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1. Introduction

The Cervical Sample Taker Database has been designed for the quality assurance of cervical sample takers. All cervical sample takers in Cumbria, Greater Manchester and Lancashire will need to be registered on the system to be allocated a new permanent, regional sample taker code. The system will hold a centralised list of all sample takers in Cumbria, Greater Manchester and Lancashire, which will hold up to date information on each sample taker's performance data and training.

2. Responsibilities

The success of the Cervical Sample Taker Database relies on the users accepting and undertaking their assigned responsibilities. All users must ensure that any information they record on the database is accurate and they should ensure that the database is kept up to date following new user creation or any changes at later stages. It is important that the database is accessed by users regularly to monitor sample taker performance so any areas of concern can be highlighted and steps can be taken to resolve the problem quickly, reducing the risk to patients.

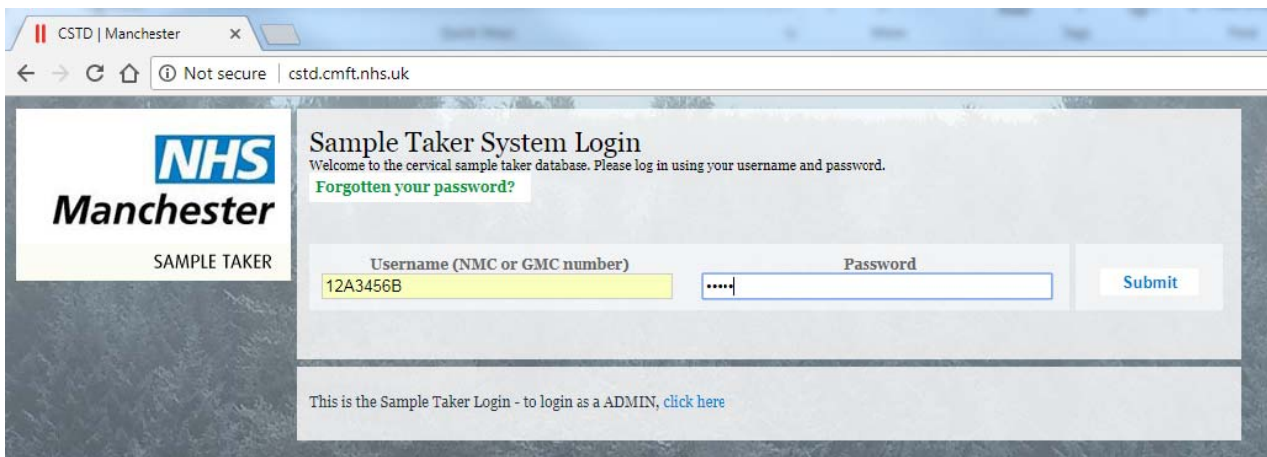
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3. Access and login instructions

3.1. Login via web browser:

To access the CSTD Manchester:

1. Open a web browser of your choosing i.e. Google Chrome
2. Type the following address into the address bar (alternatively, copy/paste the address or click on the link. Remember to save it in your favourites for future use):
<http://cstd.mft.nhs.uk>
3. You should now be able to see the login page:
4. Use your NMC/GMC as a username
5. Use the generic password – ‘guest’



The screenshot shows a web browser window with the address bar displaying 'cstd.cmft.nhs.uk'. The page title is 'CSTD | Manchester'. The main content area is titled 'Sample Taker System Login' and includes a welcome message: 'Welcome to the cervical sample taker database. Please log in using your username and password.' Below this is a link for 'Forgotten your password?'. The login form has two input fields: 'Username (NMC or GMC number)' with the value '12A3456B' and 'Password' with masked characters '.....'. A 'Submit' button is to the right of the password field. At the bottom, there is a note: 'This is the Sample Taker Login - to login as a ADMIN, [click here](#)'.

6. Once successfully logged in, you will be prompted to change your default password and provide your email address should this be missing from your record.

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3.2. Requesting access to CSTD Manchester for new users

Novice Smear Takers:

Your Training Provider's responsibility is to request for access to the CSTD Manchester on your behalf once you've completed your initial training.

You will be notified by email once the request has been approved.

Qualified Smear takers:

Should you be unable to login to the CSTD Manchester, please get in touch with your Practice Manager as they have sufficient access level to create and edit Sample Taker records held on the database.

Your Practice Manager might have to apply for administrative access in the first place, please ask them to complete the self-registration form located on <http://cstd.mft.nhs.uk/admin>

You will be notified by email once the request has been approved.

Note:

If for some reason you are unable to ask your Practice Manager, please contact the CSTD Helpdesk using details supplied in section 6 of this manual.

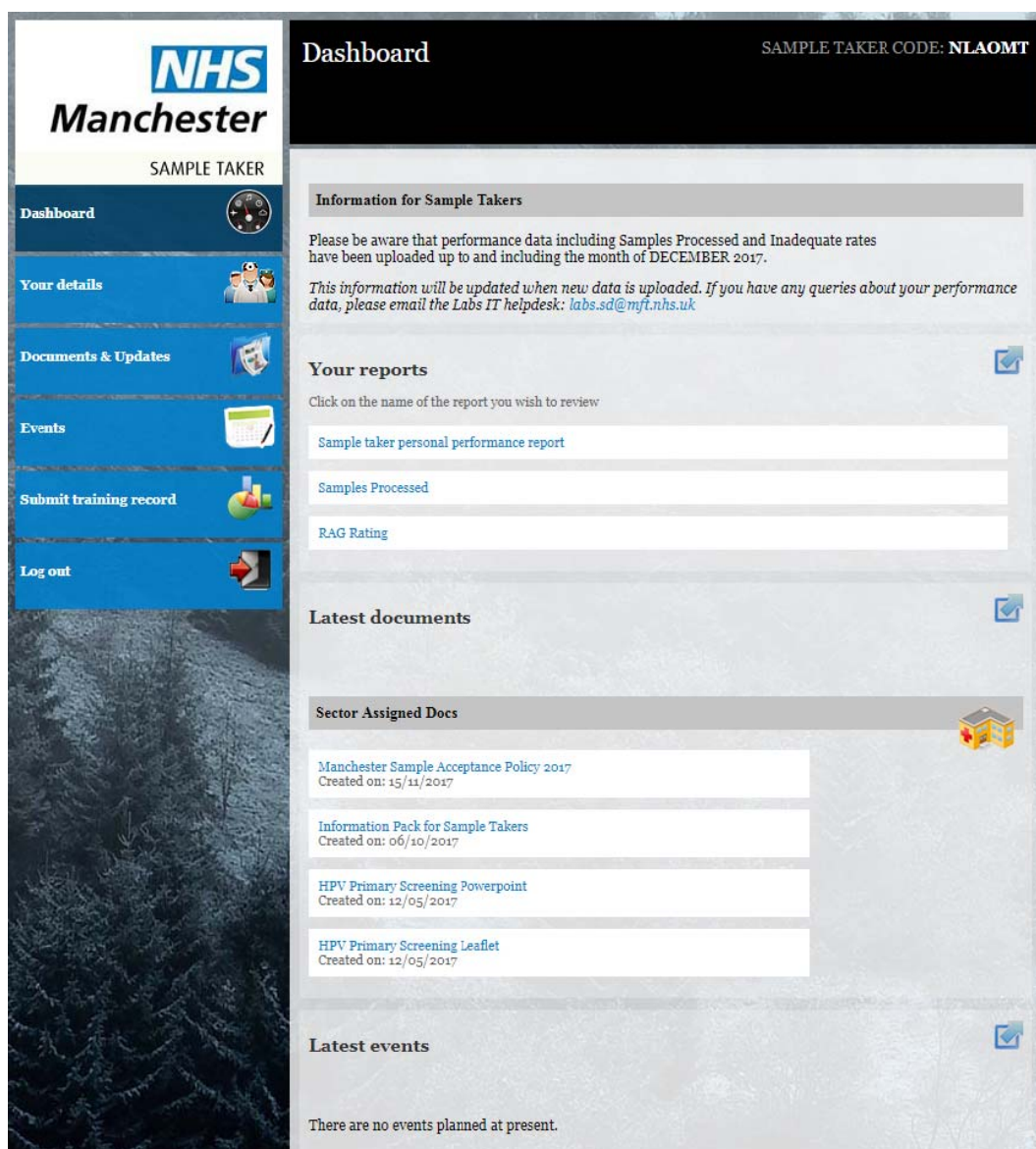
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4. Sections explained

4.1. Dashboard

The 'Dashboard' section on the Cervical Sample Taker Database lists any performance reports, documents or updates and new events that have been added to the system.

Please refer to this dashboard on a regular basis to keep up to date with local guidance and protocols.



The screenshot displays the NHS Manchester Sample Taker Dashboard. The left sidebar contains navigation links: Dashboard, Your details, Documents & Updates, Events, Submit training record, and Log out. The main content area is titled 'Dashboard' and includes the 'SAMPLE TAKER CODE: NLAOMT'. It features several sections: 'Information for Sample Takers' with a notice about performance data updates; 'Your reports' with a list of reports including 'Sample taker personal performance report', 'Samples Processed', and 'RAG Rating'; 'Latest documents' with a list of documents including 'Manchester Sample Acceptance Policy 2017', 'Information Pack for Sample Takers', 'HPV Primary Screening Powerpoint', and 'HPV Primary Screening Leaflet'; and 'Latest events' with a message stating 'There are no events planned at present'.

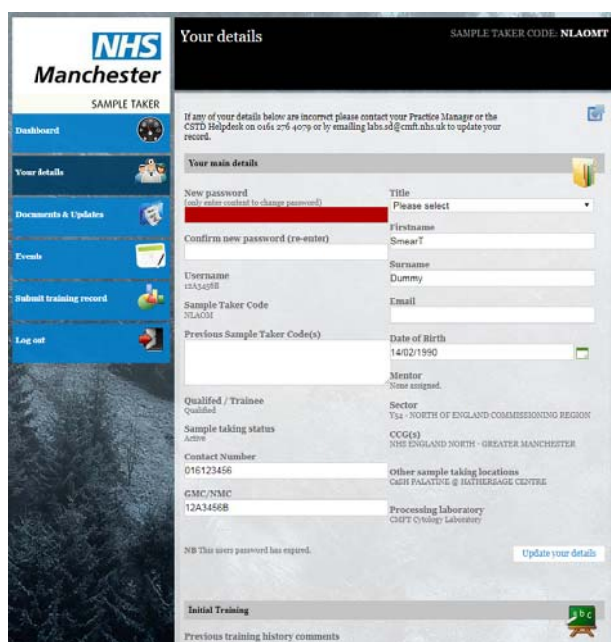
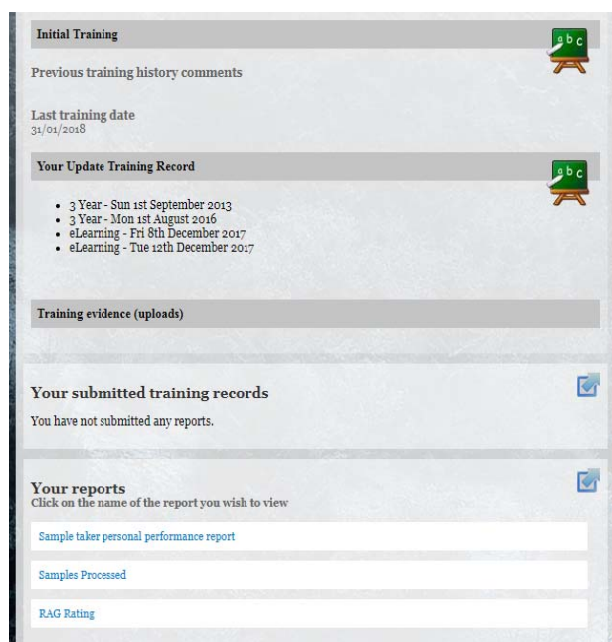
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4.2. Your details

It is vital that each Sample Taker keeps their personal and training records up to date at all times, especially after you have just started using the CSTD system.

The 'Your details' section on the Cervical Sample Taker Database consists of the following:

- Your main details
- Initial Training, including your Last Training Date
- Training evidence (uploads)
- Your Update Training Record
- Your submitted training records
- Your reports

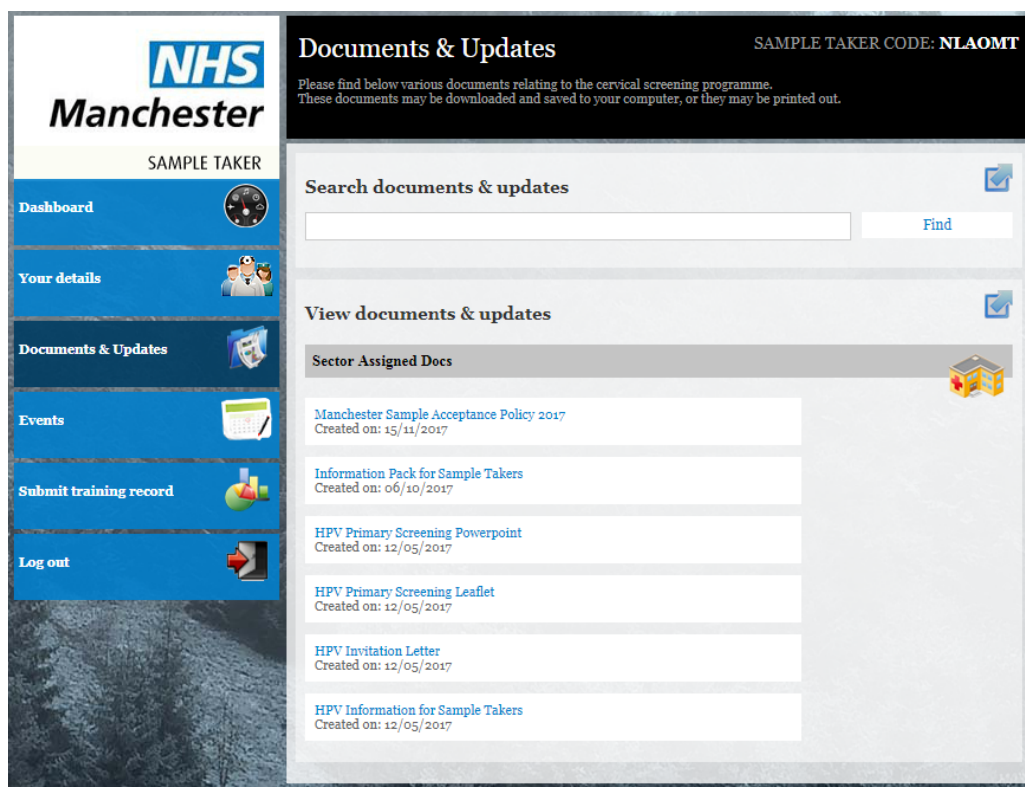




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4.3. Documents & Updates

The 'Documents & Updates' section of the Cervical Sample Taker Database allows you to preview various documents, manuals and guides uploaded for your convenience.

Documents assigned to your sector and/or CCG will be available for you to view in respective subsections as shown below:

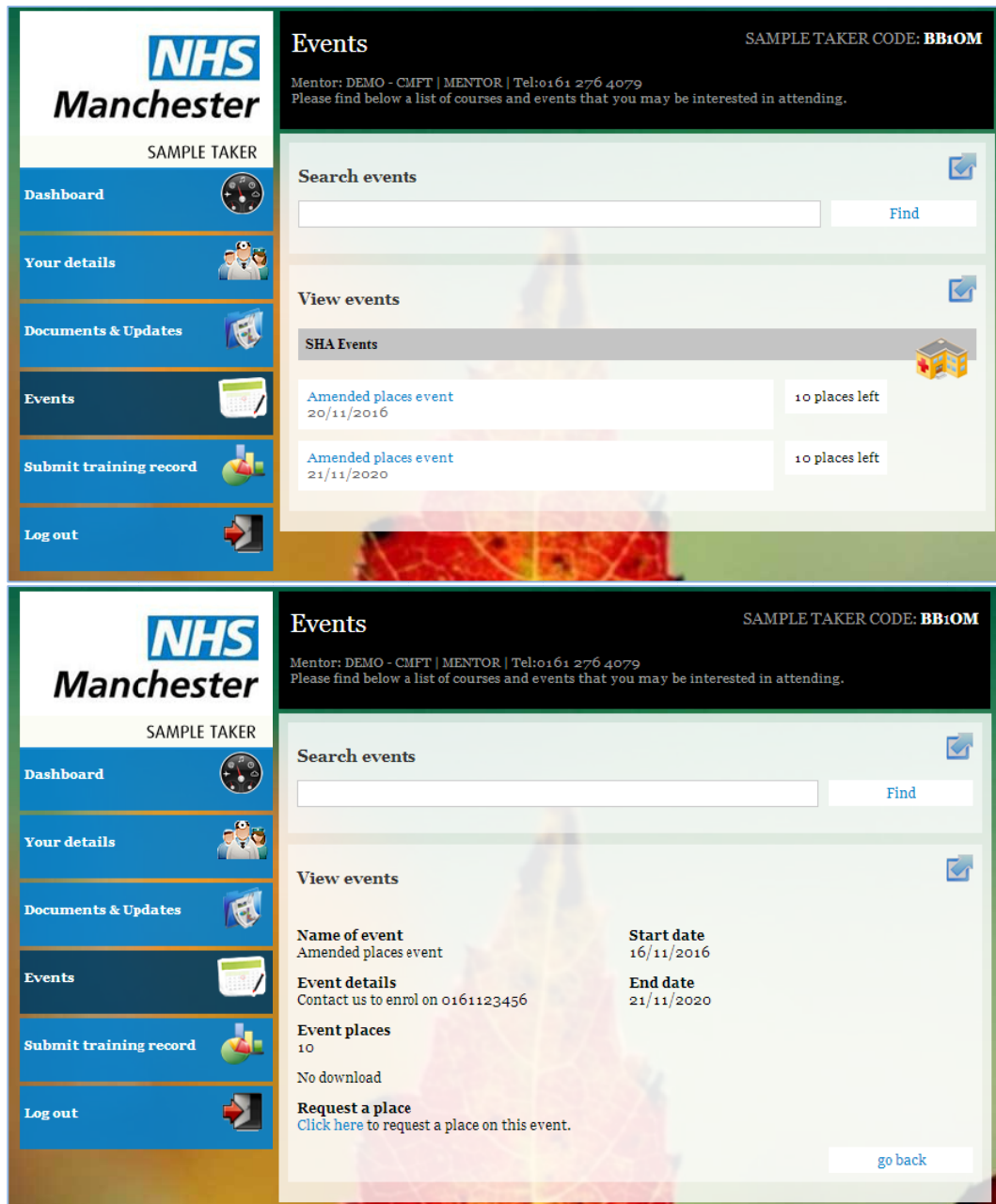


Refer to section 5.6 for instructions on searching for documents on the CSTD Manchester.

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4.4. Events

The 'Events' section of the Cervical Sample Taker Database allows you to preview various events and training sessions as published by Training Providers and the CSTD Helpdesk.



NHS Manchester
SAMPLE TAKER

Events SAMPLE TAKER CODE: **BB10M**
Mentor: DEMO - CMFT | MENTOR | Tel: 0161 276 4079
Please find below a list of courses and events that you may be interested in attending.

Search events

[Find](#)

View events

SHA Events

Amended places event 20/11/2016	10 places left
Amended places event 21/11/2020	10 places left

NHS Manchester
SAMPLE TAKER

Events SAMPLE TAKER CODE: **BB10M**
Mentor: DEMO - CMFT | MENTOR | Tel: 0161 276 4079
Please find below a list of courses and events that you may be interested in attending.

Search events

[Find](#)

View events

Name of event Amended places event	Start date 16/11/2016
Event details Contact us to enrol on 0161123456	End date 21/11/2020
Event places 10	
No download	
Request a place Click here to request a place on this event.	
go back	

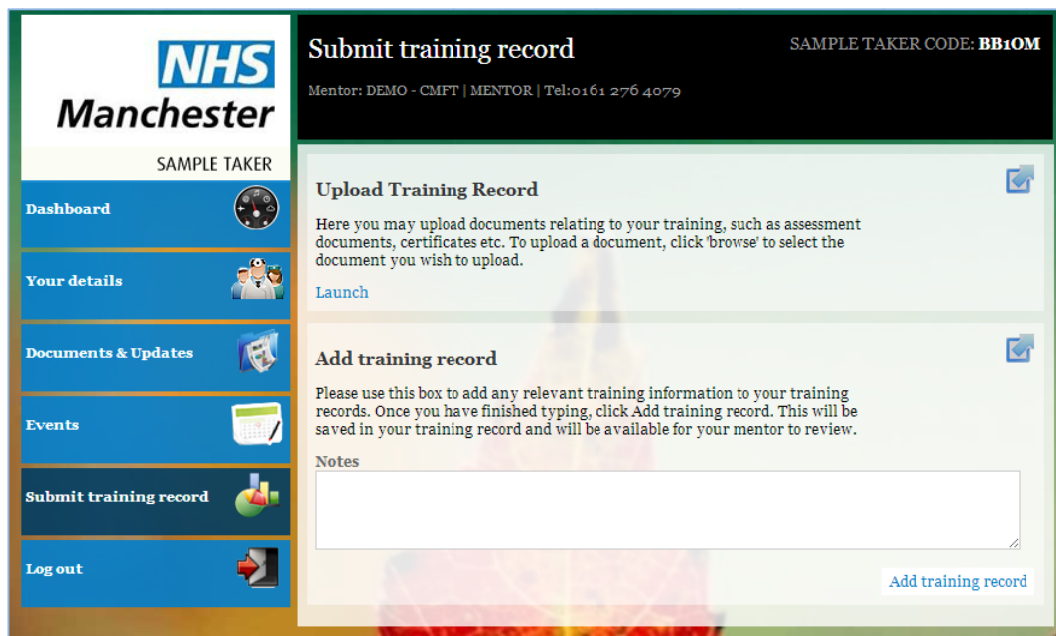
List of latest events is also available on the dashboard (see section 4.1).

4.5. Submit training record

The 'Submit training record' section of the Cervical Sample Taker Database allows you to upload any training records against your profile in a digital format as an attachment.

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It also allows you to add any free-text training information to be saved against your profile, for example, to be made available to your Mentor or Practice Manager.



The screenshot displays the NHS Manchester Sample Taker interface. On the left is a sidebar menu with options: Dashboard, Your details, Documents & Updates, Events, Submit training record (highlighted), and Log out. The main content area is titled 'Submit training record' and includes the text 'SAMPLE TAKER CODE: BB10M' and 'Mentor: DEMO - CMFT | MENTOR | Tel: 0161 276 4079'. Below this, there are two sections: 'Upload Training Record' with instructions on uploading documents and a 'Launch' link, and 'Add training record' with instructions on adding free-text information and a large text input field labeled 'Notes'. An 'Add training record' button is located at the bottom right of the 'Add training record' section.

Please refer to section 5.2 for instructions.

4.6. Log out

The 'Log out' section of the Cervical Sample Taker Database will terminate the current session, logging you out of the system.

Please remember to save/update any changes before committing and pressing the button.

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5. 'How to' guides

5.1. Update my personal details

Clicking on 'Your details' button located on the left side navigation pane will take you to that section of the Cervical Smear Taker Database allowing you to review and amend personal details where possible (see section 4.2):

Following fields can be amended by the Sample Taker:

- Password
- Title
- First name
- Surname
- Email
- Date of Birth
- Contact Number
- GMC / NMC Number
- Training evidence (uploads); (see section 5.2)
- Your submitted training records; (see section 5.2)

Once finished, click on the 'Update your details' button to save changes you've made.

All of the remaining fields from the following sections can be updated by the CSTD administrators, for example by the Practice Managers:

- Your main details (demographics, training status, etc)
- Training Record, including your Last Training Date
- Your Update Training Record

To update the above details, follow instructions from section 5.2 to upload your training records. These will be used by administrators when updating the 'Initial Training' and 'Update Training Record' details.

Next, contact your Practice Manager, Sample Taking Coordinator or Laboratory IT Helpdesk requesting your account details be updated specifying exactly what information should be changed.

Repeat this process each time some of your personal details change or should you complete update training.

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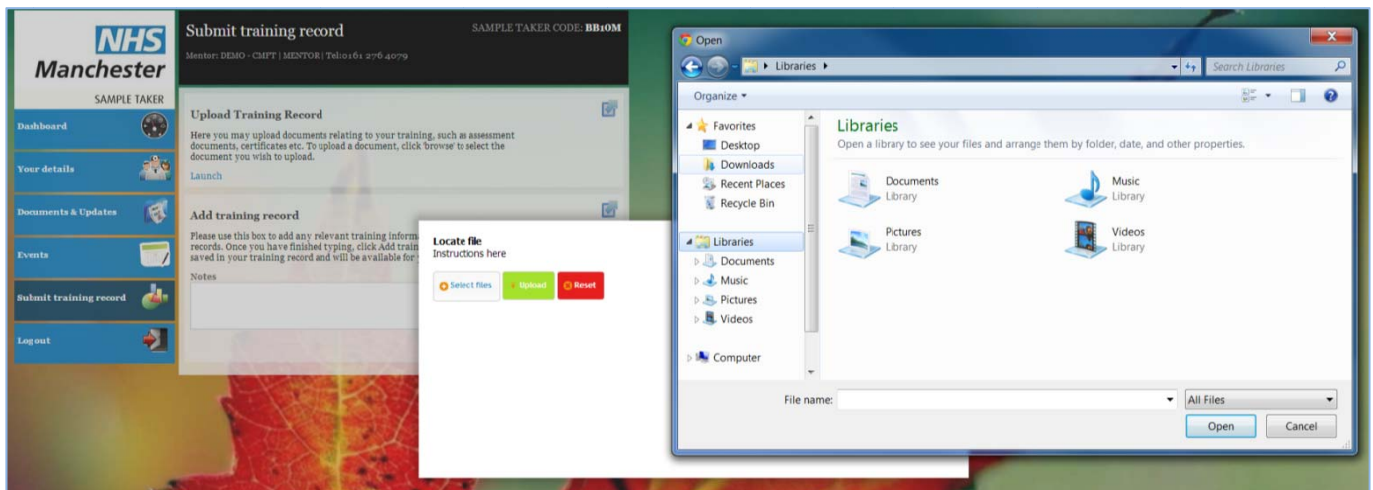
5.2. Upload my training records

Clicking on the 'Submit training record' button located on the left side navigation pane will take you to that section of the Cervical Smear Taker Database allowing you to upload new training records against your profile (see section 4.5).

Depending on which record you would like to upload, you can do one of the following:

Upload digital copy of the record (PDF, scanned of MS Office document)

1. Under Upload Training Record subsection, click on 'Launch'
2. A new pop-up window called 'Locate file' will be displayed
3. Click on 'Select files' button and browse your local PC for file(s) to be uploaded



4. Once satisfied with selected file(s), click on 'Upload' button
5. If successful, you will be presented with a confirmation that training record has been uploaded. Close the pop-up window.
6. The newly uploaded record is now available from 'Your details' section (see section 4.2)

N.B. Once you have submitted your training certificate, please ask your Practice Manager/Lead Clinician to update your Last Training Date

Write your training record details as a text

7. Under Add training record subsection write as much information about your training as required
8. Once satisfied, click on 'Add training record' button to save it to your profile.
9. The newly added record is now available from 'Your details' section (see section 4.2)

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5.3. Check my performance

A total of three custom reports are available to each Sample Taker to be generated when required. These are available from either the 'Dashboard' section (see section 4.1) or the 'Your details' section (see section 4.2) of the Cervical Sample Taker database:

- Sample taker performance report
- Samples processed
- RAG Rating

Depending on the report type, the data will be collected on a monthly basis by the laboratory and uploaded to the CSTD Manchester for you to review.

To run a report of your choosing:

1. Click on the name of the report
2. Depending on your selection, an additional pop-up window might appear asking you to select a date filter to be applied to the report:

Sample Takers Performance Report

Date Selection

[Extract data](#)

3. Select the date and click on 'Extract data'
4. A table matching selected criteria will be displayed:

Samples Processed

[Go back](#)

Date range selected **Friday 1st January 2016 to Wednesday 16th November 2016**

Sample Taker Code	Sample Number	Woman's DoB	Date of Test	TZ	HMR 101 Result Code
BB10M	100547.16T	18/08/1984	10/09/2016	Not recorded	2
BB10M	27861.16T	01/04/1986	13/04/2016	Not recorded	2
BB10M	28553.16T	01/01/1972	14/04/2016	Not recorded	2
BB10M	33384.16T	10/03/1952	20/04/2016	Not recorded	2
BB10M	33483.16T	06/07/1980	20/04/2016	Not recorded	2
BB10M	34353.16T	17/10/1974	25/04/2016	Not recorded	2

5. If required, click on the green icon to save report as Excel document on local PC

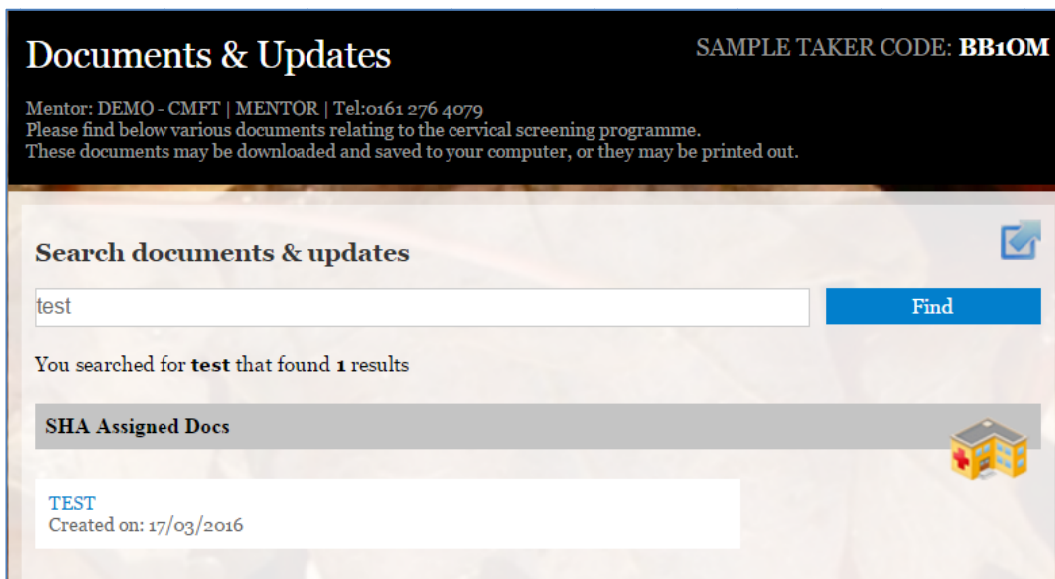
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5.4. Find a document, newsletter or manual

Various documents will be published and made available to you either on the 'Dashboard' under the 'Latest documents' subsection (see section 4.1) or in the 'Documents' designated section of the Cervical Sample Taker Database. The 'Documents' section (see section 4.3) allows you to search for a document or guideline no longer displayed on the 'Dashboard' but still active within the CSTD Manchester.

To find a document assigned to your Sector or CCG:

1. Find a document or update of interest to you by either looking at 'Latest documents' list on the 'Dashboard' or 'View documents & updates' list on the 'Documents & Updates' sections.
2. If a document or update is not found as explained in step 1 above, use the 'Search documents & updates' facility as shown below:



Documents & Updates SAMPLE TAKER CODE: BB10M

Mentor: DEMO - CMFT | MENTOR | Tel: 0161 276 4079
Please find below various documents relating to the cervical screening programme.
These documents may be downloaded and saved to your computer, or they may be printed out.

Search documents & updates

test Find

You searched for **test** that found **1** results

SHA Assigned Docs

TEST
Created on: 17/03/2016

3. Click on the document or update to open it.

N.B. To view all documents available to you, leave the search field empty and click 'Find'

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6. Contact details

Practice Managers

First line of call for changes relating to your CSTD user account
i.e. personal, training information and practice assignment.

Cytology Laboratory

Operational issues around smear taking and results:

Email: cyto.pathology@mft.nhs.uk

Telephone: 0161 276 5111

Fax: 0161 276 3285

Laboratory IT Helpdesk

Technical issues around access and lack of functionality:

Email: labs.sd@mft.nhs.uk

Telephone: 0161 276 4079