**The Cervical Screening Preceptor Role**

SHINE SA will authorise approved Cervical Screening Preceptors to supervise and assess nurses, midwives and doctors in the clinical Provisional Competency component of SHINE SA Cervical Screening Provider course (formerly the Pap Smear Provider Course). Course participants may be from within the Cervical Screening Preceptors own health service or other agencies as negotiated.

The Cervical Screening Preceptor teaches, counsels, inspires, and serves as a role model to support the growth and development of the Cervical Screening Provider course participants. SHINE SA maintains a confidential database of approved Cervical Screening Preceptors which may, with the permission of the Cervical Screening Preceptor, be used to assist in facilitating access for course participants who face barriers to undertaking SHINE SA clinical placement, for example Rural and Remote Nurses and Midwives.

**Cervical Screening Preceptors**

* have the knowledge and skill to identify course participants’ learning needs
* the ability to help course participants’ apply their newly acquired knowledge
* Cervical Screening Preceptors will also have the knowledge and skills to adjust the clinical teaching process to facilitate the needs of the learner

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**Essential requirements**

* Current unconditional registration with AHPRA as a Doctor (there is a separate application form for Registered Nurses or Registered Midwives)
* Current Professional Indemnity Insurance
* Demonstration of advanced and current competency in cervical screening; for example 2 years Cervical Screening provider experience with 30 Cervical Screening tests over 6 month period yielding <3% unsatisfactory results and, where test progresses to cytology, the majority having an ECC component present. This evidence of advanced competency may be retrospective; via a report from your pathology provider or you may use the template in this application.
* Willingness to complete the SHINE SA Cervical Screening Preceptor Course: a short online, self-paced CPD program, and follow-up with the Coordinator: Nursing and Midwifery Education.

**Desirable**

Completion of the FPAA National Certificate in Reproductive and Sexual Health for Doctors.

**Cervical Screening Preceptor Training**

The free self-paced online training covers the following topics:

* Clarification of the roles and responsibilities of the Cervical Screening Preceptor
* Exploration of the complexities of consultations
* Competency assessment criteria
* Management strategies for difficult situations
* Giving constructive feedback.

If you have any queries please contact Edwina Jachimowicz

Email: edwina.jachimowicz@shinesa.org.au Phone: (08) 8300 5323 Fax: (08) 8300 5399

**1. Personal Details**

Doctor:

 First name Surname

Preferred mailing address:

Suburb/Town:       Postcode:

Phone (work):       Mobile:

Email:

**2. Workplace Details**

Name of organisation:

Organisation address:

Suburb/Town:       Postcode:

Phone:       Fax:

Email:

Practice type:  *If other, please specify*

**3. Evidence of advanced Cervical Screening practice**



1. Approximate number of Cervical Screening Tests performed per month:
2. Please attach a statistics summary from your pathology laboratory

**4. Additional Documentation**

1. **AHPRA Registration number:**
2. Please attach evidence of professional indemnity insurance (Statement form employer re PII cover / Personal PII cover) [ ]  Attached
3. (Desirable) FPAA National Certificate in Reproductive and Sexual Health for Doctors year completed:

**MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding (“the Memorandum”) is an agreement between SHINE SA, the Cervical Screening Preceptor and the practice or organisation, which is the preceptor’s place of work.

The practice or organisation agrees to provide course participants with clinical placement opportunities.

This Memorandum records the understanding between SHINE SA, the Cervical Screening Preceptor and the Practice or Organisation

**Statement of purpose**

The purpose of this agreement is to identify the roles and responsibilities of the parties involved in providing clinical preceptorship to participants undertaking a Cervical Screening Provider course in South Australia.

NOTE:

* A compulsory requirement of being approved as a Cervical Screening Provider through the Cervical Screening Provider course is that participants undertake a period of supervised clinical experience in cervical screening.
* Course participants who complete all theory and clinical requirements are eligible to be a Cervical Screening Provider.

**Definition**

A ‘Cervical Screening Preceptor’ is described as a Registered Nurse, Midwife or General Practitioner who is approved by SHINE SA as Cervical Screening Preceptor. They will have submitted an application which has been approved, and completed the SHINE SA Cervical Screening Preceptor Course.

The Cervical Screening Preceptor teaches, counsels, inspires, and serves as a role model to support the developing clinical practice of Cervical Screening Provider course participants.

In most cases the Cervical Screening Preceptor will work with a nurse, midwife or doctor from their own workplace. SHINE SA may approach approved Cervical Screening Preceptors to assist other course participants who face barriers to undertaking SHINE SA clinical placement, for example rural and remote nurses, midwives or doctors. There is no obligation to be a preceptor in these situations. If the Cervical Screening Preceptor agrees to preceptoring course participants from other workplaces, they will provide that course participant with an orientation to the workplace in a learning/teaching situation, which enables the course participant to develop Provisional Competency.

Cervical Screening Preceptors will have adequate knowledge to identify course participants’ learning needs, and the ability to help the course participant apply their knowledge. Cervical Screening Preceptors will also have the knowledge and skills to adapt the clinical teaching process to facilitate the needs of the learner.

**The Agreement**

**1.** **Date of commencement**

This agreement commences from the date of signing and will be reviewed at the request of either party in writing. A separate agreement is to be signed for each course participant and will remain effective for 6 months or until either modified or discontinued by the request of either party.

**2. Responsibilities of SHINE SA**

SHINE SA will:

* 1. Provide access to other appropriately qualified and experienced Cervical Screening Preceptors
	2. Provide ongoing support and information to Cervical Screening Preceptors
	3. Provide opportunities for ongoing professional development to South Australian Cervical Screening Preceptors
	4. Participate in the recruitment and training of new Cervical Screening Preceptors to ensure they have the skills and knowledge to provide preceptorship and meet SHINE SA and National standards.

**3. Responsibilities of the practice or organisation where the Cervical Screening Preceptor is employed**

The organisation/practice will:

* 1. Ensure adequate supervision and support is provided to course participants
	2. Provide a safe work environment
	3. Endeavour to provide access to a range of experiences
	4. Orientate course participants to the clinical setting
	5. Ensure that course participants are not placed under undue risk to their physical or psychological health
	6. Encourage and support preceptors to attend professional development in relevant areas.
	7. Advise course participants of confidentiality, privacy and all other obligations, which the course participant may be required to maintain during the period of the preceptorship.

NOTE:

* Course participants undertaking clinical experience at the practice or organisation will be additional to normal staffing.
* Organisations or individuals will not receive remuneration for placements.
* Course participant access to clients shall be conditional upon a client’s informed consent.

**4. Role of the Cervical Screening Preceptor**

The role of the Cervical Screening Preceptor is to support the course participant to meet the learning objectives of the course through practical, supervised clinical experience.

The Cervical Screening Preceptor will:

* 1. Provide direct supervision of the course participant during the placement
	2. Provide clinical advice and assistance
	3. Establish learning goals with the course participant
	4. Provide discussion time on progress and to complete relevant documentation
	5. Discuss any concerns relating to a course participant with the course coordinator.

**5. Control and discipline by the** **organisation/practice**

Course participants undertaking clinical placement shall abide by the rules and regulations of the practice or organisation. Should any course participant breach these rules and regulations or not behave in a professional manner, the practice or organisation reserves the right to remove that course participant and will notify the course coordinator immediately.

**6. Insurance**

All participants who attend your practice or organisation for clinical placement with a Cervical Screening Preceptor who is registered with SHINE SA should have their own Professional Indemnity Insurance or negotiate cover through their own workplace. We advise you to sight evidence of this cover.

**7. Intellectual Property**

* Each member party to this arrangement will continue to own its pre-existing intellectual property made available for the placement;
* Intellectual property produced by the course participant during the placement as part of their assessment or reporting requirements will be owned by the course participant.
* For the purpose of this arrangement intellectual property means data, information or material or anything, which may be subject to copyright or constitutes intellectual property.

**Confirmation of agreement**

In relation to the Cervical Screening Clinical Supervision and Support of:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cervical Screening Preceptor**

I accept the agreement by SHINE SA and agree to abide with all terms and agreements as outlined in this document.

Name:       Position:

Organisation/Practice:

Signature:       Date:

**Organisation/Practice**

We accept the agreement by SHINE SA and agree to abide with all terms and agreements as outlined in this document.

Name:       Position:

Organisation/Practice:

Signature:       Date:

**SHINE SA**

SHINE SA agrees to abide with all terms and agreements as outlined in this document.

Edwina Jachimowicz Dr Amy Moten

Coordinator: Nursing & Midwifery Education Coordinator: Medical Education

SHINE SA SHINE SA

**Please return this form to:**

Edwina Jachimowicz

Coordinator: Nursing & Midwifery Education

SHINE SA

PO Box 76 Woodville SA 5011

Email: edwina.jachimowicz@shinesa.org.au

Phone: (08) 8300 5323 Fax: (08) 8300 5399

SHINE SA acknowledges the assistance given by Sandy Anderson from the Victorian Preceptor Program, and access to their application forms, on which this form is based.