



**WELL WOMEN
& FAMILY**

Conduct Cervical Screening Micro-Credential Training (NZQA Standard 29556) v4

Application Key Requirements Checklist

Please review the checklist below to ensure that you can meet the requirements of course.

Workplace commitment to support completion of all required course components (Please tick):

- ☐ The workplace must guarantee the ability for the student to complete all required course components as set out in this document.
- ☐ The workplace acknowledges that the student must complete all course components within 12 months.
- ☐ The workplace understands the requirements of the course and agrees to provide adequate study time for the student to complete the required course components.
- ☐ The workplace understands the requirements of the course and agrees to ensure the student has access to appropriate clinics to complete the clinical experience requirements of x15 cervical screening consultations (x5 HPV swab screenings, x10 LBC screenings).
- ☐ The workplace must provide at least one nominated clinical supervisor (RN, NP, Midwife, or Doctor) with a current APC registration, who is a qualified LBC screen taker, and has >2 years' cervical screening experience.
- ☐ The workplace understands that the clinical supervisor must be present in the room with the student for the required 15 cervical screening consultations (x5 HPV swab screenings, x10 LBC screenings).
- ☐ The workplace and supervisor understand and agree to the requirement of clinical supervision and provision of formal written feedback on the student's clinical consultations.
- ☐ The workplace and supervisors acknowledge that formal feedback comments must be written at the time of each consultation, so the student can reflect on and improve their practice.
- ☐ You acknowledge that you have read and understood the terms and conditions provided on our website: <https://www.wellwomenandfamily.co.nz/terms-and-conditions>

Student Full Name:

Student Signature:

Date: _____

Designated Representative of Workplace

Full Name (Practice or Senior Manager): _____

Representative Signature:

Date: _____

By signing this document, you acknowledge the terms and agree to comply with the below requirements of the course.

4. Course Components

4.1. Online Theory Modules

- Online theory modules (8 hours to complete).
- 6 weeks prior to the practical workshop, students are given access to Taku Ako the online learning platform to complete the online theory modules.
- Access will only be given if payment of course has been received in full. The workplace acknowledges that the student will not gain access to the online learning until the invoice has been paid in full.
- The workplace agrees to provide adequate study time for the student to complete the online learning modules.
- The online learning modules must be completed no later than the Friday prior to the date of course.
- If the online modules are incomplete, the student will not be able to attend the practical session and will be withdrawn from the course without refund.

4.2 In-Person Practical Workshop

- One-day in-person practical workshop (8:30AM – 5:00 PM).

4.3 Written Assignment

- Written assignment (8 hours to complete)
- Written assignment component is due within 4 weeks of practical workshop
- Up to 3 resubmissions of written assignments may be accepted, further submissions may not be accepted and failed.
- Incomplete, illegible, or out-of-order written assignments will not be accepted.

4.4 Cervical Screening Clinical Consultations

- Clinical experience: 15 supervised cervical screens
- x10 LBC screenings + x5 HPV swab screenings.
- The student must fully complete and sign consultation forms for x10 LBC screens.
- The student must fully complete reflections and cultural/equity considerations.
- The supervisor must fully complete formal feedback comments complete.
- The supervisor's formal feedback comments must be written at the time of each consultation, so the student can reflect on and improve their practice.
- Incomplete, illegible, or out-of-order consultation forms will not be accepted.
- Up to 3 resubmissions of written consults may be accepted, further submissions may not be accepted and failed.

4.5 Cervical Screening Clinical Assessments (Auckland)

- Workplace clinical assessment (3 hours)
- Clinical assessment requires the completion of x2 clinical cervical screening consultations.
- Each consultation must be completed with x2 separate clients who have consented for LBC screening under assessment conditions.
- The workplace agrees to support the student to ensure at least x4 clients are booked in for the clinical assessment date, to mitigate the event of clients missing their appointment and the assessment being rescheduled.
- The workplace must provide a private clinic room and allocate sufficient uninterrupted time for the Nurse Educator to conduct the clinical assessment (minimum 3 hours)
- Failure of the assessment more than twice requires re-enrolment.
- Cancellations of booked assessments more than twice will incur a \$250 fee.

1. Cervical Screening Clinical Assessments (Out-of-Auckland)

- Workplace clinical assessment (3 hours)
- Clinical assessment requires the completion of x2 clinical cervical screening consultations.
- Each consultation must be completed with x2 separate clients who have consented for LBC screening under assessment conditions.
- The workplace agrees to support the student to ensure at least x4 clients are booked in for the clinical assessment date, to mitigate the event of clients missing their appointment and the assessment being rescheduled.
- The workplace agrees to provide an appropriate clinical assessor (RN, NP, Midwife, or Doctor) with a current APC registration, who is a qualified LBC screen taker, and has >2 years' cervical screening experience. If not available please contact Well Women & Family as soon as possible.
- If no appropriate supervisor available - under extenuating circumstances consideration to use the same person may be requested through a formal process.

2. Required Timeframes

- Online modules: 6 weeks prior to practical workshop which must be completed no later than the Friday prior to the practical workshop date.
- Written assignment is due 4 weeks after practical workshop date.
- Clinical experience & clinical assessment must be completed within 12 months of workshop date.
- It is the responsibility of the student to ensure that if they cannot meet expected timeframes, they follow the extension process as set out in this document prior to the date the work is due. Extensions requested after the due date may not be considered unless in extenuating circumstances.

3. Communications with Course Coordinators

- There are several points throughout the course where communications will be sent, this is designed to ensure that any support required by Well Women & Family can be promptly given and students are given appropriate and timely support.
- Students are expected to maintain open and timely communication with course coordinators as they are received.
- If students do not respond to automated communications, pastoral care will be actioned as follows:
 1. **First contact attempt** – phone call, voicemail left, txt sent, email sent.
 2. **Second contact attempt** – Email sent.
 3. **Third contact attempt** – Workplace contacted & final email sent. If the student fails to respond to the third attempt at contact, they may be withdrawn from the course.
 4. **Fourth contact** – Withdrawal confirmation sent.
 5. Withdrawal will be actioned within 10 business days of fourth contact attempt.
 6. The entire process will be finalised within 20 working days.

4. Extensions

- Course access is granted for 12 months from the date of enrolment. Students are expected to complete the course, including all components, within this timeframe.
- Extensions may be requested for valid reasons on a case-by-case basis.
- The written assignment component must be submitted within one month of attending the practical session, unless an extension is granted.
- A maximum of one additional month may be granted for the written assignment.
- Extensions beyond the standard 12-month course duration will be considered only under exceptional circumstances. A maximum extension of three months may be granted, subject to a fee of \$200 per approved extension.
- Failure to complete the course within 15 months of enrolment will result in withdrawal from the course, unless exceptional circumstances are demonstrated and approved following individual assessment.

- Competing course requirements will not be accepted for extension purposes as you have agreed to the terms and conditions of this course.
- It is the responsibility of the student to ensure that if they cannot meet expected timeframes, they follow the extension process as set out in this document prior to the date the work is due. Extensions requested after the due date may not be considered unless in extenuating circumstances.

5. Course Costs

- Course fees: \$1100 (Auckland) or \$1200 (Out-of-Auckland).
- Extensions beyond 12 months - \$200.
- Cancellations of booked assessments more than twice will incur a \$250 fee.

6. Cancellations and Refunds

- If you cancel your attendance to the course with more than three weeks' notice, provided you have not accessed the course materials, a refund will be issued minus a \$50 administrative fee.
- Cancellations to attend the course with less than three weeks' notice or failure to attend the practical session will not be eligible for any refund.
- To request a refund, please complete the refund application form and email it to courseadmin@wons.org.nz.
- Refunds are not guaranteed until the reason is reviewed and approved.
- Cancellations of booked assessments more than twice will incur a \$250 fee.

7. Privacy

- GP clinics participating in nurse training and clinical assessments with our organisation must ensure that all cervical smear consultations comply with privacy standards. The workplace is responsible for upholding all relevant privacy requirements regarding training activities, obtaining and documenting patient consent, handling confidential information and managing the use of patient information in accordance with established protocols.
- Any breach of privacy will be reported to WWFT management, the student and workplace, submitted work will be destroyed in line with our privacy policy. The workplace is then responsible for follow up notifications of the patient and NCSP. A serious and/or second breach of privacy will result in withdrawal from the course.

If you cannot meet the supervision, clinical, or timeframe requirements, this course may not be suitable for you. Please contact the Course Coordinator courseadmin@wons.org.nz