

Steps of HPV sample collection (by a provider) for self-learning

Steps	Steps of sample collection for the HPV test
1	Before starting procedure, check for the following instruments and supplies:
	Examination table
	Light source
	Clean sheet for draping the woman
	Examination gloves (disposable or clean autoclaved reusable gloves)
	Self-retaining vaginal specula (sterile or high-level disinfected) of various sizes
	Sponge-holding forceps (sterile or high-level disinfected)
	Instrument tray (sterile or high-level disinfected)
	Cotton balls, cotton swabs
	Lubricant
	0.5% chlorine solution
	Waste disposal bags
	Soap and water
	Case record forms, pens
	HPV sample collection kit (brush/broom and bottle containing specimen collection medium)
2	Counsel and obtain consent
	Greet the woman respectfully and introduce yourself
	Provide general information on prevention and early detection of cancer
	Explain importance of cervical screening and how HPV test can help
	Explain how the test is done
	Provide information on what a positive test result means, and explain the necessity of further investigation and/or treatment if the test result is positive
	Discuss the available methods of treatment, the procedures, and the expected side-effects
	Respond to the woman's questions, and address her concerns
	Obtain consent for examination
3	Obtain relevant history and fill out the screening form and the lab requisition form
	Personal information
	Menstrual history (Exclude pregnancy. If in doubt, perform a pregnancy test for confirmation)
	Obstetric history
	Past medical history
	Previous history of cervical cancer screening, if any
	Symptoms such as persistent foul-smelling vaginal discharge, postcoital vaginal bleeding, postmenopausal vaginal bleeding, irregular menstrual bleeding
	Previous treatment or other procedures on cervix; exclude hysterectomy
4	Prepare for sample collection for HPV test
	Open the package of the HPV sample collection kit from the marking provided and take out the specimen collection bottle
	Write the woman's name, her ID number and date of sample collection with permanent ink

	marker pen on the bottle or apply printed labels
	Fill in the HPV test requisition form
	Keep the labelled bottle and the specimen collection brush/broom in the tray
5	Position the woman on the table
	Ask the woman if she would like to visit the toilet to pass urine
	Help the woman onto the examination table, position her with legs bent at the knees or on stirrups or leg rests, and drape her appropriately
6	Perform infection prevention practices before examination
	Wash hands with soap and water, and dry with clean dry cloth or air-dry
	Wear gloves on both hands
7	Inspect the external genitalia
	Switch on the light source and look for obvious abnormalities such as excoriations, swelling, ulcers, warts, growth, discharge, bleeding
	Check the urethral opening for any discharge, bleeding, fleshy mass
8	Perform speculum examination
	Select speculum of appropriate size and lubricate the blades with small amount of lubricant jelly or warm water. Lubricant jelly should be avoided if the same specimen is used for cytology.
	Insert the speculum aligned with the direction of the vagina
	Gently open the blades to visualize the cervix entirely
	Fix the speculum blades in the open position by tightening the screw
	Adjust the light source to see the cervix clearly
	Examine the cervix for the presence of any discharge, contact bleeding, ectopy, polyp, nabothian cyst, wart, ulcer, growth
	Identify the external os, squamocolumnar junction, and transformation zone
9	Collect sample for the HPV test
	Identify the external os
	If there is blood/ lot of purulent discharge, gently remove blood/discharge from the ectocervix with the help of a sterile cotton swab held with the sponge holding forceps
	Insert the sample collection brush/broom into the external os until the outer/lower bristles touch the ectocervix (do not insert the brush/broom completely into the endocervical canal)
	Rotate the brush/broom in a clockwise direction 3–5 times (check manufacturer’s instructions) maintaining gentle pressure on the cervix
	Remove the brush/broom from the canal while avoiding contact with the outside of the brush/specimen with any other object
	Insert the end of the brush/broom into the specimen collection bottle and rinse in the liquid thoroughly
	If using a brush – snap off the shaft of the brush at the score line, leaving the end of the brush inside the bottle
	If using a broom – detach the broom from the end of the shaft leaving it inside the bottle
	Replace/tighten the cap on the bottle securely
	Place the bottle in a specimen bag/container for transport to the laboratory
10	Removal of the speculum

	Gently remove the speculum
	Immerse the used speculum (and forceps or any other instrument used) in 0.5% chlorine
	Immerse both gloved hands in 0.5% chlorine solution briefly
	Remove the gloves by turning them inside out
	Wash hands with soap and water, and wipe with clean dry towel or air-dry
11	Post-HPV sample collection tasks
	Help the woman to get up from the examination table and sit comfortably
	Inform the woman when (day/time) and from where to collect the test report or if the report will be delivered to her by post or by other means (email, website etc.)
	Provide the details of the clinic/person to be contacted, if the test report is positive
	Make sure that the laboratory requisition form is complete and the bottle containing the specimen is appropriately labelled
	Arrange for specimen transfer to the laboratory as per instructions of the test manufacturer