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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.

Training Providers are responsible for registering of novice sample takers and updating existing training records of qualified sample takers that completed both the initial and update training (including e-learning courses).

Training Providers are also responsible for registering of newly qualified mentors and updating existing training records of already qualified mentors that completed both the initial and update training.

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3. Access and login instructions

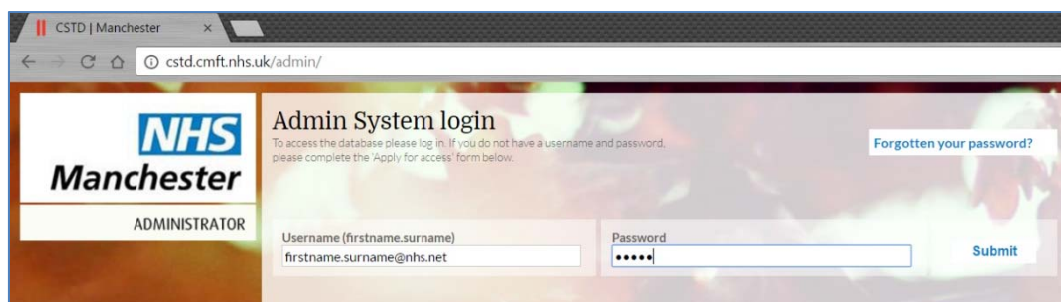
3.1. Login via web browser:

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/admin>

3. You should now be able to see the login page:
 - Use your full email address as a username
 - Use the generic password – ‘guest’



4. Once successfully logged in, you will be prompted to change your default password:

Password Requirements

Please enter a password of your choosing into the box below.

NB If you do not wish to do this at this stage, please click on the link below to log out.

5. Enter your new, personalised password and click on ‘Continue’ to save.
6. Click on ‘Exit’ to close the pop-up window and continue to the system.

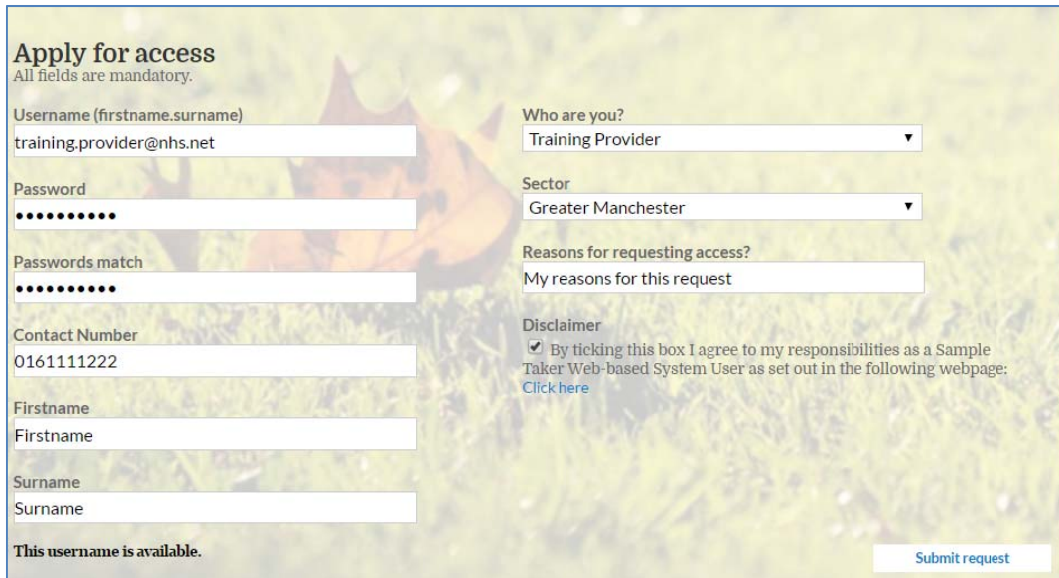
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3.2. Requesting access to CSTD Manchester for new users

Training Providers may have to apply for administrative access to the CSTD Manchester before being able to use the system:

1. Complete the self-registration form on the login page:

<http://cstd.mft.nhs.uk/admin>



Apply for access
All fields are mandatory.

Username (firstname.surname)
training.provider@nhs.net

Who are you?
Training Provider

Password
.....

Sector
Greater Manchester

Passwords match
.....

Reasons for requesting access?
My reasons for this request

Contact Number
0161111222

Disclaimer
☒ By ticking this box I agree to my responsibilities as a Sample Taker Web-based System User as set out in the following webpage: [Click here](#)

Firstname
Firstname

Surname
Surname

This username is available.

Submit request

The following fields are mandatory:

- Username (email address)
 - Password (eight characters long, one uppercase and one digit)
 - Contact Number
 - First name
 - Surname
 - Who are you? (select Training Provider from the list)
 - Sector (the geographical sector you are working at)
 - Reasons for requesting access (we will use this to decide whether to accept your request, include your place of employment for location assignment)
 - Disclaimer – (select to confirm that you understand your **responsibilities**)
2. Click on 'Submit request'
 3. Ignore the CCG/Location mapping – click on 'Click here' to complete your request.

Note: You will be notified via email once your request for a new account has been approved.

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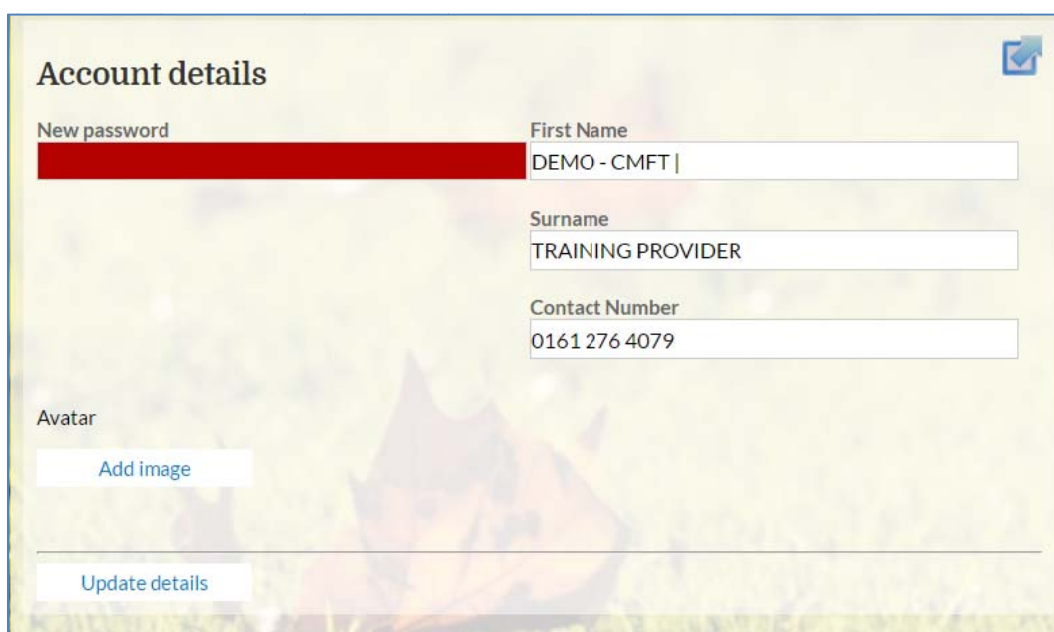
4. Sections explained

4.1. Your CSTD user profile

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

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

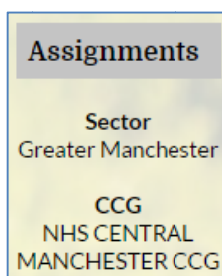
- Account details



- Your details



1. Assignments

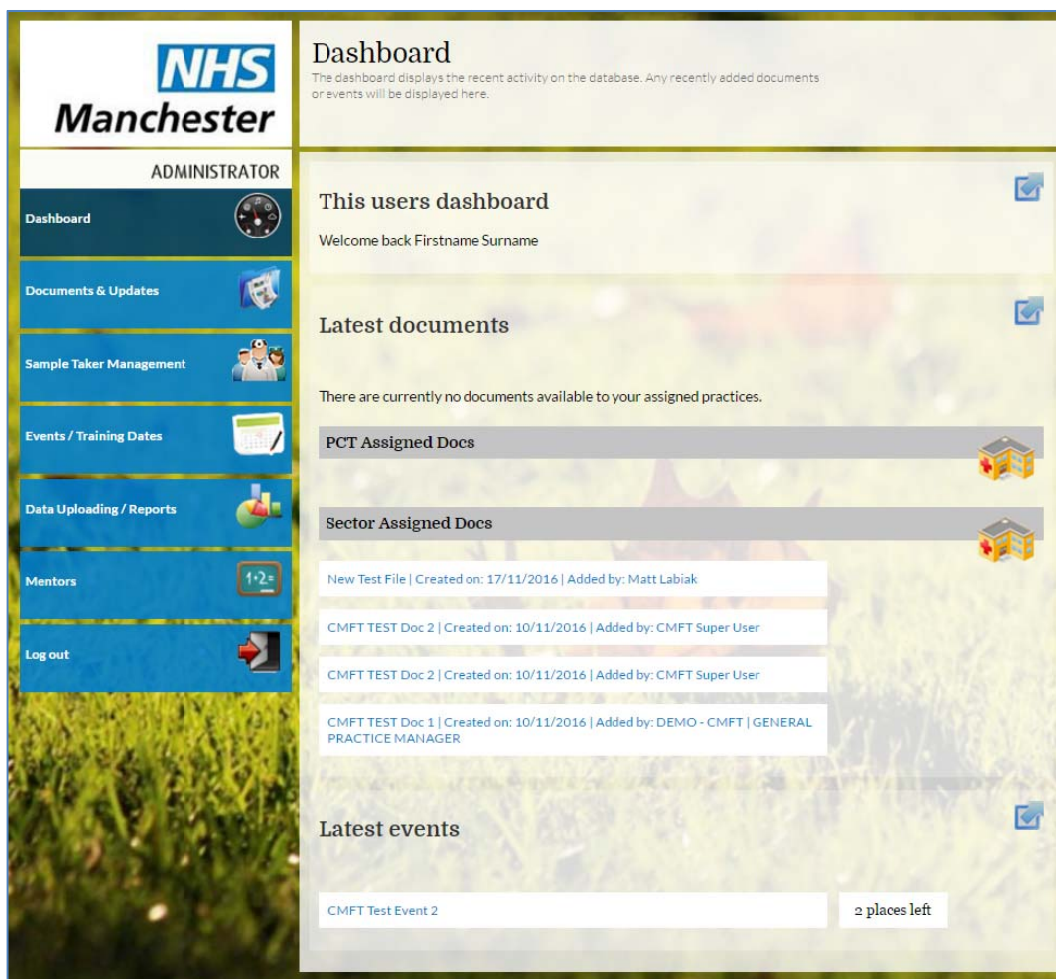


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4.2. Dashboard

The 'Dashboard' section on the Cervical Sample Taker Database lists any 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.



NHS Manchester

ADMINISTRATOR

Dashboard

The dashboard displays the recent activity on the database. Any recently added documents or events will be displayed here.

This users dashboard

Welcome back Firstname Surname

Latest documents

There are currently no documents available to your assigned practices.

PCT Assigned Docs

Sector Assigned Docs

New Test File | Created on: 17/11/2016 | Added by: Matt Labiak

CMFT TEST Doc 2 | Created on: 10/11/2016 | Added by: CMFT Super User

CMFT TEST Doc 2 | Created on: 10/11/2016 | Added by: CMFT Super User

CMFT TEST Doc 1 | Created on: 10/11/2016 | Added by: DEMO - CMFT | GENERAL PRACTICE MANAGER

Latest events

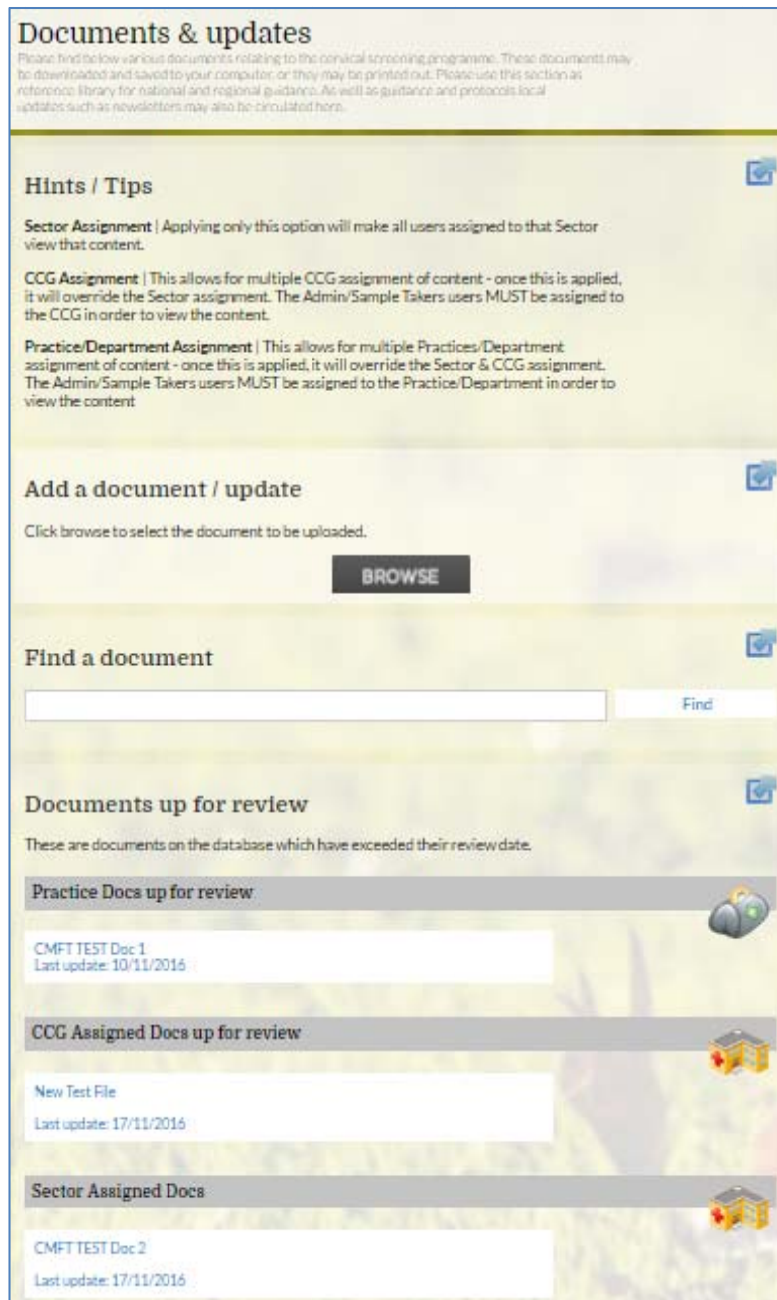
CMFT Test Event 2

2 places left

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4.3. Documents & Updates

The 'Documents & Updates' section of the Cervical Sample Taker Database allows you to upload and 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:



Documents & updates
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. Please use this section as reference library for national and regional guidance. As well as guidance and protocols local updates such as newsletters may also be circulated here.

Hints / Tips

Sector Assignment | Applying only this option will make all users assigned to that Sector view that content.

CCG Assignment | This allows for multiple CCG assignment of content - once this is applied, it will override the Sector assignment. The Admin/Sample Takers users MUST be assigned to the CCG in order to view the content.

Practice/Department Assignment | This allows for multiple Practices/Department assignment of content - once this is applied, it will override the Sector & CCG assignment. The Admin/Sample Takers users MUST be assigned to the Practice/Department in order to view the content.

Add a document / update

Click browse to select the document to be uploaded.

BROWSE

Find a document

Find

Documents up for review
These are documents on the database which have exceeded their review date.

Practice Docs up for review

CMFT TEST Doc 1
Last update: 10/11/2016

CCG Assigned Docs up for review

New Test File
Last update: 17/11/2016

Sector Assigned Docs

CMFT TEST Doc 2
Last update: 17/11/2016

Refer to section [5.7](#) for instructions on searching for documents on the CSTD Manchester.

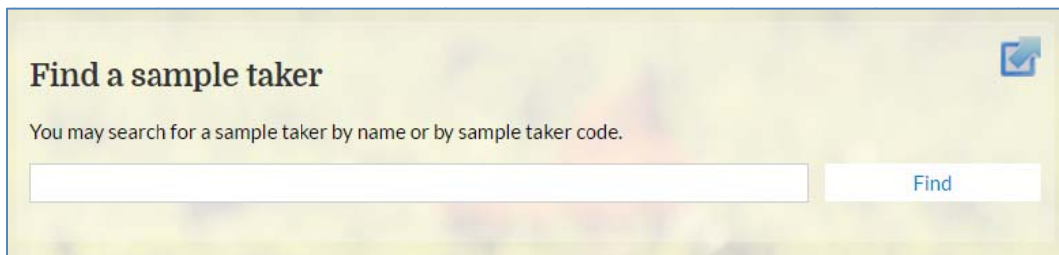
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4.4. Sample Taker Management

This allows for the management of new and existing sample takers. Here, new sample takers can be added to the database and allocated a unique sample takers code. Also, sample taker details, training history and performance reports can be accessed here.

Sample Taker Management section consists of the following:

1. Find a sample taker



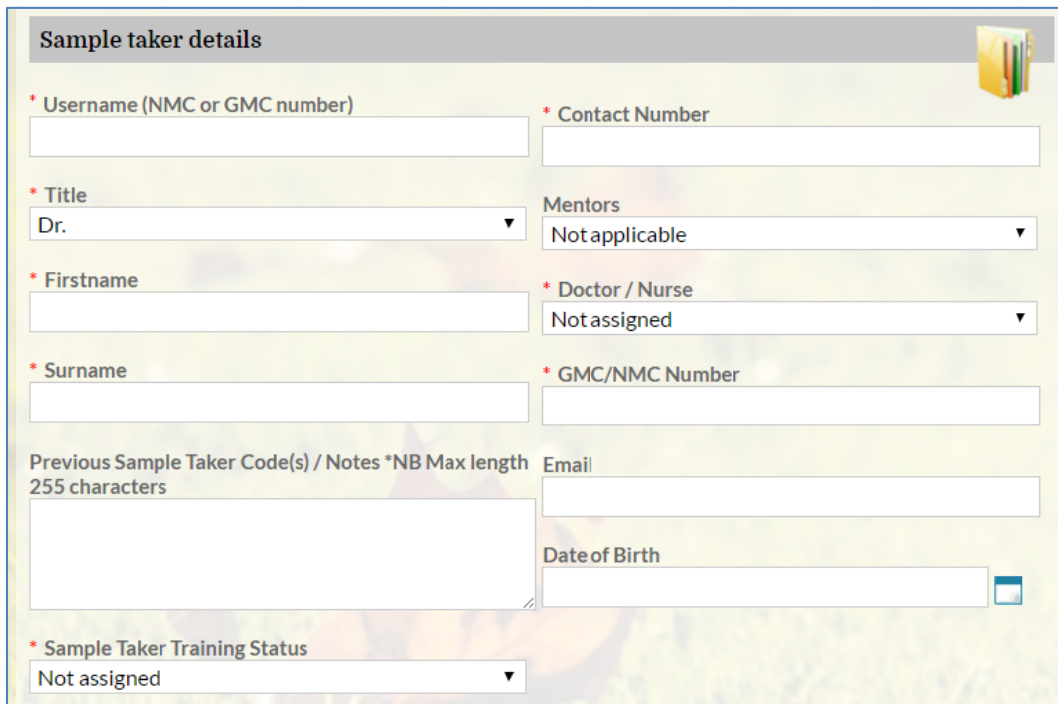
Find a sample taker

You may search for a sample taker by name or by sample taker code.

Find

2. Request to add new sample taker

- Sample Taker details



Sample taker details

* Username (NMC or GMC number)

* Contact Number

* Title ▼

Mentors ▼

* Firstname

* Doctor / Nurse ▼

* Surname

* GMC/NMC Number

Previous Sample Taker Code(s) / Notes *NB Max length 255 characters

Email


Date of Birth

* Sample Taker Training Status ▼


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- Sample Taker's Lead Employer

*** Sample Taker's Lead Employer**




Please select the lead employer's Sector from the list

Please select an option 

- Training History





Training history



Please provide as much information as possible.

Previous training history comments

Initial training provider

Date started training		Date completed theoretical modules	
Date of final sign off		Date due to complete training	

HPV Training

Extension given ?

☐

Date completed theoretical and clinical training

☐

Please select either Trainee or Qualified before continuing.

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4.5. Data Uploading/Reports

This section of the Cervical Sample Taker Database allows sample taker related data to be uploaded in batches and reports to be generated for the quality assurance of cervical sample takers. These reports can be produced for various date ranges and can be exported into Microsoft Excel.

Data Uploading / Reports

This section allows sample taker data to be uploaded in batches and reports to be generated for the quality assurance of cervical sample takers. These reports can be produced for various date ranges and can be exported into Microsoft Excel.

Upload data

To ensure the upload is successful, all data must be uploaded to the database using the relevant upload template. These templates are available below.

Click browse to select the Excel file you wish to upload.

BROWSE

Upload templates

Please use these templates to upload data to the CSTD database.

Report Generation

Click on the name of the report you wish to generate.

REPORT:04 | RAG Ratings | Inadequates

REPORT:05 | RAG Ratings | ZT

REPORT:13 | Number of months in basic training

REPORT:14 | Sample takers requiring update training in the next year

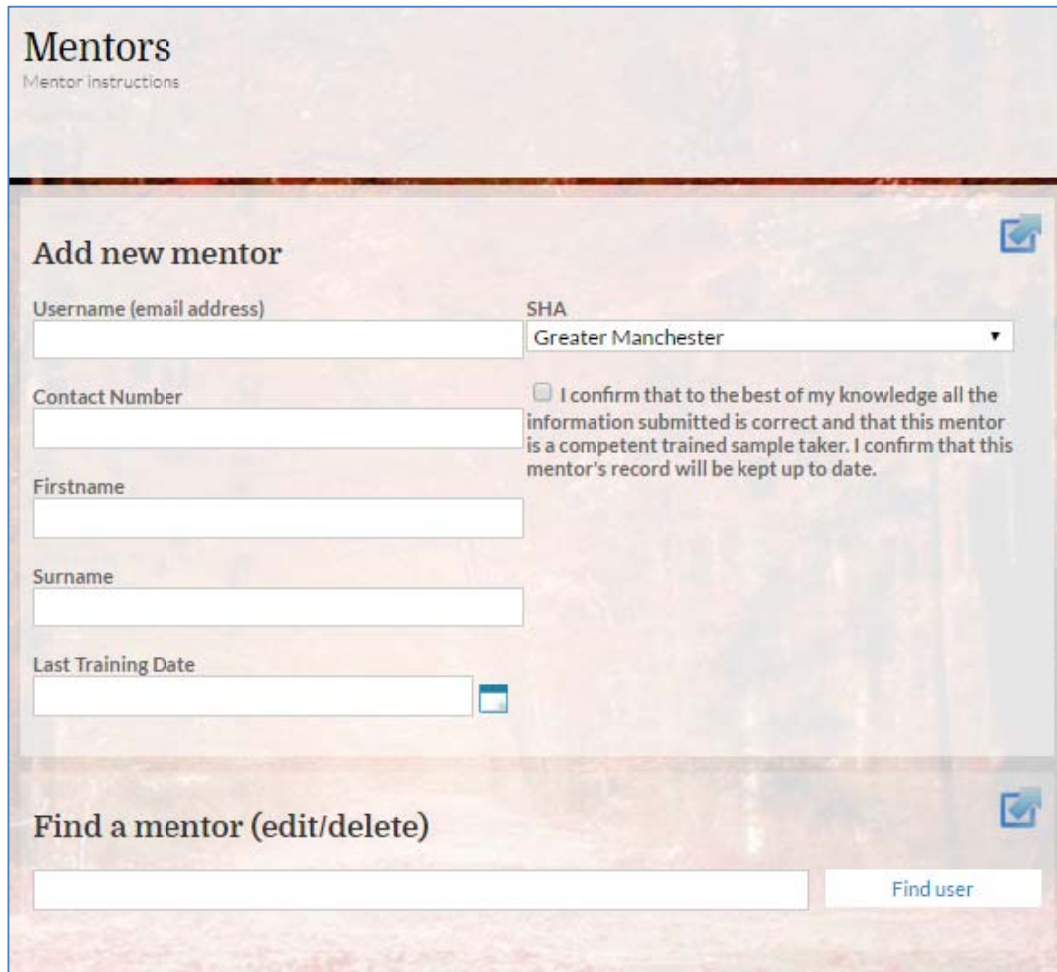
REPORT:17 | Sample Takers Performance (Org)

REPORT:18 | Sample Takers Performance (CCG)

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4.6. Mentors

This section of the Cervical Sample Taker Database allows you to add, edit or delete a Mentor's record.



4.7. Log out

This section of the Cervical Sample Taker Database will terminate 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

To review and amend personal details (where possible):

1. Click on 'Your account' button located on the right side of the screen
2. Following fields can be amended by the Training Provider- see section [4.1](#):
 - Password
 - First name
 - Surname
 - Email
 - Contact Number
3. Once finished, click on 'Update details' button to save changes you've made.

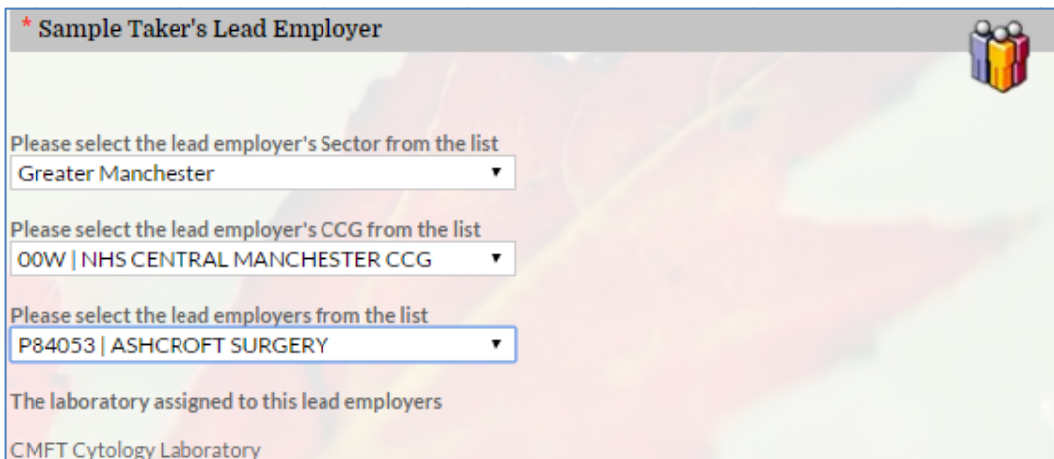
All of the remaining details (i.e. location assignments) can only be updated by the CSTD Helpdesk, see section [6](#) for contact details. Please clearly state your full name and details you wish to be updated.

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5.2. Register novice Sample Taker onto CSTD

To register a new novice Sample Taker on the CSTD Manchester, you have to complete the 'Request to add new sample taker' form located under the 'Sample Taker Management' section – see section 4.4:

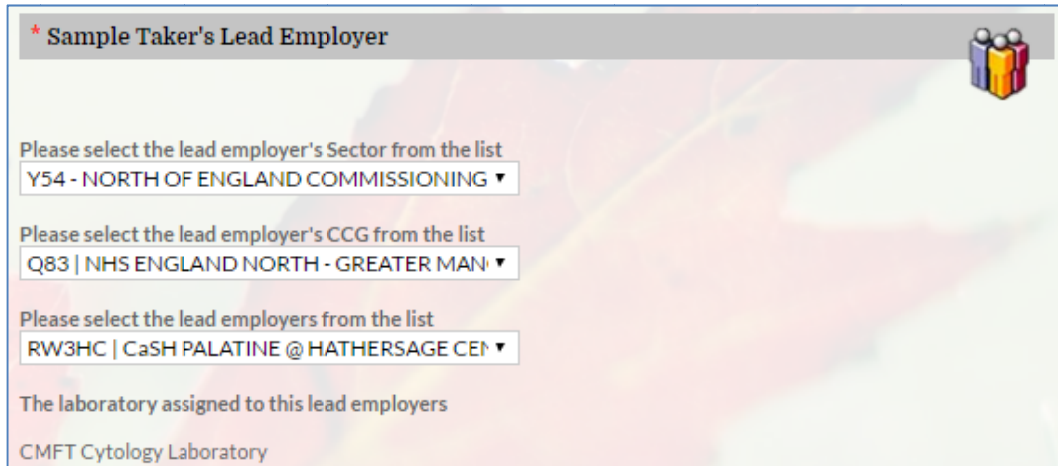
1. Complete the 'Sample Taker details' subsection by providing the following data:
 - Username (NMC - 8 alphanumeric characters / GMC - 7 digits only)
 - Title
 - First name
 - Surname
 - Sample Taker Training Status (set to 'Trainee')
 - Contact Number
 - Mentors (see section 5.4 if new mentor has to be registered first)
 - Doctor/Nurse
 - GMC/NMC Number
 - Email (used to notify the Sample Taker of CSTD account creation)
 - Date of Birth (if known)
2. Specify the 'Sample Taker's Lead Employer' by selecting from the list:
 - A. For General Practice based Sample Takers:
 - Select the sector of employment:
 - Cumbria
 - East Lancashire
 - Greater Manchester
 - Lancashire
 - Merseyside
 - Based on the sector selection, select the CCG of employment.
 - Based on the CCG selection, select the practice of employment.



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B. For Colposcopy and CaSH based Sample Takers:

- Select the commissioning region of employment:
 - Y54 – North of England Commissioning Region
 - Y55 – Midlands and East of England Commissioning Region
- Based on the region selection, select the sector of employment.
- Based on the sector selection, select the location of employment.



3. Provide as much information as possible about Sample taker's 'Training History'

- Previous training history comments
 - Initial training provider
 - Date started training
 - Date of final sign off
 - HPV Training
 - Date completed theoretical modules
 - Date due to complete training
 - Last training date
 - Extension given?
 - Date completed theoretical and clinical training
4. Click on 'Add sample taker' button located on the bottom of the page.
 5. If Sample Taker is employed at more than one location, click on 'Add a Practice/Department' button to add the secondary location assignments.
 6. Under the 'HPV Training' subsection provide the date of the HPV training.
 7. Under the 'Training evidence (uploads)' subsection upload any available training certificates. Click on the 'Browse' button to search and upload a certificate.
 8. Click on 'Save changes' button at any point to save changes you've performed.

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Note: All new registration requests are sent for approval to the CSTD Helpdesk, we will send a confirmation email to the Sample Taker once your request has been accepted.

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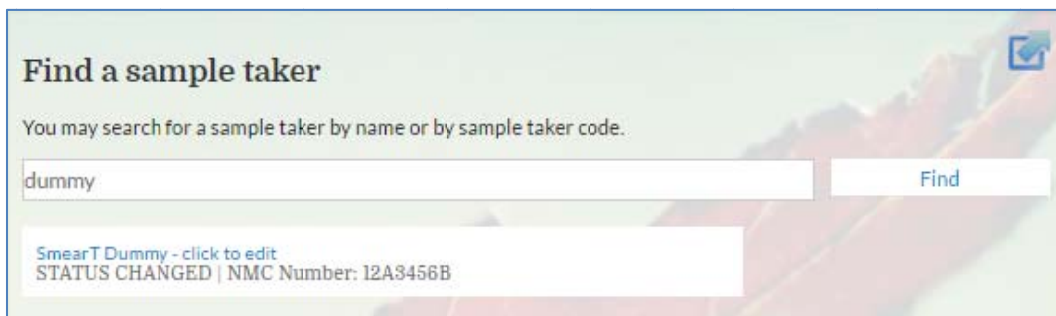
5.3. Manage Sample Taker's profile

As a part of your responsibilities as a Training Provider, you are required to update Sample Taker's training records on the CSTD following their attendance to a training session:

- Sample Taker details – Sample Taker Training Status
- Initial Training – dates relating to the type of training received
- HPV Training – date relating to the type of training received
- Update Training Record – following an eLearning or the 3-year update
- Training Evidence (uploads) – upload new training certificate

If you notice that some of the personal or location assignment details are out of date, we ask you to also update any of the following details:

- Sample Taker details
 - Lead employer
 - Practice/Department Assignment
1. Use the 'Find a sample taker' search engine located under the 'Sample Taker Management' of the CSTD to search for the Sample Taker record:



2. Click on the record to edit it.
3. Scroll down to the subsection of your interest (as above) – see section 4.4.
4. Update or add details where required. See section 5.2 for detailed instructions.

Note: Fields with a blue background are only editable by the CSTD Helpdesk team.

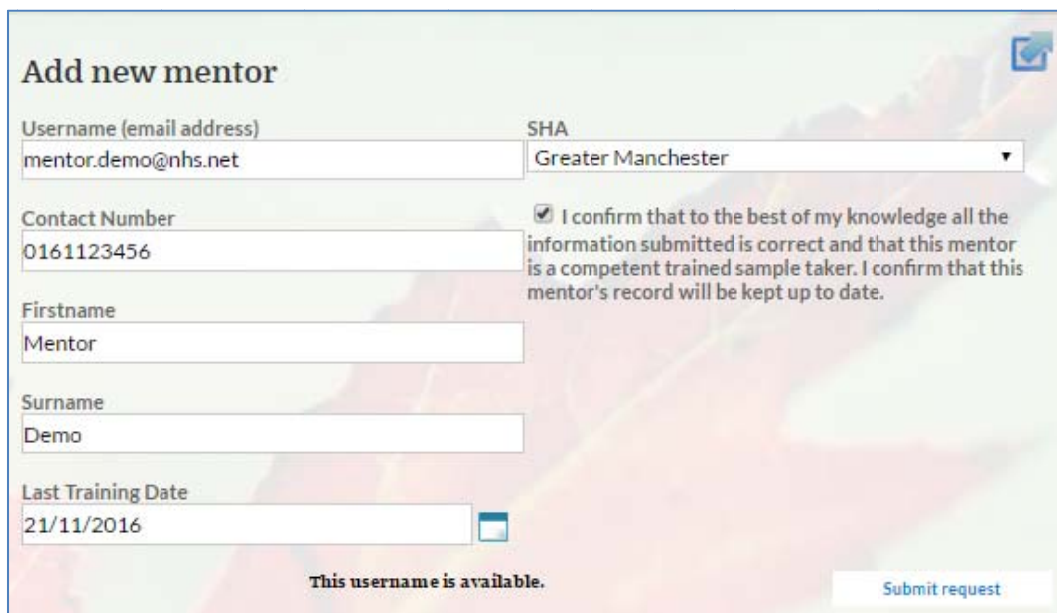
5. Contact the CSTD Helpdesk should you experience any difficulties – see section 6.

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5.4. Register new Mentor

To register a new Mentor on the CSTD Manchester, you have to complete the 'Add new mentor' form located under the 'Mentors' section – see section 4.7:

1. Complete the 'Add new mentor' subsection by providing the following data:
 1. Username (email address)
 2. Contact Number
 3. Firstname
 4. Surname
 5. Last Training Date (mentor training)
 6. SHA – select the Sector most appropriate to newly created Mentor
 7. Declaration



Add new mentor

Username (email address) SHA

Contact Number ☒ I confirm that to the best of my knowledge all the information submitted is correct and that this mentor is a competent trained sample taker. I confirm that this mentor's record will be kept up to date.

Firstname

Surname

Last Training Date

This username is available.

[Submit request](#)

2. Once satisfied with your entry, click on 'Submit request' button.

Note: All new registration requests are sent for approval to the CSTD Helpdesk, we will send a confirmation email to the Mentor once your request has been accepted.

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5.5. Manage booking requests for an Event/Training date

As soon as an event or training is published, it is available for bookings to all of the Sample Takers (based on the individual Sector and CCG assignment).

The author of an event/training (Training Provider) is responsible for its management on the CSTD Manchester system.

Accept a booking request for an event/training you've published:

1. Follow steps 1-2 from instructions in section [5.6](#)
2. All booking requests submitted by the Sample Takers against that event/training will be listed under the 'Bookings' subsection:

Bookings		
Sample Taker	Date Booked	Cancel
TEST Test	23/11/2016	Cancel

3. Review each request individually and once accepted, click on the Sample Taker's name to send a new email to them confirming acceptance for the booking.
4. Update the 'Event places' adjusting the total number of places left for others that would like to still enrol for the event/training.

Reject a booking request for an event/training you've published:

1. Follow steps 1-2 from instructions in section [5.6](#)
2. All booking requests submitted by the Sample Takers against that event/training will be listed under the 'Bookings' subsection:

Bookings		
Sample Taker	Date Booked	Cancel
TEST Test	23/11/2016	Cancel

3. Review each request individually, click on the Sample Taker's name to send a new email to them notifying them of the booking cancellation.
4. Click on the 'cancel' link next to the sample takers booking request to cancel it.
5. Update the 'Event places' adjusting the total number of places left for others that would like to still enrol for the event/training.

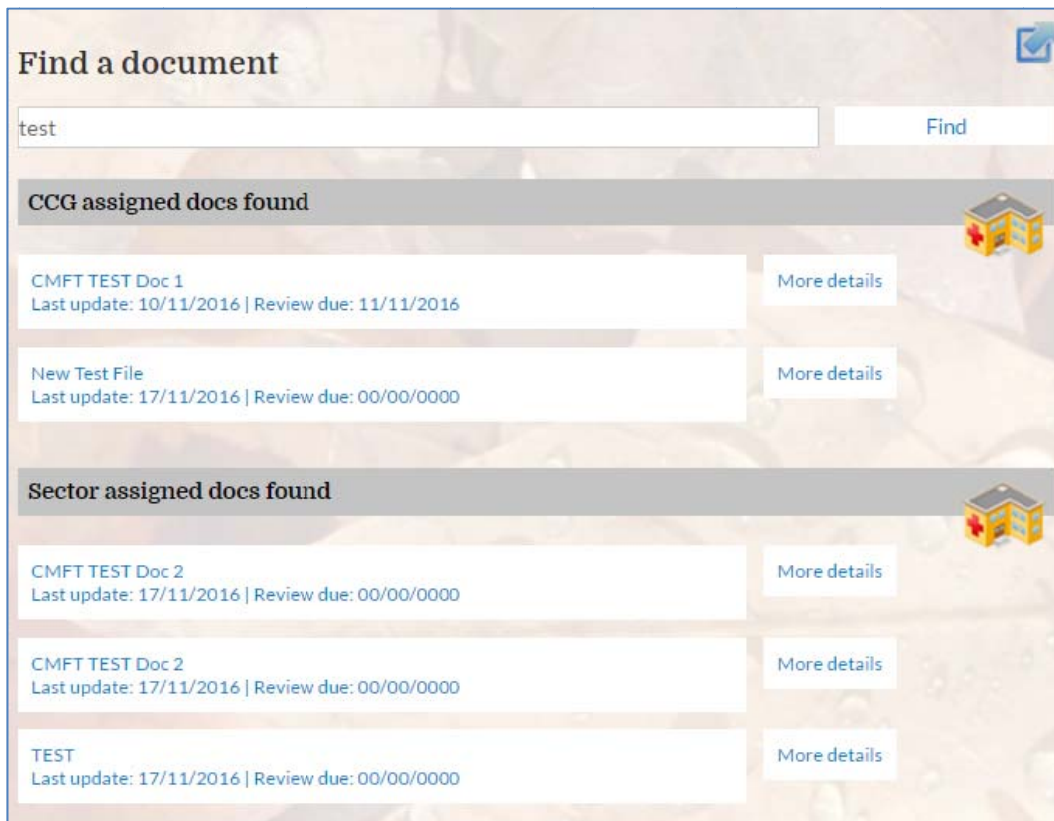
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5.6. Finding a document, manual or newsletter

Various documents will be published and made available to you either on the 'Dashboard' under 'Latest documents' subsection (see section 4.2) or in the 'Documents' designated section of the Cervical Sample Taker Database. The 'Documents & Updates' section (see section 4.3) allows you to search for 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 the document or update is not found as explained in step 1 above, use the 'Search documents & updates' facility as shown below:



Find a document	
test	Find
CCG assigned docs found	
CMFT TEST Doc 1 Last update: 10/11/2016 Review due: 11/11/2016	More details
New Test File Last update: 17/11/2016 Review due: 00/00/0000	More details
Sector assigned docs found	
CMFT TEST Doc 2 Last update: 17/11/2016 Review due: 00/00/0000	More details
CMFT TEST Doc 2 Last update: 17/11/2016 Review due: 00/00/0000	More details
TEST Last update: 17/11/2016 Review due: 00/00/0000	More details

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

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5.7. Report generation

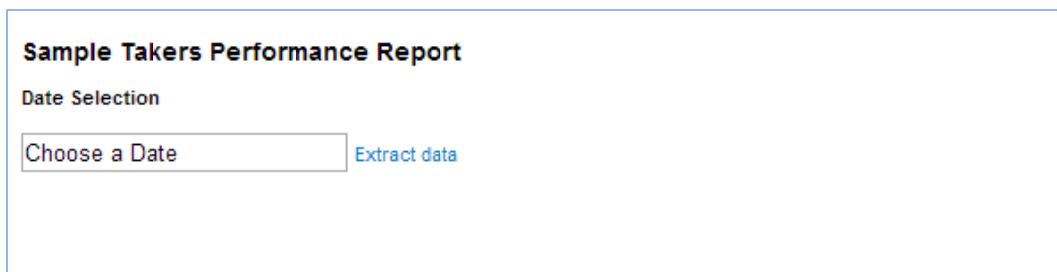
A total of six custom reports are available to each Training Provider to be generated when required. These are available from the 'Data Uploading/Reports' section (see section 4.6) of the Cervical Sample Taker database:

- RAG Ratings | Inadequate
- RAG Ratings | ZT
- Number of months in basic training
- Sample takers requiring update training in the next year
- Sample takers performance (Org)
- Sample takers performance (CCG)

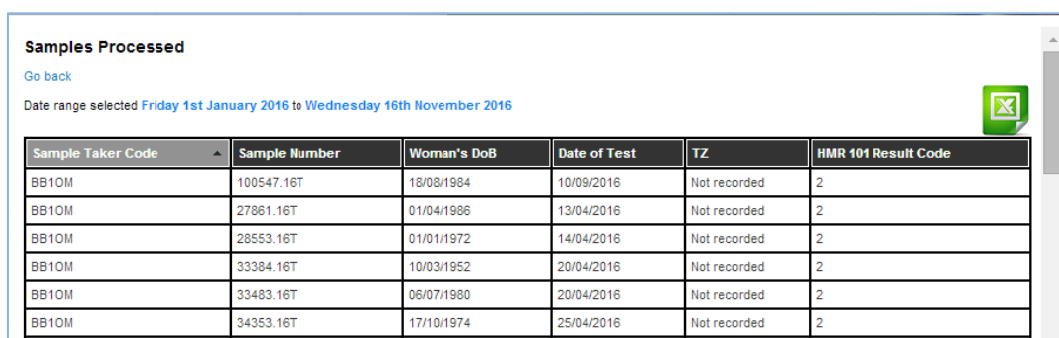
Depending on the report type, the data will be collected on a monthly basis by the laboratory and uploaded to the CSTD Manchester for you to review.

To run a report of your choosing:

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



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



Sample Taker Code	Sample Number	Woman's DoB	Date of Test	TZ	HMR 104 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 the report as Excel document.

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6. Contact details

Cytology Laboratory

Operational issues around sample taking and Cytology smear results:

Email: cyto.pathology@mft.nhs.uk

Telephone: 0161 276 5111

Fax: 0161 276 3285

Labs IT Service Desk

Technical issues around access and functionality to the CSTD
Manchester:

Email: labs.sd@mft.nhs.uk

Telephone: 0161 276 4079