

HPV Screening Kaimahi: Professional Partnership Assessment and Agreement Form

September 2024

Professional Partnership Assessment

This competence assessment must be completed prior to authorisation as an HPV Screening Kaimahi with the National Cervical Screening Programme (NCSP).

Before the assessment takes place both kaimahi and responsible clinician(s) must have completed the required e-learning modules.

Kaimahi	Responsible Clinician(s)
<ul style="list-style-type: none">• Cervical Screening in Aotearoa New Zealand – History and Context• HPV Screening Kaimahi: Professional Partnership Module	<ul style="list-style-type: none">• Responsible Clinician: Professional Partnership module• All four NCSP Cervical Screening with HPV Self Testing e-learning modules.<ul style="list-style-type: none">○ Introduction to Cervical Screening○ Navigating the Cervical Screening pathways○ Cervical Screening in Aotearoa New Zealand – History and Context○ Talking about Cervical Screening and HPV

Following completion of the e-learning modules kaimahi and responsible clinicians can do as many supervised screening consultations as they need to be confident to complete the professional partnership assessment.

Once the assessment is completed and all competencies are met, kaimahi and responsible clinicians can complete the professional partnership agreement.

This assessment and agreement form must be submitted to NCSP via the Workforce Request Portal for authorisation.

Once authorised HPV Screening Kaimahi will get a confirmation that they are authorised.

One assessment per kaimahi is required for each organisation they work in, however each responsible clinician must sign the professional partnership agreement.

E.g. Where an HPV Screening Kaimahi works in partnership with more than one clinician within the service.

Kaimahi and clinicians must meet the criteria set out in the National Cervical Screening Programme (NCSP) Competence and Capability framework and adhere to the NCSP Professional Partnership Policy.

Completed assessments should be retained by the employer as a professional partnership record.

Professional Partnership Assessment

Name of HPV Screening Kaimahi	
Name of Responsible Clinician conducting assessment	
Organisation	
Prerequisite: (Kaimahi) Evidence of completion of e-learning modules sighted	Yes/No Signed (Responsible Clinician)
Prerequisite: (Responsible Clinician) Evidence of completion of e-learning modules sighted	Yes/No Signed (Kaimahi)

Competency measures

Standard met (M)

Standard not met (NM) - further supervision required

Standard		M	NM
Professional Partnership	Can clearly state scope of role and when handover to responsible clinician is required		
	Aware of agreed process for handover to responsible clinician when needed		
	Aware of agreed process if responsible clinician is unavailable		
	Comments:		

Standard		M	NM
Best practice service delivery	Demonstrates cultural safety with participants		
	Can describe options for cervical screening		
	Respects participant and whānau choices		
	Communicates clearly so that the participant understands required information and has an opportunity to ask questions.		
	Comments:		
Standard		M	NM
Screening assessment	Correctly identifies eligible participants for cervical screening		
	Checks participant screening history, determines if screening is due and if an HPV self-test is appropriate		
	Can determine if a participant's next expected event means that handover to a responsible clinician is required		
	Clearly asks participant the appropriate screening assessment questions to determine if handover to a responsible clinician is required.		
	Comments:		

Standard		M	NM
Informed consent	Clearly provides information for informed consent that is required by the NCSP		
	Obtains informed consent to participate in the NCSP and for participant information to be held in the NCSP Register		
	Ensures participant is aware of the types of HPV result they might receive and understands the recommended follow up when HPV is detected		
	Discusses with participant the most appropriate way for them to receive results and documents this in their record.		
	Comments:		
Standard		M	NM
Participant HPV self-test process	Ensures participant has access to self-test instructions and is comfortable to complete the self-test		
	Confirms participant identity and labels swab prior to participant self-test		
	Generates laboratory request with HPI-CPN number of the responsible clinician		
	Ensures an appropriate and safe space for self-testing is available that is private, has hand hygiene facilities and is free from contamination		

Standard		M	NM
	<p>Documents accurately and clearly in participant records that:</p> <p>Cervical screening options were discussed</p> <p>That a screening assessment was completed (including anything found during the assessment).</p> <p>Informed consent to participate in NCSP was obtained</p> <p>Legislative requirements to provide NCSP information are met</p> <p>Any symptoms or concerns referred to the responsible clinician</p> <p>Other relevant information</p>		
	Comments:		
<p>Confirmation of competence (signed)</p>	<p>HPV Screening Kaimahi:</p>		
	<p>Responsible Clinician:</p>		
	<p>Employer:</p>		

Professional Partnership Agreement

This agreement confirms that the named HPV Screening Kaimahi and Responsible Clinician(s) are entering a professional partnership for authorisation with the National Cervical Screening Programme.

Details	Signature	Date
HPV Screening Kaimahi: Name: Role: Organisation:		
Employer: Name: Role: Organisation:		
Responsible Clinician Name: Role: Organisation:		

Supporting clinicians are recorded on the following page.

Supporting Responsible Clinicians

Details	Signature	Date
Responsible Clinician Name: Role: Organisation:		
Responsible Clinician Name: Role: Organisation:		
Responsible Clinician Name: Role: Organisation:		
Responsible Clinician Name: Role: Organisation:		
Responsible Clinician Name: Role: Organisation:		

Please submit this professional partnership assessment and agreement to NCSP via the Workforce Request Portal when complete.