

Primary Care Readiness Checklist

This checklist provides an overview of tasks and preparations that Primary Care facilities need to undertake to be ready for the new Human Papillomavirus (HPV) Test rollout on Tuesday 12 September 2023.

This checklist can be used by **Clinical Leads / HPV Primary Screening Champions / Practice Facility Leads** to ensure your Primary Care facility is ready to start HPV testing.

Recommendation: the approval of this checklist will rest with the PHO Primary Care liaison for each Te Whatu Ora district or Primary Care Liaison for a PHO.

Key Tasks



HPV primary screening communications

- Information and communications about the new HPV primary screening test have been received from the National Cervical Screening Programme and distributed to relevant staff in our facility.

Essential Training

- Training information has been received and completed by relevant staff at our facility.

For accredited cervical sample-takers, and GPs and midwives:

Essential training materials in preparation for the 12 September 2023 go-live are:

- Cervical Screening using Human Papillomavirus (HPV) Testing course available via LearnOnline
 - Module 1 – Introduction to Cervical Screening using HPV testing
 - Module 2 – Navigating the Cervical Screening pathways - practising using the pathways with various cases
 - Module 3 – Cervical Screening in Aotearoa New Zealand – History and Context
 - Module 4 – Talking about Cervical Screening and HPV

Key Tasks



Other key resources are:

- Working with your local laboratory – video with Dr Margaret Sage (To be published soon on NSU website)
- **View and download:** [What's changing for General Practice Guide?](#)

For other staff (non-clinical and clinical staff who are not accredited cervical sample-takers):



Training materials in preparation for the 12 September 2023 go-live include:

- **Watch:** [Overview of HPV Primary Screening](#)
- **View and download:** [What's Changing for General Practice Guide](#)
- **Watch:** [Goodfellow Webinar](#)
- **Explore:** Clinical Module 3 (~30min) –*History and Context* from the course: [Cervical Screening using HPV Testing](#)
- **View and understand:** [Interim Policies and Standards.](#)

Other Learning Materials and Resources

- [Learning materials](#) have been received and distributed to relevant staff who are involved in the new HPV primary screen test - e.g. cervical sample-takers and Admin Staff within our facility.



Learning materials include:

- [Video overview of HPV Primary Screening](#)
- Goodfellow [webinar](#) (screen-taker update on how the changes are going to be implemented, tests, clinical pathways)
- Resources and information available on NSU website [here](#)
- NCSP [Clinical Practice Guidelines 2023](#) for Cervical Screening in Aotearoa New Zealand
- Information available on regional HealthPathways

Laboratory Consumables, Process and Transportation

- Our facility has stock including HPV test supplies for 12 September 2023 go-live. Note: stock won't be dispatched until after 28 August.
- Our local laboratory has made contact and provided my facility with the appropriate information about the process of acquiring and replenishing cervical screening test supplies and we understand:
 - What swabs and tubes will be used (for HPV tests only)
 - What LBC vial we will be using (for HPV tests only, cytology only or both tests) – ThinPrep or SurePath



Key Tasks



- Our facility has set up a suitable space for self-testing and provided a waste disposal bin in the self-test area to reduce the risk of HPV cross-contamination.
- Our relevant staff understand the process to complete the new HPV primary screen test, get it to the laboratory and the timeframes for test results.
- Ensure relevant staff are aware that their HPI number is a prerequisite to completing and ordering any laboratory tests (including HPV tests).
 - Verify that the lab form auto populates with the HPI Number
 - [Example for Lab form for HPV/cytology and/or histology samples](#)
 - [Example Lab form for vaginal swab samples for HPV testing only](#)
- Our relevant staff understand how to attach the HPV test label without covering the barcode and if adding patient details are added by hand that the bar code is not obscured.

Ordering Public Health Resources for Cervical Screening

- Our facility has ordered supplies of all the new public health resources about the new HPV primary screening test ready for the HPV primary screening launch on 12 September. E.g., pamphlets, posters for patients about how to complete self-tests, etc.
- See [HealthEd](#) for up-to-date resources.
- Our facility has planned to display and make available the resources in places where participants will have easy access to them.

Screening Support Services

- Our facility knows our screening support services are, what they are and how to refer to them. See [here](#) for Support to Screening Services Regional Map.
- Our facility has an established process for ensuring follow up of patients who do not attend HPV primary testing and follow up appointments.
 - Where possible, up to three different methods of contacting participants should be utilised, for example, letter, text, phone call, email and on different days and times of the week.
 - Where a participant does not respond to recall a referral process to an alternative cervical screening or Screening Support services is in place. See standard 3.3 Recall processes of [Section 3: Cervical Screening Services](#)

Key Tasks



Practice Systems

- Our facility has considered how it will manage opportunistic screening and follow-up.
- Our facility uses reminder and prompting tools and staff are familiar with them.
- If our facility offers testing offsite including take home tests, robust processes are in place to ensure the test is returned in a timely manner.
- Our facility has access to information from the NCSP Cervical Screening Status Report for their enrolled population.
- (Note: the new data match report will be called the PHO Cervical Screening Status Report and will be delivered on 20th October 2023. Monthly reporting will resume thereafter)

Patient Management Systems (PMS) and Laboratory forms

- Our facility has successfully performed any PMS updates based on the release notes and deleted any old codes no longer needed.
- Our facility has checked to see that our PMS Laboratory Request Form has been updated for HPV primary testing.
- Our facility technology lead has received the release notes from our PMS provider and has distributed to all our relevant system users.
- Our facility knows who to contact for any issues arising from the PMS updates. See [here](#) for links to the PMS Vendors

HPV Test Funding Structure

- Our facility has set the charge related to HPV Primary Screening.
- Our facility has a process to claim subsidies for funded participants and staff are aware of new eligibility criteria for funding.

Support

- Sample-takers at our facility know the number to call to access a participant's screening history.
- Our facility knows where to go to get clinical support by phone and access the Regional Services by email. (Note: regional email addresses to be used)



Support

If you need support with any aspect of the new HPV Testing, please check out the dedicated area on the website [here](#).