

## APPENDIX 2: ASSESSMENT TOOLS

### Pap Test Skills Checklist

The Preceptor is encouraged to offer regular feedback to the RN. It is recommended that a Preceptor feedback process be set up in the employing clinic/agency. Once the RN has indicated readiness for final assessment, the attached tool can be used to assess the RN's performance during several Pap related client visits. The RN should attain 100% in all aspects of the Pap test Skills Checklist. Please note that #15 on the checklist may not be appropriate in some clinical settings in which case the Preceptor would mark "N/A" and exclude this from the performance criteria.

RN: \_\_\_\_\_

Preceptor: \_\_\_\_\_

CRITICAL ELEMENTS to Pap Testing Performance (Performs examination according to clinic/agency policies and procedure)	Date	Date	Date	Date
1. Proceeds if health history indicates. Refers client if there are concerns identified in the health history				
2. Explains procedure correctly and validates plan with client (informed verbal consent)				
3. Checks with client to determine if she needs to empty her bladder				
4. Discusses with client how she can take an active part in the examination				
5. Assembles necessary supplies				
6. Labels container and completes form correctly				
7. Drapes client correctly				
8. Positions client correctly				
9. Sits on stool at foot of examining table				
10. Dons examination gloves				
11. Explains each step in the examination before it is done				

CRITICAL ELEMENTS to Pap Testing Performance (Performs examination according to clinic/agency policies and procedure)	Date	Date	Date	Date
12. Touches inner thigh with back of hand before touching vulva				
13. Palpates inguinal and femoral area correctly				
14. Inspects the external genitalia correctly				
15. Examines the urethra, Skene's glands, Bartholin's glands correctly *May be N/A				
16. Selects the proper sized speculum				
17. Lubricates the speculum with only warm water				
18. Inserts the speculum correctly so that the cervix is in full view				
19. Locks the speculum blades correctly				
20. Inspects the cervix for colour, position, edema in zone of ectopy, size, shape of os, surface, and cervical secretions				
21. Assesses position of transformation zone correctly				
22. Obtains specimen with spatula correctly <ul style="list-style-type: none"> <li>✓ Rotates spatula in cervical os only 360°</li> <li>✓ Ends rotation so spatula is in 3 and 9 o'clock position</li> <li>✓ Swirls plastic spatula in ThinPrep container vigorously OR drops plastic spatula in the SurePath container</li> </ul>				
23. Obtains specimen with a brush correctly <ul style="list-style-type: none"> <li>✓ Inserts brush gently all the way into the cervical os to end of bristles</li> <li>✓ Turn 90° only</li> <li>✓ Swirls cytobrush in ThinPrep container vigorously OR drops cytobrush in the SurePath container</li> </ul>				
24. Obtains specimen with a broom correctly <ul style="list-style-type: none"> <li>✓ Inserts broom gently all the way into the cervical os until lateral bristles spread out over the ectocervix</li> <li>✓ Rotate broom 5 times clockwise</li> </ul>				

CRITICAL ELEMENTS to Pap Testing Performance (Performs examination according to clinic/agency policies and procedure)	Date	Date	Date	Date
✓ Drops broom in the SurePath container				
25. Removes the speculum correctly				
26. Inspects vaginal wall while removing speculum				
27. Prepares slide/container and completed requisition correctly for transport to laboratory				
28. Assists client out of lithotomy position				
29. Shares results of examination with client				
30. Provides health information and reading resources to client				
31. Informs client of how results will be shared				
32. Informs client of when next Pap test is due				
33. Documents results of examination correctly on client's Health Record				
34. Identifies abnormal findings (STI, cervical abnormalities etc.) and promptly consults with or refers client to Physician or Nurse Practitioner				