



Initial Application Form Pap smear provider (PSP)

Initial credentialing

Please use this form if you are applying to be a Pap smear provider (PSP) in WA for the first time. Your application will be reviewed by the Pap Smear Provider Credentialing Committee, a review panel comprised of nurses and midwives who are experts in women's health.

Successful applicants will be initially credentialed for one year and will receive a letter and certificate of competency from the WA Cervical Cancer Prevention Program, Department of Health.

Further information on Pap smear providers and cervical screening in WA may be accessed at <http://www.health.wa.gov.au/cervical/home/>

Checklist for applicants	
Completed application form	<input type="radio"/>
Evidence of registration with the Nursing and Midwifery Board of Australia <i>A photocopy of your current registration card will suffice</i>	<input type="radio"/>
Evidence of appropriate education and training in the taking of Pap smears <i>A photocopy of certificate of completion of a relevant course is required</i>	<input type="radio"/>
Evidence of assessment of performance against the PSP competency based standards <i>Completed Self Assessment Tool</i>	<input type="radio"/>
If available, annual Pap smear statistics from PathWest or other Laboratory <i>(Optional)</i>	<input type="radio"/>

Queries about credentialing as a Pap smear provider can be directed to:

Clinical Nurse Consultant
WA Cervical Cancer Prevention Program
 Level 2, 233 Adelaide Terrace, PERTH WA 6000
 Tel: 08 9323 6783 OR 13 15 56 Fax 08 9323 6711
 Email: cervicalscreening@health.wa.gov.au

Applicant's name (in block letters):

I hereby certify that the information included in this application is true and correct to the best of my knowledge

Signature

Date

Applicant details

Surname		Given name(s)	
Home address			
Postal address			
Email address			
Home phone		Mobile phone	
Nursing & Midwifery Board of Australia registration			
ID number		Expiry	
Registered Nurse	Registered Midwife	Nurse Practitioner	Enrolled Nurse
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			Other
			<input type="radio"/>

Pap smear provider training (please include a copy of certificate of training)

Organisation name			
Address			
Telephone		Fax	
Additional information			

Service location details: Primary site

Service name			
Address			
Telephone		Fax	
Supporting Medical Officer		Cytology laboratory	

Insurance details: Cervical screening service provider (Primary site)

Is an additional indemnity insurer required: Yes / No (Please circle)

Name of additional indemnity insurer:

Non-government organisation only: Is the insurer informed of the service provision by this applicant? Yes / No (Please circle)

Supporting Medical Officer (Primary site)

Have this section completed by the Medical Officer who has agreed to act as your liaison person

Name			
Provider no.			
Address			
Telephone		Fax	

I (name of the Medical Officer)

hereby agree to make myself available to:

.....
(name of the nurse and/or midwife)

for clarification of clinical issues and referrals related to the follow-up of symptomatic women and/or abnormal Pap smears.

Signature

Date

Statement from Employer (Primary site)

Name			
Position			
Health Service			
Address			
Telephone		Fax	

I hereby certify that (name of nurse and/or midwife) is able to provide a cervical screening service (including the taking of Pap smears) as part of his or her employment with this organisation. Where the indemnity insurance is listed as being that of this institution, I am in agreement with that statement.

I also certify that the facilities in which the cervical screening service is provided, comply with the *National Standards for Nurse Pap Smear Providers (1997)*.

Signature Date

Service location details: Secondary/other site

Service name			
Address			
Telephone		Fax	
Supporting Medical Officer		Cytology laboratory	

Insurance details: Cervical screening service provider (Secondary/other site)

Is an additional indemnity insurer required: Yes / No (Please circle)

Name of additional indemnity insurer:

Non-government organisation only: Is the insurer informed of the service provision by this applicant? Yes / No (Please circle)

Supporting Medical Officer (Secondary/other site)

Have this section completed by the Medical Officer who has agreed to act as your liaison person

Name			
Provider no.			
Address			
Telephone		Fax	

I (name of the Medical Officer)

hereby agree to make myself available to:

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(name of the nurse and/or midwife)

for clarification of clinical issues and referrals related to the follow-up of symptomatic women and abnormal Pap smears.

Signature	Date
------------------------	-------------------

Statement from Employer (Secondary/other site)

Name			
Position			
Health Service			
Address			
Telephone		Fax	

I hereby certify that (name of nurse and/or midwife) is able to provide a cervical screening service (including the taking of Pap smears) as part of his or her employment with this organisation. Where the indemnity insurance is listed as being that of this institution, I am in agreement with that statement.

I also certify that the facilities in which the cervical screening service is provided, comply with the *National Standards for Nurse Pap Smear Providers (1997)*.

Signature Date

Note: If you have more than two practice sites, please print off duplicate pages.

PAP SMEAR PROVIDER SELF ASSESSMENT TOOL

This self assessment tool was derived from the *National Standards for Nurse Pap Smear Providers* published in 1997. The eight identified competencies define the expected performance of nurses and midwives working as Pap smear providers. The assessment criteria listed reflect the skills and knowledge identified as being integral to the provision of a cervical screening service, which includes the taking of Pap smears. This self reflective tool may help guide your professional development through identifying areas where further education could improve your performance.

To complete the assessment, read each indicator and the descriptive statements. Five levels of competency and a “not applicable” category have been included in this tool. They are:

Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Professional Practice Competency 1: Demonstrates accurate knowledge for safe practice

<p>1.1 Has a knowledge base of cervical screening sufficient to ensure safe practice <i>Examples from practice</i> * I have an accurate and comprehensive knowledge of the aetiology of cervical cancer and its prevention * I use theoretical knowledge in clinical practice * I demonstrate accurate and comprehensive knowledge of normal female anatomy and reproductive physiology * I know the differences between screening services and diagnostic services and practice accordingly (i.e. I ensure women understand the benefits and limitations of cervical screening; I refer symptomatic women even in the presence of a normal Pap smear result) * I adhere to national policy and guidelines for cervical screening and the management of women with screen detected abnormalities</p>	<p style="text-align: center;">Rating (choose one only)</p> <table border="1"> <thead> <tr> <th>Novice/ Beginner</th> <th>Advanced Beginner</th> <th>Competent</th> <th>Proficient</th> <th>Expert</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A								
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
<p>1.2 Knows legislation pertinent to the provision of a cervical screening service <i>Examples from practice</i> * I understand the legal implications of legislation in relation to nursing practice i.e. confidentiality * I conform to legislative requirements according to my practice setting i.e. WA Cervical Cytology Register</p>	<p style="text-align: center;">Rating (choose one only)</p> <table border="1"> <thead> <tr> <th>Novice/ Beginner</th> <th>Advanced Beginner</th> <th>Competent</th> <th>Proficient</th> <th>Expert</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
<p>1.3 Knows policies, protocols and other relevant documentation for nursing practice and participates in review processes <i>Examples from practice</i> * I participate in the development and review of policies and procedural guidelines to ensure they comply with current national and state/territory cervical screening policies * I use policies and procedures of the health care setting to guide rather than direct practice</p>	<p style="text-align: center;">Rating (choose one only)</p> <table border="1"> <thead> <tr> <th>Novice/ Beginner</th> <th>Advanced Beginner</th> <th>Competent</th> <th>Proficient</th> <th>Expert</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								

Professional Practice Competency 2: Protects the rights of individuals

<p>2.1 Maintains confidentiality of individuals <i>Examples from practice</i> * I consistently demonstrate confidentiality when dealing with patient information * I maintain the confidentiality and security of histories/records and reports within the health care setting and/or when providing outreach services</p>	<p style="text-align: center;">Rating (choose one only)</p> <table border="1"> <thead> <tr> <th>Novice/ Beginner</th> <th>Advanced Beginner</th> <th>Competent</th> <th>Proficient</th> <th>Expert</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
<p>2.2 Acknowledges rights of women to make informed decisions regarding their care <i>Examples from practice</i> * I ensure women are informed and understand the benefits and limitations of cervical screening, including new technologies * I recognise the rights of women to full and comprehensive information regarding their care * I respect the rights of women to be accompanied by a support person of her choice</p>	<p style="text-align: center;">Rating (choose one only)</p> <table border="1"> <thead> <tr> <th>Novice/ Beginner</th> <th>Advanced Beginner</th> <th>Competent</th> <th>Proficient</th> <th>Expert</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A								
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								

Professional Practice Competency 3: Recognises own ability and level of professional competence							
3.1	Practices within limits of own ability and scope of practice <i>Examples from practice</i> * I function independently and interdependently with others, using advanced practice knowledge and skills * I recognise the boundaries of my own nursing and/or midwifery practice and refer women accordingly * I regularly reflect on my own standard of practice and set appropriate performance objectives	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2	Enhances own level of practice <i>Examples from practice</i> * I seek to maintain currency of practice regarding the provision of a cervical screening service through participation in professional development activities and peer review * I critically evaluate research findings, using those which have relevance to my own practice setting * I integrate new knowledge regarding cervical screening and management of women with screen detected abnormalities into my practice * I actively participate in quality assurance/improvement activities and use feedback to improve clinical performance i.e. cytology laboratory Pap smear statistics	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.3	Integrates cervical screening provision within the broader context of issues affecting women's health <i>Examples from practice</i> * I demonstrate accurate and comprehensive knowledge of issues affecting women's health, referring appropriately when outside my own level of expertise * I listen to and respond effectively to issues and concerns affecting individual women	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enabling Competency 4: Acts to enhance the dignity and integrity of women							
4.1	Demonstrates effective communication and interpersonal skills which meet the needs of individual women <i>Examples from practice</i> * I actively listen to needs and concerns of women and respond appropriately * I provide the opportunity for women to express their opinions and be involved in all aspects of their care * I facilitate individual women's understanding of their condition/issues i.e. use of appropriate language, provision of written material * I provide the opportunity for women to withdraw from the procedure without their care being compromised	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.2	Respects the values, cultural and spiritual beliefs of individual women <i>Examples from practice</i> * I demonstrate knowledge and respect of others' beliefs and social contexts * I deliver nursing/midwifery care for the individual woman without prejudice or judgment i.e. speak in non-judgmental terms; respect the right of others to their culture, religion or values; respond appropriately to women with a physical or intellectual disability * I endeavour to provide a female trained interpreter, either in person or by telephone, appropriate for the woman's individual needs	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3	Provides accurate and comprehensive information to ensure women are fully informed regarding cervical screening <i>Examples from practice</i> * I communicate effectively to ensure women are informed about all aspects of cervical screening * I enhance the education and understanding of women with appropriate use of resources i.e. models, audio visual and/or written materials/diagrams * I provide women with the opportunity to make informed decisions i.e. participation in the WA Cervical Cytology Register	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enabling Competency 5: Maintains a physical and psycho-social environment which promotes safety, security and optimal health care

5.1 **Provides an effective, efficient cervical screening service**
Examples from practice
 * I use strategies to provide a service for women for whom other services are inappropriate or inaccessible i.e. women in rural and remote areas, women of non-English speaking background, Aboriginal women etc.
 * I employ time management skills to meet the needs of women
 * I use feedback from women, both formal and informal, to facilitate on-going quality improvement

Rating (choose one only)					
Novice/Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5.2 **Provides cervical screening services in a safe environment**
Examples from practice
 * I consistently and effectively abide by infection control principles and standards in the provision of cervical screening services
 * I use strategies to ensure that the cervical screening facilities are sensitive to women's needs

Rating (choose one only)					
Novice/Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5.3 **Provides physical and psychological comfort throughout the Pap smear procedure**
Examples from practice
 * I use strategies to ensure the woman's privacy is maintained i.e. using screens/blinds, providing a cover sheet
 * I facilitate the active participation of individual women in the Pap smear procedure i.e. through explanation; pacing the procedure according to the woman's needs; ensuring the woman's comfort
 * I use strategies to accommodate the special needs of women with disabilities
 * I respond appropriately to a woman's indication of pain, discomfort or distress

Rating (choose one only)					
Novice/Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enabling Competency 6: Acts to maintain the rights of women to make informed decisions

6.1 **Provides Pap smear results according to the needs of individual women**
Examples from practice
 * I discuss the time and methods of notification of Pap smear results, to ensure women are informed and a mutually acceptable arrangement is made for receipt of results
 * I encourage women to take responsibility for obtaining their Pap smear results
 * I consistently use effective communication skills so that women understand the significance of their Pap smear results and follow-up procedures
 * I provide the woman with the opportunity for a copy of the Pap smear result to be sent to her medical practitioner

Rating (choose one only)					
Novice/Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6.2 **Ensures women are notified of their Pap smear results promptly**
Examples from practice
 * I use strategies to ensure a Pap smear result and recall system is maintained
 * I accurately interpret Pap smear results
 * I make contact with women whose Pap smear results are normal within four weeks of receiving the result
 * I ensure women with abnormal Pap smear results are contacted as soon as possible (maximum of four weeks)
 * I ensure appropriate personnel/agencies are informed if the woman is unable to be contacted
 * I maintain accurate records of Pap smear reports, contact with the woman and follow-up procedures

Rating (choose one only)					
Novice/Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Problem framing and solving Competency 7: Integrates comprehensive health assessment and interpretive skills to achieve optimal care for women							
7.1	Obtains a comprehensive and accurate health history assessment and maintains accurate documentation <i>Examples from practice</i> * I use a wide variety of strategies to identify key issues of concern to the woman and respond sensitively, building trust * I use a systematic approach to obtain and document a comprehensive health history * My documentation is comprehensive and accurate	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.2	Demonstrates accurate knowledge and expertise in the performing of the Pap smear procedure to ensure optimum sample of cells with minimal discomfort to the woman <i>Examples from practice</i> * I use strategies to ensure minimal discomfort for the woman during the Pap smear procedure * I use a technique which ensures an optimum sample for an adequate Pap smear * I can recognise vulval, vaginal and cervical variations	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork Competency 8: Collaborates with the health care team to achieve desired outcomes							
8.1	Establishes accurate knowledge of referral services to facilitate access for women <i>Examples from practice</i> * I effectively use available referral systems and networks * I use appropriate referral to meet the needs of women and the required level of care * I communicate effectively to ensure the woman is informed and gives permission prior to referral	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.2	Establishes and maintains collaborative and consultative relationships with professional colleagues <i>Examples from practice</i> * I use effective strategies in order to maintain a supportive relationship with a medical practitioner within the local community or area health service for referral purposes * I recognise differences in cytology reports and the need to clarify differences with medical practitioners and appropriate personnel in the cytology laboratory * I recognise the boundaries of nursing/midwifery practice and the need to refer symptomatic women * I use a variety of strategies to advocate for women when the need arises	Rating (choose one only)					
		Novice/ Beginner	Advanced Beginner	Competent	Proficient	Expert	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>