

MODULE R
NURSE PRACTITIONER CHECKLIST
THINPREP PAP SMEAR SPECIMEN COLLECTION TECHNIQUE

Name _____ Base County _____ Date Completed _____

Procedure	Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials	
Date										
Obtains patient history for lab slip										
Instructs patient to empty bladder										
Labels specimen container with "Pap Smear Label" generated from Electronic Health Record (EHR) (i.e., name, EHR #, date of service, program)										
Explains procedure to patient										
Places patient in lithotomy position and drapes										
Gloves both hands										
Lubricates speculum with warm water as needed										
Inserts speculum										
Visualizes cervix										
Removes mucus, discharge, and/or blood if necessary with white tip cotton swab if indicated; discard swab										
Collects pap specimen first, if multiple specimens are needed										
Inserts plastic spatula first into endocervical canal; rotates gently. Rinses the device by swirling vigorously 10 times in the vial. Discards spatula										

NURSE PRACTITIONER CHECKLIST: THINPREP PAP SMEAR SPECIMEN COLLECTION TECHNIQUE (Continued)

Name _____ Base County _____ Date Completed _____

Procedure	Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials		Preceptor-Trainer/Nurse Initials	
Date										
Inserts endocervical brush until only the bottom of the bristles are exposed; rotates slowly ¼ to ½ turn in one direction to minimize bleeding; rinses the brush in the same vial by pressing the bristles against the wall of the vial while stirring 10 times; agitates again vigorously. Discards brush										
Tightens the cap of the vial until the black torch line on the cap passes the black torch line on the bottle										
Observes for presence of mucopurulent discharge (swab test)										
Obtains other specimens, if indicated										
Removes speculum; discards in bio-hazardous receptacle										
Removes gloves and washes hands										
Packages specimen for shipping										

Employee Signature and Initials: _____

Preceptor Signature and Initials: _____

Trainer Signature and Initials: _____

Trainer Signature and Initials: _____

Comments: _____

