

Dear

(Smear Taker/Supervisor)

I have applied to the Waikato Institute of Technology to participate in the next Smear Takers Certification (NZQA Unit Standard 1098) course on:

11 and 12 April, 16 and 17 May 2011

or

12 and 13 September, 17 and 18 October 2011

(Please circle the appropriate 4 days)

This course is designed to give me the skills and confidence to become a proficient smear taker who will conform to the Interim Operational Policy and Quality Standards (Ministry of Health, National Cervical Screening Programme 2000). It is expected that I will commit to upholding the policy and protocols of the National Cervical Screening Programme and the register.

I require a written commitment for the support and supervision of my smear taking practice during the training period. I am required to have direct supervision for the first fifteen smears and readily accessible supervision for the remaining fifteen smears. If necessary, for practice operational purposes, this role can be shared between two Smear Takers.

Upon completion of the theoretical and practical components of the course, approval for my certification as a smear taker will entitle me to take and process smears through the laboratory.

In order for my levels of practice, competency and certification to be maintained, the National Standards of competency for smear takers require that I perform a minimum of thirty smears annually and that smears taken allow accurate cytological analysis in at least eighty percent of samples. Numbers of smears taken and their adequacy will be monitored by the Cervical Screening Programme Manager.

Yours sincerely

(Cervical Smear Taker Trainee)

Please return with your enrolment application