

TITLE	Local Operating Policy for HMP Foston Hall direct referrals to Colposcopy at Royal Derby Hospital
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Objective	All cervical screening test results requiring referral to Colposcopy will be referred directly from Cytology to Colposcopy at Royal Derby Hospital, in line with community practices.
Relevant documents for reference e.g. National Guidance, Care UK policies	Royal Derby SOP: NHSCSP Document 20 'Colposcopy and Programme Management' September 2021.
Principles	The LOP covers: <ul style="list-style-type: none"> • Cervical screening test results • Referral to Colposcopy • Follow up and appointment management
Local agreements	<ul style="list-style-type: none"> • This Local Operating Process is already in affect and agreed by both HMP Foston Hall and Gynaecology Development Group Royal Derby Hospital. • The admin team, sexual health nurse, cytology laboratory, colposcopy and appointments staff will be briefed on the LOP and changes prior to the changes being implemented. <p>Cervical screening tests</p> <ul style="list-style-type: none"> • Samples to be taken locally and sent to the Cytology laboratory at Royal Derby Hospital. • Cytology request forms will be completed comprehensively with regards to any special requirements the patients may have i.e. learning difficulties, interpreter, known previous cytology /colposcopy results and relevant medical conditions etc to ensure Royal Derby hospital have the relevant information to make appropriate Colposcopy appointments <p>Results</p>

- Test results not requiring referral to be sent back to HMP Foston Hall electronically. HMP Foston Hall are responsible for passing these results on to patients.
- For test results requiring referral to Colposcopy, direct referrals will be made to Colposcopy by Royal Derby Hospital Cytology laboratory.
- Cytology will send direct referrals to Derby Colposcopy via e mail to dhft.colposcopyreferrals@nhs.net (scanned copy of the cytology report). Mr Tamizian or Sister Lowe will review, print and prioritise the referral and give to the gynaecology appointments team to arrange the colposcopy appointment.
- Cytology will confirm 'Direct Referral made' when returning the results electronically to Foston Hall Healthcare Dept, for result to be given to the patient.

Referrals and appointments

- The Gynaecology appointments team make an appointment for the patient, if possible in line with the prison restrictions (see note).
- Appointments are made via telephone due to restrictions that Foston Hall may have and to avoid delays in the post.
- Appointment confirmation and patient leaflets are posted for the woman, c/o the Foston Healthcare team (see note).

Altering appointments/transfer of patient care

- If an appointment is received when we cannot make the time/date given, it would be the responsibility of Foston Healthcare admin team to contact the Colposcopy Gynaecology Appointments team to move the appointment to a mutually convenient date and time.
- If an appointment is received for a patient who has transferred or been released, the appointment letter and smear results would be highlighted to the community GP or receiving prison by the Foston hall admin team and they would contact Derby Royal Gynaecology Appointments to cancel the appointment and advise of the reason why.
- Once the information has been handed over to another practice/prison by Foston Hall, it would then be their responsibility to follow up appropriately or refer on to a local colposcopy unit.

Ongoing care

- Royal Derby Hospital will advise HMP Foston Hall healthcare in writing of Colposcopy results and whether any follow up is required, when and where the patients next test is due (a routine 3 year smear, an earlier recall or follow up at colposcopy)
- Follow up appointments will be managed the same way that they currently are between healthcare and Royal Derby Hospital via telephone contact from Colposcopy.
- Follow up tests will be the responsibility of the Prison healthcare department (HMP Foston Hall or otherwise) or the

	<p>community GP depending on where the patient is residing at the time.</p> <ul style="list-style-type: none"> • If a patient is released, they will be given a discharge letter which includes their cytology results and advice on follow up required. This letter should be given to the community GP by the patient.
Notes	<ul style="list-style-type: none"> • Foston Healthcare Admin team number is 01283 584300 extn. 4458 • The Office is staffed Monday to Friday 09:00-16:00. • The admin staff in the office are; Lisa Higgins and Louisa Caitlin • Healthcare staff have nhs.net email addresses which can be used, though the preference would be contact via telephone. The functional email address is practiceplusgrp.hmpfostonhall@nhs.net • Any issues which need escalating should be directed to either Keshena Theakston-Carter (Practice Manager) Keshena.Theakston-Craner@practiceplusgroup.com, telephone number 01283 584338 or Gemma Waller (Head of Healthcare) Gemma.waller@practiceplusgroup.com, telephone number 01283 584457. • Patient identifiable data cannot be sent from nhs.net to careuk.com email addresses. • Royal Derby Hospital Colposcopy team number is 01332 785803 and staffed Monday to Friday 09.00 to 16.00hrs <p>Prison processes and restrictions;</p> <ul style="list-style-type: none"> • Letters need to be addressed to the Healthcare department and not the patient • Any patient being made aware of their appointment (from error by either the hospital or the prison) will need to have it changed due to the security risk of patients having advance knowledge of an escort outside of the prison • Appointments can only be attended Monday to Friday, and between 09:00-11:00 and 14:00-16:00 due to the prison regime as we need to send escorting officers with patients. • Appointments outside of these times have a huge impact of the whole prison regime and can only be booked as an exception for urgent appointments (and authorised by prison management) • We can only send 1 patient to any one department at the same time and we have restrictions on how many escorts we can have out of the establishment at the same time (Royal Derby Hospital is very understanding and supportive of this), • Appointments are graded by urgency and colposcopy would be graded as an urgent appointment and where possible we would try not to move it once it has been confirmed, • We would be sending 2 female escorting officers to gynae/colposcopy appointments as this is more appropriate than using any male prison staff.

Review Date	September 2026
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