



## NURSE PAP SMEAR PROVIDER CREDENTIALLING SCHEME SELF ASSESSMENT TOOL

This Self Assessment Tool was derived from the National Standards for Pap Smear Providers first published in 1997. The eight identified competencies define the expected performance of nurses 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 program which includes the taking of Pap smears.

To complete the assessment:

Read each indicator (*in bold italics*) and the descriptive statements

Four levels of competency (and a “not applicable” category) have been included in this tool. They are:

- **Expert** a skill or practice in which you excel
- **Highly developed** a skill or practice which you are good at
- **Refining** a skill or practice which you feel could be improved
- **Developing** a skill or practice you do not currently use but which should be included in your role
- **Not applicable** a skill or practice you do not currently use and which is unlikely to be part of your role

Please indicate the level of competency that applies to your practice by filling in the circle

An assessment should be complete for every criteria

As you work through the assessment you may notice a pattern evolving in a particular category or fluctuations between the groups in the level of competency. You may find this helpful in identifying areas where further education would improve your performance.

Queries about the Self Assessment Tool may be directed to:

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Tel: 08 9222 4075 Fax 08 9222 4467

**NAME: (in block letters)** .....

**ID No.** .....



## PROFESSIONAL PRACTICE

### Competency 1 Demonstrates accurate knowledge for safe practice

<b>1.1</b>	<b><i>Has a knowledge base of cervical screening sufficient to ensure safe practice</i></b>	<b>EXPERT</b>	<b>HIGHLY DEVELOPED</b>	<b>REFINING</b>	<b>DEVELOPING</b>	<b>NOT APPLIC</b>
1.1.1	I have an accurate and comprehensive knowledge of normal female anatomy and reproductive physiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.2	I have an accurate and comprehensive knowledge of the aetiology of cervical cancer and its prevention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.3	I use my theoretical knowledge in clinical practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.4	I know the differences between screening services and diagnostic services and practice accordingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.5	I ensure women understand the limitations as well as the benefits of cervical screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.6	I refer symptomatic women to appropriate agencies, even in the presence of a normal Pap smear result	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1.7	I adhere to national policy and guidelines for cervical screening and the management of women with screen detected abnormalities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>1.2</b>	<b><i>Knows legislation pertinent to the provision of a cervical screening service</i></b>	<b>EXPERT</b>	<b>HIGHLY DEVELOPED</b>	<b>REFINING</b>	<b>DEVELOPING</b>	<b>NOT APPLIC</b>
1.2.1	I understand the legal implications of legislation in relation to nursing practice e.g. confidentiality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2.2	I conform to legislative requirements of the WA cervical cytology registers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>1.3</b>	<b><i>Knows policies, protocols and other relevant documentation for nursing practice and participates in review processes</i></b>	<b>EXPERT</b>	<b>HIGHLY DEVELOPED</b>	<b>REFINING</b>	<b>DEVELOPING</b>	<b>NOT APPLIC</b>
1.3.1	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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.3.2	I use policies and procedures of the health care setting to guide rather than direct practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

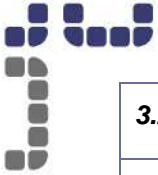


## Competency 2 Protects the rights of individuals

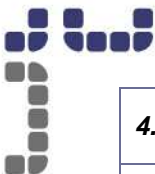
<b>2.1</b>	<b><i>Maintains confidentiality of individuals</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
2.1.1	I consistently demonstrate confidentiality when dealing with patient information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.1.2	I maintain the confidentiality and security of histories/records and reports within the health care setting and/or when providing outreach services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>2.2</b>	<b><i>Acknowledges rights of women to make informed decisions regarding their care</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
2.2.1	I ensure women are informed and understand the benefits and limitations of cervical screening, including new technologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.2.2	I recognise the rights of women to full and comprehensive information regarding their care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.2.3	I respect the right of women to be accompanied by a support person of their choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Competency 3 Recognises own ability and level of professional competence

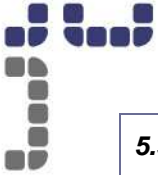
<b>3.1</b>	<b><i>Practices within limits of own ability and scope of practice</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
3.1.1	I function independently, and interdependently with others, using advanced practice knowledge and skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.1.2	I recognise the boundaries of my own nursing practice and refer women accordingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.1.3	I regularly reflect on my own standard of practice and set appropriate performance objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>3.2</b>	<b><i>Enhances own level of practice</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
3.2.1	I seek to maintain currency of practice regarding the provision of a cervical screening service through participation in professional development activities and peer review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.2	I use research findings which have relevance to own practice setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



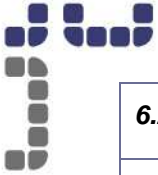
<b>3.2</b>	<b><i>Enhances own level of practice (cont.)</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
3.2.3	I integrate new knowledge regarding cervical screening and management of women with screen detected abnormalities into own practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.4	I actively participate in quality assurance/improvements activities and use feedback to improve clinical performance e.g. cytology laboratory, Pap smear statistics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>3.3</b>	<b><i>Integrates cervical screening provision within the broader context of issues affecting women's health</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
3.3.1	I demonstrate accurate and comprehensive knowledge of issues affecting women's health, referring appropriately when outside my own level of expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.3.2	I listen to and respond effectively to issues and concerns affecting individual women	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Competency 4 Acts to enhance the dignity and integrity of women</b>						
<b>4.1</b>	<b><i>Demonstrates effective communication and interpersonal skills which meet the needs of individual women</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
4.1.1	I provide the opportunity for women to express their opinions and be involved in all aspects of their care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.1.2	I facilitate individual women's understanding of her condition/issues e.g. uses appropriate language, provides written material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.1.3	I provide the opportunity for women to withdraw from the procedure without their care being compromised	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>4.2</b>	<b><i>Respects the values, cultural and spiritual beliefs of individual women</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
4.2.1	I demonstrate knowledge and respect of others' beliefs and social contexts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.2.2	I demonstrate knowledge and respect of others' beliefs and social contexts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.2.3	I deliver nursing care for the individual woman without prejudice or judgment e.g. 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



<b>4.2</b>	<b><i>Respects the values, cultural and spiritual beliefs of individual women (cont.)</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
4.2.4	I endeavour to provide a female trained interpreter, either in person or by telephone, appropriate for the woman's individual needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>4.3</b>	<b><i>Provides accurate and comprehensive information to ensure women are fully informed regarding cervical screening</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
4.3.1	I communicate effectively to ensure women are informed about all aspects of cervical screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3.2	I enhance the education and understanding of women with appropriate use of resources e.g. models, audio visual and/or written material /diagrams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.3.3	I provide the woman with the opportunity to make informed decisions e.g. participation on cytology registers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Competency 5 Maintains a physical and psycho-social environment which promotes safety, security and optimal health care</b>						
<b>5.1</b>	<b><i>Provides an effective, efficient cervical screening service</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
5.1.1	I use strategies to provide a service for women for whom other services are inappropriate or inaccessible e.g. women in rural and remote areas, women of non-English speaking background, Aboriginal women etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.1.2	I employ time management skills to meet the clients needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.1.3	I use feedback from women both formal and informal to facilitate on-going quality improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>5.2</b>	<b><i>Provides cervical screening services in a safe environment</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
5.2.1	I consistently and effectively abide by infection control principles and standards in the provision of cervical screening services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.2	I use strategies to ensure that the cervical screening facilities are sensitive to women's needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



5.3	<b><i>Provides physical and psychological comfort throughout the Pap smear procedure</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
5.3.1	I use strategies to ensure the woman's privacy is maintained e.g. using screens/blinds; providing a cover sheet	○	○	○	○	○
5.3.2	I facilitate the active participation of individual women in the Pap smear procedure e.g. through explanation; pacing the procedure according to the woman's needs; ensuring the woman's comfort	○	○	○	○	○
5.3.3	I use strategies to accommodate the special needs of women with disabilities, using positions accordingly	○	○	○	○	○
5.3.4	I respond appropriately to an individual woman's indication of pain, discomfort or distress	○	○	○	○	○
<b>Competency 6 Acts to maintain the rights of women to make informed decisions</b>						
6.1	<b><i>Provides Pap smear results are according to the needs of individual women</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
6.1.1	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	○	○	○	○	○
6.1.2	I encourage women to take responsibility for obtaining their Pap smear results	○	○	○	○	○
6.1.3	I consistently use effective communication skills so that women understand the significance of the Pap smear results and follow-up procedures	○	○	○	○	○
6.1.4	I provide the woman with the opportunity for a copy of the Pap smear result to be sent to her medical practitioner	○	○	○	○	○
6.2	<b><i>Ensures women are notified of their Pap smear results promptly</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
6.2.1	I use strategies to ensure a Pap smear results and recall system is maintained	○	○	○	○	○
6.2.2	I make contact with women whose Pap smear results are normal within four weeks of receiving the result	○	○	○	○	○
6.2.3	I ensure women with abnormal Pap smear results are contacted as soon as possible (maximum of four weeks)	○	○	○	○	○



6.2	<b>Ensures women are notified of their Pap smear results promptly (cont.)</b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
6.2.4	I ensure women are aware of the pathologists recommendations regarding follow up	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.2.5	I ensure appropriate personnel/agencies are informed if the woman is unable to be contacted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.2.6	I maintain accurate records of Pap smear reports, contact with the woman and follow-up procedures	<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	<b>Obtains a comprehensive and accurate health history assessment and maintains accurate documentation</b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
7.1.1	I use a wide variety of strategies to identify key issues of concern to the woman and responds sensitively, building trust	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.1.2	I use a systematic approach to obtain and document a comprehensive health history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.1.3	My documentation is comprehensive and accurate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.2	<b>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</b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
7.2.1	I use strategies to ensure minimal discomfort for the woman during the Pap smear procedure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.2.2	I use a technique which ensures an optimum sample for adequate Pap smear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.2.3	I can recognise vulval, vaginal and cervical variations	<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

<b>8.1</b>	<b><i>Establishes accurate knowledge of referral services to facilitate access for women</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
8.1.1	I consistently and effectively use available referral systems and networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.1.2	I consistently demonstrate appropriate referral to meet the needs of individual women and the required level of care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.1.3	I communicate effectively to ensure the woman is informed and gives permission prior to referral	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>8.2</b>	<b><i>Establishes and maintains collaborative and consultative relationships with professional colleagues, in particular medical practitioners</i></b>	EXPERT	HIGHLY DEVELOPED	REFINING	DEVELOPING	NOT APPLIC
8.2.1	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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.2.2	I recognise differences in cytology reports and the need to clarify differences with medical practitioners and appropriate personnel in the cytology laboratory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.2.3	I recognise the boundaries of nursing practice and the need to refer symptomatic women	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.2.4	I use a variety of strategies to advocate for women when the need arises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signed: .....

Date: .....