- Woman's family or surname and initials of first or given names, and
  - Date of birth or NHI.
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**Standard 407**

**Smear takers will provide the woman's family name or surname and initials of first or given names, and date of birth or NHI on all cytology slides.**

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## Chapter 4 –Providing a Smear-taking Service

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### Information Required by Laboratory, Continued

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**Minimum information on the laboratory referral form**

If the NCSP laboratory referral form is correctly completed, the minimum requirements will be met. If providers choose to have their own forms or electronic versions the minimum information required on the laboratory referral form is as follows:

- Demographic information
  - NHI
  - Surname / family name, first names in full (including other versions of)
  - Other surnames including maiden name and other names known by, if appropriate
  - Date of birth
  - Postal address
  - Contact phone number
  - Ethnicity
- Smear taker information
  - Health Team number
  - Smear taker's registration number
  - Smear taker's name
  - Name and address of clinic
  - Signature of smear taker
- Clinical information
  - Date test taken
  - If urgent whether to fax or phone and the appropriate number
  - The woman's gynaecological history
  - The smear site
  - The smear technique and the number of slides used
  - Type of swab if taken
  - Any other relevant clinical information that may influence either the result or the laboratory recommendations for recall or referral, eg signs or symptoms, appearance of the cervix, date of LMP, if postnatal, and contraception method
  - If histology the site of the sample and any other relevant information
- Other information
  - Address if additional copy of result required

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### Information Required by Laboratory, Continued

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- Standard 408**      **Prior to sending the form and the specimen to the laboratory smear takers must ensure that;**
- (a)      the minimum information (as above) is supplied on a generic laboratory referral form,**
  - or**
  - (b)      all details on the NCSP Laboratory Referral form are completed.**
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