

# **SOP on Pap Smear Collection**

Department of Obstetrics & Gynaecology  
Faculty of Medicine  
UWUSL

# **Standard Operating Procedure (SOP) On Pap Smear collection**

## **Title**

Pap Smear collection

## **Issued By**

Faculty of Medicine, Uva Wellassa University of Sri Lanka

## **(1) Purpose**

To standardize cervical cancer screening to ensure early detection of premalignant lesions and reduce mortality.

## **(2) Scope**

This SOP applies to medical students, medical officers, Obstetrics & Gynaecology trainees, trained healthcare providers involved in cervical cancer screening services within well woman clinics, outpatient departments & other screening settings.

## **(3) Responsibilities**

### **(3.1) Clinician**

1. Assess the eligibility & contraindications before the procedure.
2. Provide counselling and request informed verbal consent.
3. Prepare the patient & ensure availability of equipment & infection control measures.
4. Perform pap smear using correct clinical techniques.
5. Give post procedure advice & inform about result collection.
6. Maintain accurate documentation & records.
7. Review results & arrange appropriate follow-up.
8. Adhere to infection prevention & quality assurance practices.

### **(3.2) Assistant / Nursing Staff**

1. Prepare instruments and maintain sterility & cleanliness.
2. Assist during procedure.
3. Ensure infection prevention practices.

## **(4) Ethical and Clinical Considerations**

1. Maintain patient confidentiality.
2. Request informed verbal consent.
3. Ensure privacy during procedure.
4. Use only sterile instruments.
5. Follow infection prevention protocols.

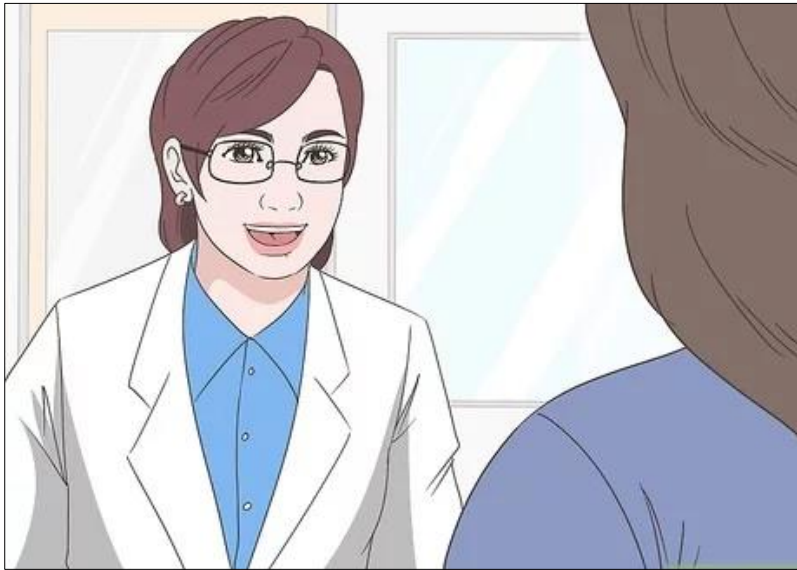
## **(5) Prerequisites**

1. Confirm client eligibility & exclude contraindications.
2. Completed counselling.
3. Informed verbal consent given.
4. Availability of necessary instruments and supplies.

## **(6) Procedure**

### **(6.1) Pre-Procedure Preparation**

1. Introduce yourself, explain procedure and obtain informed verbal consent.



2. Ask client to empty bladder.
3. Perform hand hygiene & wear clean gloves.





4. Prior to taking a pap smear label the slide using a diamond pencil to clearly identify the woman from whom the sample is taken.



5. Ask the woman to remove only enough clothing, including the underwear.



6. Prepare instruments (speculum, spatula, cytobrush, slides)



Cusco's speculum



Ayre's spatula

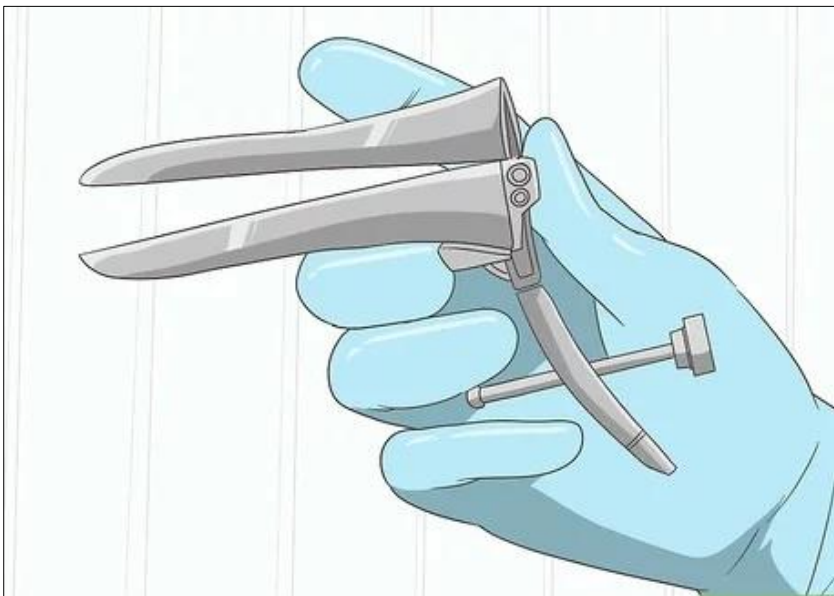


Cytobrush

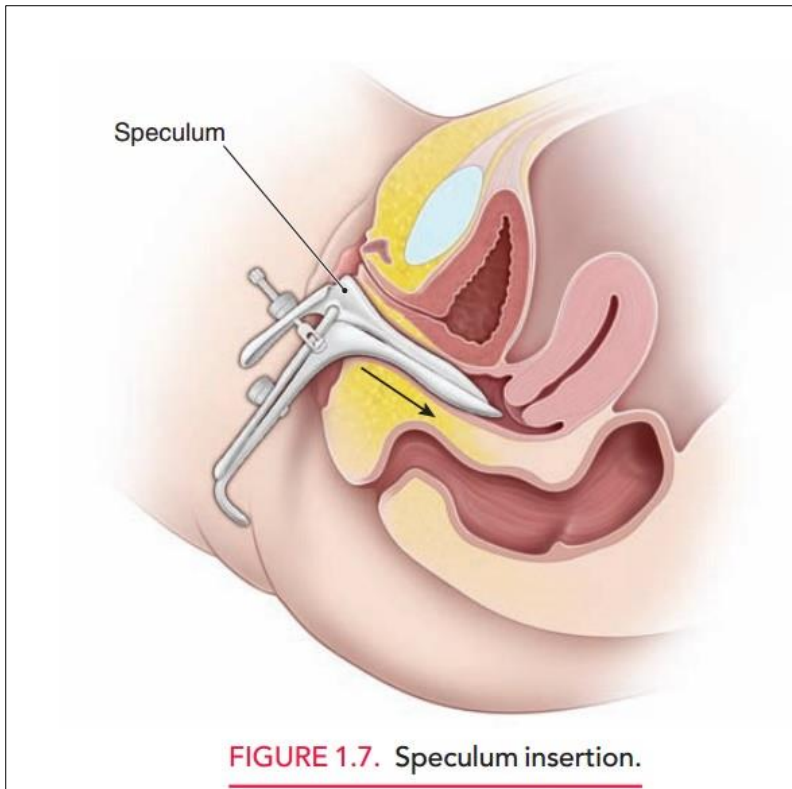
7. Place the patient in the lithotomy position or dorsal position.



### **(6.2) Speculum Examination**

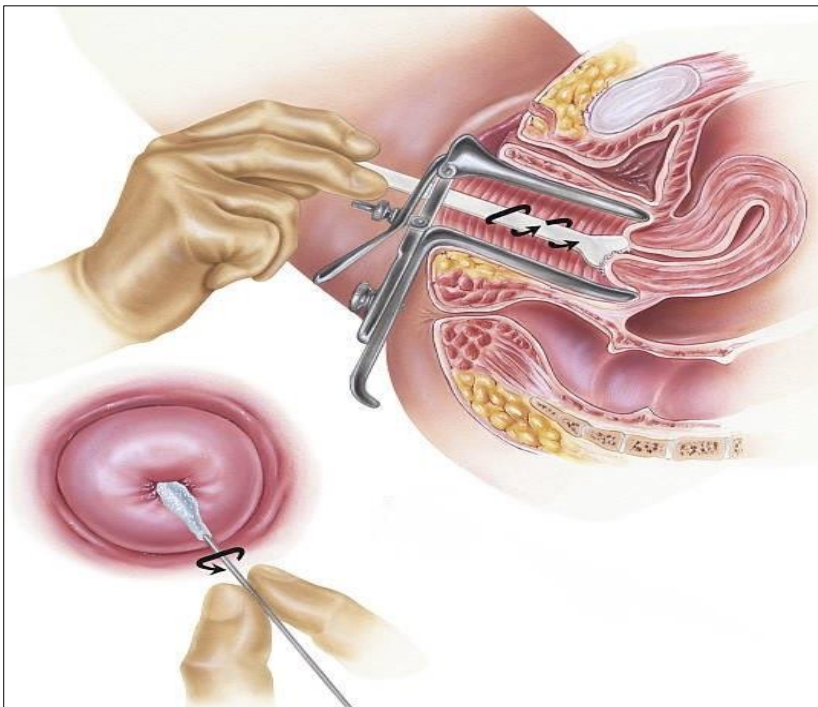


- Direct the speculum posteriorly.
- With the valves closed, insert the speculum gently until the hinge of the speculum reaches the perineum.
- Then gently open the mouth of the speculum until the cervix is visible.
- Fix the speculum blades in position and collect the smear.
- Advise the patient they may feel a slight scraping sensation as the specimen is collected.



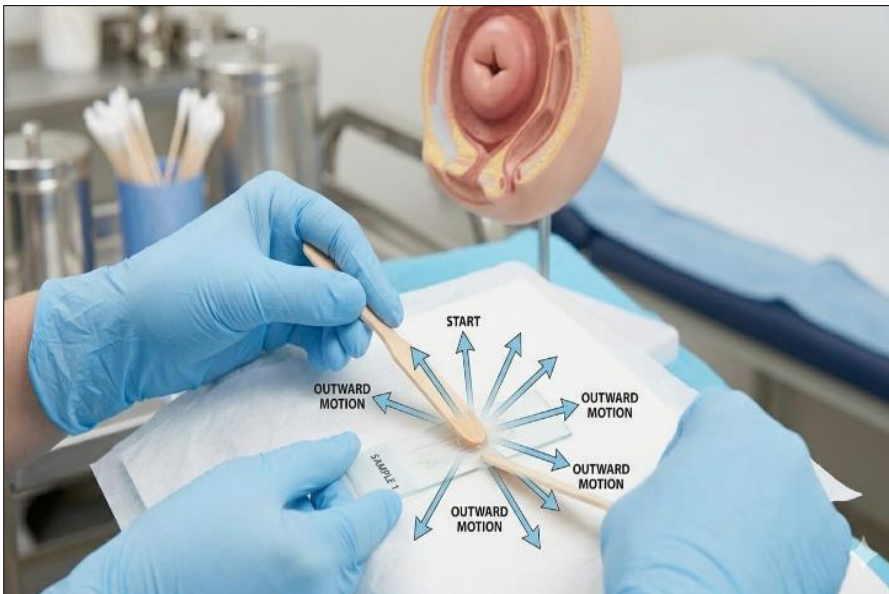
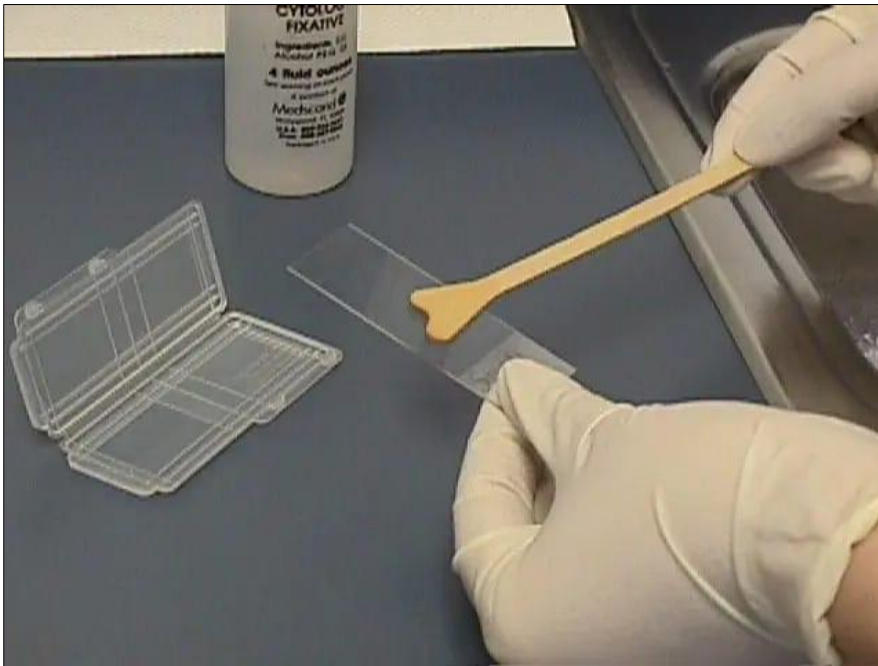
### (6.3) Sample Collection

- Obtain specimens from the endocervix and ectocervix using the wooden spatula by placing the longer end of the spatula in the cervical os and rotating it 360 clockwise and 360 anticlockwise.



## (6.4) Slide Preparation

- Immediately spread the smear on a glass slide from the middle outwardly.



- Care should be taken that the smear is not too thick, not air dried and not too bloody and immerse in 96% ethanol in Coplin jar.



- When placing the glass slides in an alcohol-containing container, the cervical smear sides should be placed in opposite directions.
- Do not place more than 5 glass slides in one container After 20-30 minutes can take out slides and air dry.

### (6.5) Storage and transport

- Store in a slide transport box before being transported to the designated lab.



- Check the identification details with those of request form prior to packing.
- Arrange the request form in order of the slide order in the box

### **(6.7) Post Procedure**

- Tell the patient you are removing the speculum.
- Withdraw the speculum slightly until its tip is beyond the cervix, then gently release the blades & remove the speculum.
- Wipe off the patient's external genitalia or offer her some tissue so she can do it herself.

### **(7) Obtaining results**

- Positive results immediately informed by the lab and a paper report should be issued to the client as soon as possible.

### **(8) Patient Advice:**

- Mild spotting, mild discomfort possible.
- Return for results.

### **(9) Infection Prevention**

- Use sterile/high-level disinfected instruments
- Hand hygiene before and after procedure
- Proper disposal of waste

### **(10) Follow-Up**

- Communicate results to patient.
- Refer abnormal results appropriately.
- Routine rescreening as per guidelines.

### **(11) Reference**

- Well women clinic guidelines, Family Health Bureau, Ministry of Health.
- World Health Organization, Comprehensive cervical cancer prevention & control.

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