

# **The London Regional Cytology Training Centre**

## **Annual Report 2016/17**

**Dr Tanya Levine: Director LRCTC**  
**Mr David Smith: Deputy Director LRCTC**  
**Mr Mark Terry: Manager LRCTC**  
**Mr John McGloin: Deputy Manager LRCTC**



**London Regional Cytology Training Centre**

**World class training for cancer screening healthcare professionals**

## Table of Contents

No.	Topic	Page
<b>1.</b>	<b>Circulation List</b>	3
<b>2.</b>	<b>Staff List</b>	3
<b>3.</b>	<b>Executive Summary</b>	5
<b>4.</b>	<b>Introduction</b>	6
<b>5.</b>	<b>Pre-Registration Programme</b>	6
i)	Introductory Course	6
ii)	Follow Up Course	6
iii)	Pre-Exam Course	6
iv)	Monthly Tuition Days	7
v)	Host Laboratory Visits	7
vi)	Training Officer Meetings	7
vii)	Examination Centre for NHSCSP Training in Cervical Cytology	7
viii)	LBC Conversion Course	8
ix)	Introductory Course for Medical Laboratory Assistants	8
<b>6.</b>	<b>Qualified Staff CPD Programmes</b>	8
i)	Update Course	8
ii)	NHSCSP Assessor Training	8
iii)	EQA Programme for Cervical Cytology	8
iv)	TEQA	8
v)	Pathologists Course	9
vi)	Medical Specialist Trainees Course	9
vii)	One Day Gynae Update for Consultants and APs	9
<b>7.</b>	<b>Additional Courses</b>	10
i)	Non-gynae Training for BMS Staff	10
ii)	Cervical Sample Taker Training Foundation Course	10
iii)	Cervical Sample Taker Training Update Course	10
iv)	NHS Service Provider meeting	10
v)	Distance Learning	10
<b>8.</b>	<b>Course Feedback</b>	11
<b>9.</b>	<b>Invasive Cancer Audit</b>	13
<b>10.</b>	<b>Accreditation</b>	14
<b>11.</b>	<b>Additional Activities</b>	14
<b>12.</b>	<b>Appendices</b>	15
i)	NHS Health Education London Annual Report Summary NPH 2014/15	16
ii)	LRCTC Annual Course Planner 2016 LRCTC Annual Course Planner 2017	18
iii)	LRCTC Course Activity Statistics 2015/16	20
iv)	NHSCSP Certificate of Approval 2017	23

## 1. Circulation List

Organisation	Name	Title
Health Education England (London)	Kamaljit Bungar	Commissioning Manger
NHS London Service Provider Group	Mr Mark Smith	Chairman
London SQAS	Khadidja Bichbiche	Head of London SQAS (Screening)
NWLH Trust	Dame Jacqueline Docherty	Chief Executive
NWLH Trust	Ms. Claire Walker	Divisional General Manager Integrated Clinical Services
NWLH Trust	Mr Frederick McQueen	Pathology General Manager
NHSCSP Cytology Education Office	Ms Sharon Whitehurst	NHSCSP Cytology Education Manager

## 2. Staff List

LRCTC staff member	Position
Dr Tanya Levine	LRCTC Director and Consultant Histopathologist
Mr David Smith	LRCTC Deputy Director and Cellular Pathology Laboratory Manager
Mr Mark Terry	LRCTC Manager and Senior Tutor
Mr. John McGloin	LRCTC Deputy Manager and Senior Tutor
Dr Gillian Williams	LRCTC Senior Tutor - Clinical Director Pathology &Head of Department Histopathology
Ms Mary Madigan	LRCTC Administrator

## Staffing

In response to staff changes and retirement, the staffing structure of LRCTC was reviewed. Initially an interim manager was appointed and was succeeded by a permanent managerial appointment. The appointments were made substantive and all staff now have permanent contracts.

<b>Other Education Providers</b>		
<b>Pat Blencowe Matron and Sexual Health Therapist</b>	<b>Michelle Stanton Practice Nurse &amp; Trainer</b>	<b>Graham Calvert Psychology Lecturer</b>

### 3. Executive Summary

- The LRCTC maintained its NHSCSP Accreditation with full approval granted on 22 March 2017, following an accreditation visit on 29<sup>th</sup> September 2016.
- The staffing structure of LRCTC underwent a reorganisation and a new structure was successfully formed with the establishment of new permanent posts. (“The centre has gone through significant staff changes in the last nine months but this has been a smooth transition and it is evident that there are good team dynamics”)\*
- **34** courses were run.
  - 4 pre-registration courses (including 2 tuition days)
  - 8 post-registration courses
  - 5 non-gynaecological courses
  - 2 medical laboratory support staff courses
  - 7 medical courses (including ST1 course, Medics/Advanced Practitioner one day update and pathologists gynae and non-gynae courses)
  - 8 sample taker courses
- A total of **345** persons attended courses in 2016/17 (328 persons in 2015/16)
- The evaluation scores (0-5) for all courses which derive from anonymous student feedback ranged from 4.3 to 5.0 which is regarded as “highly relevant” for working practice.
- The LRCTC User Group for NHS London service providers have given excellent feedback and input into the roll out of courses and future development over the year.
- The LRCTC has maintained its good working relationship with NHS London and London SQAS.
- An E-learning module for sample takers has been running in collaboration with IT provider On-click at <http://shop.onclick.co.uk>
- The NHSCSP require all newly diagnosed cases of cervical cancer to be reviewed as part of the Invasive Cervical Cancer Audit. Qualifying cases are sent to a local UK Cytology Training Centre for an external review. LRCTC reviewed 89 cases from four regions.

\* NHS Cervical Screening Programme Assessment Scheme for the Approval of UK Cytology Training Centres - Assessors Report

## **4. Introduction**

The London Regional Cytology Training Centre, hosted at North West London Hospitals NHS Trust, was originally founded in 1979; it has a national and international profile for high-quality cervical and non-cervical / diagnostic cytopathology training. Due to the current demand for a wide range of cancer screening training for many healthcare professional groups, we have diversified into other training activities which make maximum use of our expertise and facilities to meet this demand for other healthcare professional groups.

## **5. Pre-registration Programmes**

This year, in keeping with the on-going national downward trend, we are training fewer non-medical trainees. The C&G Diploma course was discontinued in 2016. Consequently the requirement for the training of C&G assessors from individual laboratories has been discontinued. However, this has now been replaced by targeted training for assessors with trainees participating in the NHSCSP Training in Cervical Cytology

### **i) Introductory course**

This is a four week intensive course, attended within the first 6 months of employment, and after students has spent a minimum of 6 weeks in the home laboratory. Two courses were run on 3<sup>rd</sup> October 2016 and 30 January 2017 with a total of 3 students.

### **ii) Follow-up Course**

This is a one week course attended by students in their second year, designed to re-enforce cytological principles outlined in the introductory course. No courses were held but two courses are scheduled for 2017.

### **iii) Pre-exam course**

This is a one week revision course focusing on examination technique to candidates sitting their NHSCSP Training in Cervical Cytology final exam. No courses were held but one has been scheduled for August 2017.

#### **iv) Monthly Tuition Days**

The LRCTC runs monthly “tuition days” for trainees to supplement and enhance the introductory and follow-up courses. This is a single day whereby trainees attend for topic-related workshops. It also allows the LRCTC staff to maintain their contact with trainees and improve monitoring of students’ progress.

Two tuition days were held with 2 individual students attending.

#### **v) Host Laboratory Visits**

After completion of the Introductory Course, a written report is prepared and a member of staff from the LRCTC visits the trainee’s laboratory to present the report to the trainee, training assessor, and laboratory manager. The meeting is designed as a positive feedback mechanism and enables all parties to discuss and sign up to a formal individual training plan whilst discussing the requirements for the portfolio and assignments that will have to be carried out within the department. Following the Introductory Course, two host laboratory visits were made.

#### **vi) Training Officer/ Provider Meeting**

Training officer/NHSCSP assessor meetings and User meetings are held each year to gain feedback from laboratories on our courses and service requirements as well as to keep them updated and disseminate information on current issues. The meetings were held jointly on the 20th September 2016 and were well attended with 13 attendees.

This is part of our annual review and adds to the data required for the NHS London Performance Indicator Contract. All outcome results are fed back electronically after they have been issued and discussed at the NHS London Annual General Review

#### **vii) Examination Centre for the NHSCSP Training in Cervical Cytology**

This centre is one of the national examination venues for NHSCSP Training in Cervical Cytology. This underscores the high quality facilities and the excellent reputation of the LRCTC staff who administer the examinations. However, this year, due to lack of applicants, the examination was not held at the LRCTC.

### **viii) LBC Conversion Course**

There is low demand for LBC conversion courses for participants wishing to acquire the skills to be able to screen cervical samples utilising the ThinPrep method of slide preparation. One course was held on 20 March 2017 with 1 student attending.

### **ix) Introductory Course for Medical Laboratory Assistants**

In response to the increasingly formalised training of laboratory support staff, the LRCTC have introduced a one day introductory course for MLA staff. Two MLA courses were run on 25 April 2016 and 16 November 2016 with 12 students attending.

## **6. Qualified Staff CPD Programmes**

### **i) Update Courses for BMS/Cytoscreeners**

It is a mandatory requirement that all Cytoscreener and BMS staff screening cervical cytology under the auspices of the NHSCSP undergo an update course every three years.

The LRCTC ran eight three-day update courses on 20-22 April 2016, 17-19 May 2016, 6-8 June 2016, 6-8 September 2016, 22-24 November 2016, 7-9 December 2016, 17-19 January 2016 and 27-29 March 2016. A total of 113 Cytoscreeners and BMSs attended.

This modular three day update course is regularly re-populated with current topic related slides and in addition completely re-vamped every three years at the start of each new Update cycle. The new cycle began in 2017 with the first course held on 17<sup>th</sup> January 2017.

### **ii) NHSCSP Assessors Training in Cervical Screening**

Assessor training was incorporated into the Host Laboratory visits. One laboratory based training session was held at Kettering on 25<sup>th</sup> November 2016.

### **iii) External Quality Assurance Programme for Cervical Cytology (EQA)**

The LRCTC is host to representatives from London Regional QARC to assess slides for inclusion in the mandatory regional EQA programmes. Due to centralisation of the



regional EQA programmes, the LRCTC facilities have not been required. However, an expression of interest has been made for the facilities to be used in future rounds.

#### **iv) Technical External Quality Assurance (TEQA)**

Due to centralisation of the regional EQA programmes, the LRCTC facilities have not been required. However, an expression of interest has been made for the facilities too be used in future rounds.

#### **v) Pathologists Course**

The LRCTC, since its inception in 1979, has run a Pathologists course aimed primarily at trainee pathologists about to sit their MRCPPath examination. This is a highly successful five day course covering gynaecological and non-gynaecological cytopathology. Due to the changes in the Royal College of Pathologists training syllabus, the pathologist's course now comprises of two parts; a one week non-gynaecological cytology course with optional exam component and a three day gynaecological course with an optional exam component.

The non-gynaecological courses ran on 12-16 September 2016 and 13-17 March 2017 with a total of 28 attendees.

The three day gynaecological cytology course was run on 1-3 March 2017 but as expected the attendance was low with 4 attendees, reflecting the fact that very few trainees wish to pursue gynaecological cytology in their careers.

#### **vi) Medical Specialist Trainees course (ST1)**

The LRCTC runs a five day basic gynaecological cytology course for London Regional ST1's, which is contracted by the London Deanery as part of their specialist pathology training.

Two courses ran on 31 October - 4 November and 7-11 November 2016 with a total of 21 attendees.

#### **vii) One Day Gynae Update for Consultants and AP staff:**

A one day update for consultant pathologists and advanced practitioner biomedical scientists has run since 2008, and aims to maintain their continued professional development in cervical cytology.

Two courses were run on the 20 May 2016 and 28 September 2016 with a total of 14 attendees.

## **7. Additional Courses Developed in Partnership with NHS London**

### **i) Non-gynaecological training for BMS staff**

The LRCTC has enhanced its non-gynaecological cytology training portfolio for BMS staff to support the introduction of the IBMS Diploma in Expert Practice in Non-Gynaecologic Cytology. The training school offers modules in urinary, respiratory and serous fluid cytology in order to support BMS staff as part of CPD and career progression.

Two respiratory cytology courses were held on the 13-14 June 2016 and 22-23 March 2017; two urinary cytology courses were held on 7-8 July 2016 and 29-30 November 2016 and one serous cytology course was held on 22-23 September 2016.

The courses were attended by a total of 44 attendees.

### **ii) Cervical Sample Takers Foundation Courses**

This is a two day theoretical introductory course run by LRCTC to enable suitably qualified nurses and doctors to be trained in cervical sample taking, coupled with a practical portfolio whereby trainees have to take a minimum number of adequate smears. After successful completion of all parts of the portfolio, they gain certification. Four courses were run on 4&8 April 2016, 4&6 May 2016, 11&12 July 2016 and 14&18 November 2016 with a total of 57 attendees.

### **iii) Cervical Smear Sample Takers Update Courses**

This course is to enable all clinical staff taking cervical smears to maintain their certification by regular triennial updates as part of their continuing professional development and best practice. Four courses were run on 5 April 2016, 3 June 2016, 19 September 2016 and 16 January 2017 with a total of 44 attendees.

### **iv) NHS Service Provider Meeting**

As part of our Performance Indicator Contract, the London NHS Service Providers group met with QCPM NHS London to discuss annual reports and confirm action plans and agree training course requirements and employer's needs on 24 November 2016.

## **v) Distance Learning**

The LRCTC has a dedicated website ([www.lrctc.org.uk](http://www.lrctc.org.uk) ) which includes educational packages for CPD and distance learning.

LRCTC has developed, in partnership with the e-learning provider On Click, an on-line course for sample taker training updates. The course content includes changes to the NHS CSP such as HPV testing, sample handling policies as well as topics suggested by sample takers themselves such as female genital mutilation and updated on a 6 monthly cycle.

On Click continues to be a well subscribed on-line training resource for sample takers and is currently offered as an additional resource to participants attending the sample taker update courses.

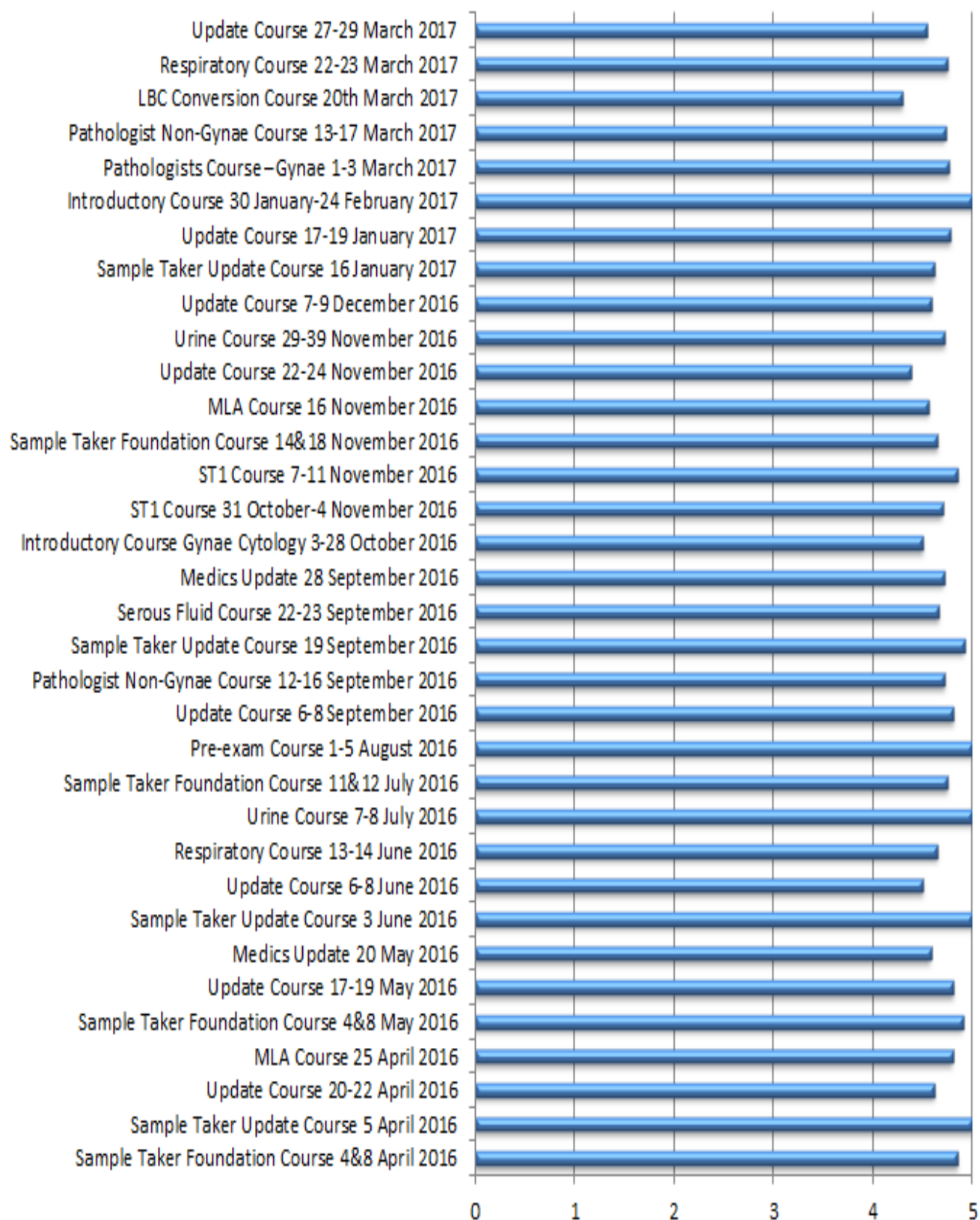
<http://shop.onclick.co.uk>

## **8. Course Feedback Evaluation Scores**

Evaluation forms are given to all course participants and completion of the forms is actively encouraged. All feedback is anonymous and each course topic is rated from 1 to 5 together with any pertinent comments. From this data, an average course score is calculated and the results are displayed in the chart below.

All courses held in 2016/17 were rated as “highly relevant” to student’s needs and work place requirements. The average score for all courses was in excess of four out of five.

### Average Evaluation Scores LRCTC Courses 2016/17



## 9. Invasive Cervical Cancer Audit

All newly diagnosed cases of cervical cancer require a local review to be undertaken.

In certain circumstances where cervical cytology has been performed, there is a requirement for the cytology to undergo an external review at a local UK Cytology Training Centre.

- All slides taken during the two years prior to diagnosis that were originally reported as negative or inadequate, irrespective of the review diagnosis.
- All slides reported as negative or inadequate that were subsequently upgraded at local review to moderate dyskaryosis or worse, irrespective of when they were taken.
- Any slides originally reported as showing borderline change or mild dyskaryosis that were subsequently upgraded at local review to severe dyskaryosis, glandular neoplasia, or invasive carcinoma.

LRCTC receives external review cases from four regions: London, East of England, East Midlands and East Sussex. In addition, it receives cases from South West Regional Cytology Training Centre based at Bristol.

LRCTC received 89 cases from four regions totalling 114 slides.

The majority of cases submitted were squamous cell carcinomas (49), followed by a significant number of adenocarcinomas (38). There was just one case of adenosquamous carcinoma and one case where no histology outcome was given.

The LRCTC consensus opinion agreed with the local review in 67 cases (75%). Of the remaining 22 cases, 18 were downgraded and 4 cases were upgraded.

Findings are stored on a database located on the LRCTC shared server.

## **10. Accreditation**

An assessment team visited LRCTC under the NHS Cervical Screening Programme Assessment Scheme on 29<sup>th</sup> September 2016. Following the visit, a report was approved on 12 October 2016. LRCTC received positive feedback concerning the facilities, course and course materials, team dynamics, support from Health Education England and the slide bank. It also noted the positive feedback from course participants.

Three non-compliances were noted

1. Documents illustrating the communication structure did not describe the lines of responsibility and accountability clearly
2. Frequency of formal training centre business meetings and training officer network meetings did not meet required standards
3. Not all documentation for CPD, EQA and appraisals was available.

An action plan addressing the “minor” non-compliances was drawn up and a response made to the NHSCSP.

Full accreditation was granted and a certificate of approval was issued by the NHSCSP on 17<sup>th</sup> March 2017 and endorsed by the Clinical Professional Group for Cervical Screening Education and Training (Appendix 4)

## **11. Additional Activities**

LRCTC has a library of gynaecological and diagnostic cytology cases together with workshop sets. These slides are available on request to clinical and scientific staff for review in supporting clinical staff in their pre-exam preparations and for educational purposes. Microscopes are booked in the departmental diary on an ad hoc basis during times when the department is not running any courses. Requests for this purpose amounted to an additional 36 days of LRCTC facilities usage.

The LRCTC rooms and facilities are used by other Trust departments especially the multiheaded microscope which is utilised for pathologist training meetings.

A review of facilities and equipment was also undertaken which resulted in the addition of new camera software and hardware updates

## **12. Appendices**

### **Appendix 1**

Summary of NHS Health Education North Central and East London, Health Education North West London, Health Education South London Annual Report Northwick Park Hospital 2015/16

### **Appendix 2**

LRCTC Annual Course Planner 2016 and 2017

### **Appendix 3**

LRCTC Course and Student Activity Report 2015/16

### **Appendix 4**

Certificate of Approval from NHSCSP Assessment Scheme

## Summary of NHS Health Education England, London and The South East (HEE LaSE) Performance Report 2015/16 for Cytology Northwick Park Hospital

Health Education England, London and The South East measures how Education Providers ensure that the next generation of healthcare professionals have the right skills to deliver world-class patient care. The process holds Education Providers accountable for the continual enhancement and high quality delivery of education and training programmes commissioned by HEE LaSE.

The Quality Contract Performance Management (QCPM) system measures Education Providers against an agreed set of contract performance indicators (CPIs).

### Performance Summary

#### Cytology

Overall performance by profession

2015/2016	
Performance Rating	RAG Rating
100.0%	Green

Historic overall performance

2014/15		2013/14		2012/13	
Performance Rating	RAG Rating	Performance Rating	RAG Rating	Performance Rating	RAG Rating
100.0%	Green	100.0%	Green	100.0%	Green

Performance rating tolerances at profession and course level:

GREEN	>= 90%	High AMBER	< 90% and >= 70%	Low AMBER	< 70% and >= 50%	RED	< 50%
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### Quality and Commissioning Summary of Performance

#### Overall

Northwick Park Hospital is commended on having achieved a Green RAG rating in 2015-16, a continuation of excellent results and Green ratings and 100% percentile performance ratings for the past 5 years. This excellent result was reflected in the robust systems processes evidenced in both the QCPM submissions and the additional information arising at the assurance meeting.

#### Qualitative

Northwick Park has achieved Green RAG ratings for all of the qualitative CPIs, which consist of Recruitment, Academic Education, Placement Education, Innovation and Commitment and Transparency.



**Quantitative**

A Green RAG rating has also been achieved for CPI O5; i.e. 98% of students rating the course modules as being relevant or highly relevant to enabling them to do their job better.

These excellent results mean that no Action Plans are required.

A copy is available on request.



# LRCTC Annual Course Planner 2017

Course List 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January	S	BH	P	P	P	P	S	S	PE	PE	PE	PE	PE	S	S	P	U	U	U	P	S	S	P	AT	P	P	P	S	S	IC	IC	
February	IC	IC	IC	S	S	IC	IC	IC	IC	S	S	IC	IC	IC	IC	IC	S	S	IC	IC	IC	IC	IC	S	S	P	P					
March	PCG	PCG	PCG	S	S	P	S		TD		S	S	PCNG	PCNG	PCNG	PCNG	PCNG	S	S	P	P	R	R	P	S	S	U	U	U	P	P	
April	S	S	STF	P	STU	P	STF	S	S	P	P	P	P	BH	S	S	BH	MLA	P	P	TD	S	S	FU	FU	FU	FU	FU	S	S		
May	BH	STF	P	P	STF	S	S	P	S	S	P	P	S	S	U	U	U	P	P	S	S	MU	P	P	P	P	S	S	BH	P	P	
June	TD	STU	S	S	P	U	U	U	P	S	S	P	P	P	P	P	S	S	P	P	P	P	P	S	S	P	P	P	P	P		
July	S	S	STF		U	U	STF	S	S	U	U	U	P	P	S	S	FU	FU	FU	FU	FU	S	S	P	P	P	P	P	S	S	P	
August	P	P	P	P	S	S	PE	PE	PE	PE	PE	S	S	P	P	P	P	P	S	S	P	P	P	P	P	S	S	BH	P	P	P	
September	P	S	S	P	U	U	U	P	S	S	PCNG	PCNG	PCNG	PCNG	PCNG	S	S	STU	P	AT	P	P	S	S	P	P	MU	P	NHS	S		
October	S	IC	IC	IC	IC	IC	S	S	IC	IC	IC	IC	IC	S	S	IC	IC	IC	IC	IC	IC	S	S	IC	IC	IC	IC	IC	S	S	ST1	ST1
November	ST1	ST1	ST1	S	S	ST1	ST1	ST1	ST1	ST1	S	S	STF	P	MLA	P	STF	S	S	P	U	U	U	TD	S	S	P	P	P	P		
December	P	S	S	P	TD	P	P	STU	S	S	P	U	U	U	P	S	S	P	TD	P	P	P	S	S	BH	BH	P	P	P	S	S	

Key			
Prep Work	P	Seminar Room Booked	B
Update	U	Sample Taker Update	STU
Pre Exam	PE	Sample Taker Foundation	STF
Follow-up Course	FU	MLA Course	MLA
Respiratory	R	Tuition Day	TD
Serous Fluid	S	SHD course	ST1
Urine	U	NHS Service Provider Group	NHS
Introductory Course	IC	Exam Dates	S
Pathologists-Non Gyn	PCNG	Dip Assessors	AT
Pathologists-Gynae	PCG	Medics/AP Update	MU

Course	Students			Evaluations				Cancelled
	London	Non-London	Total	Returned	Average Score	No > 4	No > 3	
Sample Taker Foundation Course 4&8 April 2016	8	2	10	10	4.85	10	0	1
Sample Taker Update Course 5 April 2016	7	1	8	8	5	8	0	1
Follow Up Course 11-15 April 2016								
Update Course 20-22 April 2016	8	8	16	16	4.62	16	0	1
MLA Course 25 April 2016	2	2	4	4	4.8	4	0	0
Tuition Day 3 May 2016	0	1	1	0				0
Sample Taker Foundation Course 4&8 May 2016	9	2	11	9	4.9	9	0	3
Update Course 17-19 May 2016	5	5	10	10	4.81	10	0	3
Medics Update 20 May 2016	4	1	5	5	4.58	5	0	0
Tuition Day 2 June 2016								
Sample Taker Update Course 3 June 2016	6	0	6	6	5	6	0	1
Update Course 6-8 June 2016	9	8	17	15	4.5	14	1	0
Respiratory Course 13-14 June 2016	6	5	11	11	4.65	11	0	1
Urine Course 7-8 July 2016	2	1	3	3	5	3	0	0
Sample Taker Foundation Course 11&12 July 2016	17	1	18	18	4.75	18	0	2
Follow Up Course 25-29 July 2016								
Pre-exam Course 1-5 August 2016	0	2	2	1	5	1	0	0
Update Course 6-8 September 2016	8	5	13	12	4.81	12	0	3
Pathologist Non-Gynae Course 12-16 September 2016	5	7	12	12	4.72	12	0	6

Course	Students			Evaluations				Cancelled
	London	Non-London	Total	Returned	Average Score	No > 4	No > 3	
Sample Taker Update Course 19 September 2016	17	0	17	17	4.92	17	0	4
Serous Fluid Course 22-23 September 2016	9	3	12	12	4.66	12	0	2
Medics Update 28 September 2016	6	3	9	8	4.71	8	0	2
Introductory Course Gynae Cytology 3-28 October 2016	0	2	2	2	4.5	2	0	0
ST1 Course 31 October-4 November 2016	9	3	12	12	4.7	11	1	0
ST1 Course 7-11 November 2016	6	3	9	9	4.85	9	0	0
Sample Taker Foundation Course 14&18 November 2016	17	1	18	14	4.65	13	1	2
MLA Course 16 November 2016	8	0	8	8	4.56	8	0	1
Update Course 22-24 November 2016	10	5	15	15	4.38	14	1	4
Tuition Day 25 November 2016	0	1	1					0
Urine Course 29-30 November 2016	11	1	12	12	4.72	12	0	0
Tuition Day 2 December 2016								
Update Course 7-9 December 2016	9	6	15	13	4.59	13	0	3
Tuition Day 16 December 2016								
Pre-Exam Course 9-13 January 2017								
Sample Taker Update Course 16 January 2017	13	0	13	13	4.62	13	0	3
Update Course 17-19 January 2017	7	5	12	12	4.78	12	0	1
Introductory Course 30 January-24 February 2017	0	1	1	1	5	1	0	1
Pathologists Course – Gynae 1-3 March 2017	2	2	4	4	4.76	4	0	1
Tuition Day 9 March 2017	0	1	1	0				

Course	Students			Evaluations				Cancelled
	London	Non-London	Total	Returned	Average Score	No > 4	No > 3	
Pathologist Non-Gynae Course 13-17 March 2017	13	3	16	16	4.73	16	0	6
LBC Conversion Course 20 <sup>th</sup> March 2017	0	1	1	1	4.3	1	0	0
Respiratory Course 22-23 March 2017	4	2	6	6	4.75	6	0	1
Update Course 27-29 March 2017	6	9	15	15	4.54	14	1	2
<b>TOTAL</b>	243	103	346	330	4.73	325	5	55



Public Health  
England



Protecting and improving the nation's health

## NHS Cervical Screening Programme

Assessment scheme for the approval of UK  
cytology training centres

### **CERTIFICATE OF APPROVAL**

This site meets the national standards required of a  
cytology training centre for staff working in the  
NHS Cervical Screening Programme

Centre: London Regional Cytology Training Centre

Date of issue: 17<sup>th</sup> March, 2017

Endorsed by the Clinical Professional Group for  
Cervical Screening Education & Training

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This certificate is valid only if accompanied by a current annual notification of NHSCSP approval

Public Health England leads the NHS Screening Programmes