

HPV Screening Kaimahi: Competence and capability framework

National Cervical Screening Programme

August 2024

Application

This competence and capability framework applies to:

- HPV Screening Kaimahi
- Responsible Clinicians
- Screening Support and Regional Coordination services that employ HPV Screening Kaimahi.

Principles

Participant and whānau focus

Providing the best participant experience underpins organisational policies and how kaimahi and clinicians work together.

Enablement

Kaimahi, clinicians and employers work together to improve access to cervical screening for priority groups.

Clinical safety

Kaimahi, and clinicians work together within the Clinical Practice Guidelines for Cervical Screening in Aotearoa New Zealand and National Cervical Screening Programme (NCSP) Policies and Standards.

HPV SCREENING KAIMAHI: PART 1

Scope	Entry Criteria	Skills and characteristics	Training for the role	Knowledge for the role
<p>Work in a documented Professional Partnership with a Responsible Clinician to facilitate HPV Self-testing for cervical screening. Where a participant discloses symptoms or history that indicate co-testing or investigation this scope no longer applies. The participant must be handed over to the responsible clinician at the time of the consultation.</p>	<p>You work in a Screening Support Service (SSS) or National Cervical Screening Programme (NCSP) Regional team.</p> <p>And</p> <p>Your employer supports your training and has identified a willing Responsible Clinician who is employed in the same organisation for you to work in a professional partnership with.</p> <p>And</p> <p>Your employer has allowed for continuous availability of Responsible Clinician support.</p> <p>And</p> <p>You have registered as an HPV Screening Kaimahi in the Workforce Request Portal</p>	<p>You demonstrate:</p> <ul style="list-style-type: none"> • a commitment to cultural safety and equity when working with others • understanding of kawa and tikanga and how to implement in a health care setting • a culturally safe way of working • confident having conversations about cervical screening and sexual health. • capable working in diverse community settings and able to build trust within a community. • clear communication skills, including the ability to listen and provide information to participants. • the ability to make decisions and request help when required • honesty, integrity, confidentiality, care, and compassion when dealing with others • attention to detail and checking information for accuracy. • basic understanding of or use of IT systems. 	<p>You have completed:</p> <ul style="list-style-type: none"> • any training as determined by the employer, the job description and employment policies and protocols • Cervical Screening with HPV Testing Module 3 • HPV Screening Kaimahi Module • The Professional partnership competency assessment • Health ABC Privacy training 	<p>You consistently apply understanding of:</p> <ul style="list-style-type: none"> • Code of Health and Disability Consumers rights • Principles of te Tiriti o Waitangi. • How to access information within the NCSP Guidelines for Clinical Practice in Aotearoa • How to find information within NCSP Policies and standards • Health Information Privacy Code. • Awareness of equity for Whaikaha (people who live with disability) and gender diverse people.

HPV SCREENING KAIMAHI: PART 2

Scope	Workplace Settings	Screening Tasks	Responsibilities	Accountabilities
<p>Work in a documented Professional Partnership with a Responsible Clinician to facilitate HPV Self-testing for cervical screening. Where a participant discloses symptoms or history that indicate co-testing or investigation this scope no longer applies. The participant must be handed over to the responsible clinician at the time of the consultation.</p>	<p>You will:</p> <ul style="list-style-type: none"> • Work in partnership with a responsible clinician who will provide supervision, direction where applicable, and take responsibility for the management of results for participants you support to self-test. • You have access to clinical support from a responsible clinician within your organization when you support participants to self-test. • Demonstrate clear understanding of scope, and where outside of scope, (if the participant has symptoms or other red flags identified during the screening assessment) you will ensure assessment by a responsible clinician as soon as practicable. • When HPV Screening Kaimahi undertake home visits or attend offsite events a prior screening assessment should be completed where practicable to ensure that arrangements for clinical assessment and investigation can be made if appropriate. • Participate in regular review and debrief sessions with the responsible clinician(s) • Meet role guidance determined by your employer. • There is no limit to the number of professional partnerships between HPV Screening Kaimahi and Responsible Clinicians. • There must be adequate professional partnerships in place to cover absence (employer responsibility). 	<p>You will:</p> <ul style="list-style-type: none"> • Use the NCSP Screening Assessment Flowchart to confirm identity and eligibility for self-testing for cervical screening. • Discuss and offer options for cervical screening. • Complete a screening assessment using NCSP approved resources. • Obtain informed consent for a cervical screening self-test using approved NCSP resources. • Correctly label the cervical screening self-test swab and check details with the participant. • Complete the laboratory request form using the HPI-CPN of the responsible clinician as per organisational policy. • Provide cervical screening self-testing instructions and a pre-labelled swab to participant. • Ensure self-collected sample is adequately prepared and sent to laboratory as per organisational policy. • Where organisational policy enables this, provide HPV not detected results to participants including when they are next due for screening and ensure this is documented as per organisational protocols. • Work through any concerns, risks, issues or areas for improvement that you observe with your Responsible Clinician and employer. 	<p>Your responsibilities:</p> <ul style="list-style-type: none"> • you demonstrate responsibility for your own practice and conduct which meets ethical and relevant legislated requirements • you understand, apply and demonstrate the principles of Te Tiriti o Waitangi into your health practices. • maintain privacy and confidentiality in record keeping and interactions with others. • demonstrate a commitment to participant safety, providing quality care and ensuring you are culturally safe • complete all administrative requirements in a timely manner, respecting organisation policy • Complete required ongoing education and assessment. • Comply with relevant NCSP policies and standards. 	<p>You are accountable for:</p> <ul style="list-style-type: none"> • Ensuring participants are provided with cervical screening options • Completing the screening assessment • Providing key messages and obtaining informed consent to participate in the NCSP • Referring participants to responsible clinician or another cervical sample taker within your organisation as indicated by screening assessment or where further clinical advice is required. • Ensure contact details and preferred method of contact are recorded. • Ensuring that the sample is correctly labelled • Complete documentation including details and outcome of the screening assessment including if participant is handed over to the responsible clinician, that NCSP key messages were provided at time of consent, that informed consent was given.

RESPONSIBLE CLINICIAN				
Scope	Entry Criteria	Skills and characteristics	Training for the role	Knowledge for the role
<p>Work in a documented Professional Partnership with a HPV Screening Kaimahi to provide clinical support and oversight for Kaimahi to facilitate cervical screening self-testing, and the end-to-end cervical screening process for the participant.</p> <p>Where participant symptoms or clinical history indicate a co-test or investigation, participants must be assessed by the responsible clinician.</p>	<ul style="list-style-type: none"> A registered health practitioner, such as a medical practitioner, an accredited nurse practitioner, registered nurse, enrolled nurse (see Definitions), or registered midwife with a current New Zealand practising certificate. Must have completed cervical screening training either through: <ul style="list-style-type: none"> training as part of a medical degree or midwifery training programme; or an NZQA accredited course to conduct cervical screening. To work in a professional partnership with HPV Screen takers a responsible clinician must have 12 months experience after completing cervical sample taker training. You are willing to enter the professional partnership and your employer supports you to meet your obligations as a responsible clinician. You are employed by the same organisation as the HPV Screening Kaimahi. 	<p>You demonstrate:</p> <ul style="list-style-type: none"> a commitment to cultural safety and equity understanding of kawa and tikanga and how they apply to the professional partnership and the health care setting. a culturally safe way of working clear communication skills, including the ability to listen and provide constructive feedback to HPV Screening Kaimahi willingness to enter the professional partnership as a learner, colleague, coach and mentor. 	<p>You have completed:</p> <ul style="list-style-type: none"> any training as determined by the employer, the job description and employment policies and protocols. The four National Cervical Screening Programme learning modules: Cervical Screening with HPV Testing. e-learning for responsible clinicians working in a professional partnership. 	<p>You consistently apply understanding of:</p> <ul style="list-style-type: none"> Principles of te Tiriti o Waitangi NCSP Guidelines for Clinical Practice in Aotearoa NCSP Policies and Standards Part 4A of the Health Act Code of Health and Disability Consumers rights Health Information Privacy Code. Awareness of equity for Whaikaha (people who live with disability) and gender diverse people.
	<p>Workplace Settings</p> <p>You will:</p> <ul style="list-style-type: none"> Work in partnership with HPV Screening Kaimahi employed by your organisation to provide supervision, direction where applicable, and take responsibility for the management of results for participants that HPV Screening Kaimahi support to self-test. You are available to provide clinical support to participants and HPV Screening Kaimahi within your organisation at the time of screening and complete relevant documentation where appropriate. Participate in regular review and debrief sessions with the HPV Screening Kaimahi. There must be adequate professional partnerships in place to cover absence (employer responsibility). The number of professional partnerships a responsible clinician enters into should be determined by the capacity the responsible clinician has to ensure follow-up and the safe clinical management of participants. Complete relevant ongoing education and assessment. Meet role guidance determined by your employer. 	<p>Screening Tasks</p> <p>You will:</p> <ul style="list-style-type: none"> Request and take clinical responsibility for self-collected cervical screening tests where the sample is taken by the participant and the consent process is facilitated by the HPV Screening Kaimahi. When a participant is referred to you by Kaimahi you complete assessment including appropriate investigation and referral as indicated. ensure that the test result is received and reviewed by you or a responsible clinician you delegate to in your absence. participants are provided with their test results, and any appropriate follow-up is actioned. 	<p>Responsibilities</p> <p>You will:</p> <ul style="list-style-type: none"> Complete relevant ongoing education and assessment. Support HPV Screening Kaimahi to work in accordance with NCSP standards. ensure laboratory request information is completed in accordance with NCSP standards Provide ongoing support, direction and supervision to HPV Screening Kaimahi Work through any concerns or areas for improvement that you observe with your employer and the HPV Screening Kaimahi 	<p>Accountabilities</p> <p>You are accountable for:</p> <ul style="list-style-type: none"> Requesting the HPV self-test. Informing participants of their result Ensuring appropriate clinical follow up is actioned. Ensuring complete clinical documentation. maintaining a record of HPV Screening Kaimahi that you have a professional partnership with. This record should remain up to date and reflect any changes in roles or scope of practice. Advise your employer and kaimahi if you are not available to provide clinical support due to absence

EMPLOYERS				
Scope	Entry Criteria	Skills and characteristics	Training for the role	Knowledge for the role
Provide organisational support to HPV Screening Kaimahi and Responsible Clinicians	<ul style="list-style-type: none"> You are a Screening Support Service or Regional Coordination Service for the National Cervical Screening Programme. You support training and ongoing support for both HPV Screening Kaimahi and Responsible Clinicians. You have identified a willing Responsible Clinician for HPV Screening Kaimahi to work in a professional partnership with. You ensure continuous availability of Responsible Clinician support. You ensure HPV Screening Kaimahi working in your service are registered in the Workforce Request Portal This opportunity is available to a small number of NCSP providers so that any clinical quality and safety issues can be reviewed, identified and resolved. 	<p>You demonstrate:</p> <ul style="list-style-type: none"> Commitment to cultural safety and equity. Commitment to support HPV Screening Kaimahi and Responsible Clinicians to manage their roles and responsibilities. 	No employer specific training is required.	<p>You demonstrate:</p> <ul style="list-style-type: none"> Understanding of your responsibilities set out in this document and other relevant NCSP policies and standards
	Workplace Settings	Screening Tasks	Responsibilities	Accountabilities
	Employers are responsible for setting workplace policies and role guidance.	No employer specific screening tasks.	<p>You will:</p> <ul style="list-style-type: none"> Ensure compliance with relevant NCSP policies and standards Ensure HPV Screening Kaimahi and Responsible clinicians have access to ongoing support. Ensure any concerns or areas for improvement that are raised with you by HPV Screening Kaimahi and Responsible Clinicians are worked through. 	<p>You will:</p> <ul style="list-style-type: none"> ensure all staff providing cervical screening services have appropriate training Ensure health practitioners performing cervical screening hold a current New Zealand practising certificate the screening environment is culturally and physically safe the service complies with relevant legislation including: – Part 4A Section 112 of the Health Act 1956 – Health Practitioners Competence Assurance Act 2003 – Privacy Act 2020 – Health and Disability Services (Safety) Act 2001 – Health (Cervical Screening (Kaitiaki)) Regulations 1995 the service complies with: <ul style="list-style-type: none"> infection control standards, as outlined in Standards New Zealand NZS 8134:202117 Code of Health and Disability Services Consumers' Rights Regulation 1996 Code of consumer expectations (for health entities' engagement with consumer and whānau)

Definitions

Human Papillomavirus (HPV)

Human papillomaviruses (HPV) are an extremely common group of DNA viruses that have an affinity for skin and mucous membranes. Most infections are asymptomatic. There are 14 high-risk types of HPV that are associated with the development of invasive cervical cancers. These are also referred to as oncogenic HPV types. Persistent infection with one of these 14 types may lead to cervical and other cancers such as anal, oropharyngeal, penile, vaginal and vulval cancers. Over 95% of cervical cancer is caused by these 14 high-risk HPV types.

HPV Screening Kaimahi

A non-registered healthcare worker who has completed the required training and is working in an NCSP Regional Coordination or Screening Support Service in a professional partnership with a responsible clinician who has a supervisory and delegation role.

Responsible Clinician

A registered health practitioner, such as a medical practitioner, an accredited nurse practitioner, registered nurse, enrolled nurse*, or registered midwife with a current New Zealand practising certificate.

Must have completed cervical screening training either through:

- training as part of a medical degree or midwifery training programme; or
- an NZQA accredited course to conduct cervical screening.

Enrolled Nurse Cervical Sample-takers:

Enrolled nurses who have completed an NZQA accredited course to conduct cervical screening practice cervical screening under the direction and delegation of a registered nurse or nurse practitioner who is an accredited cervical sample-taker (Nursing Council of New Zealand 2011).

For cervical screening, this also includes under the direction or delegation of a medical practitioner. Direct supervision of enrolled nurses who have completed an NZQA cervical screening course is not required when they are taking cervical screening samples.

Professional Partnership

A formally documented partnership with clearly defined roles and responsibilities for the provision of clinical care and procedures.

HPV Self-test

Vaginal swab sample taken by participant, that is tested for Human Papillomavirus.

Workforce Request Portal

Portal for authorisation of HPV Screening Kaimahi.

Delegation

The process by which a responsible clinician extends responsibility for obtaining informed consent to participate in the NCSP and facilitating HPV self-testing to a colleague that they are working in a professional partnership with.

Health Provider Index Common Person Number (HPI-CPN)

Issued to Registered practitioners (people) who provide health services are working in a professional partnership with.

Screen taker

Term used to encompass everyone who provides cervical screening, inclusive of cervical sample takers, HPV screen takers and HPV Screening Kaimahi.

Screening assessment

Assessment tool provided by NCSP for HPV Screening Kaimahi to use to determine eligibility for cervical screening and HPV self-testing.