Cervical screening: national EQA scheme for gynaecological cytopathology

Action flowcharts

Actions taken when first action point is reached

First action point is reached

Medical staff/Consultant biomedical scientists
- EQA facilitator informs scheme organiser
- Scheme organiser writes to participant/s
- Participant confirms and evidences implementation of action plan to scheme organiser within 4 weeks
- Scheme organiser sends reminder
- If no reply within 3 weeks NQAAP chair informed

Non-medical staff
- EQA facilitator informs scheme organiser
- Scheme organiser writes to participant/s (cc letter to scientific head and medical head of department)
- Scientific head confirms and evidences implementation of action plan to scheme organiser within 4 weeks
- Implementation of action plan not confirmed
- Scheme organiser sends reminder
- If no reply within 3 weeks NQAAP chair informed
Cervical screening: national EQA scheme for gynaecological cytopathology

Actions taken when second action point is reached

Second action point is reached

Medical staff/Consultant biomedical scientists

- Scheme organiser informs NQAPP chair
- Investigation panel convened
- Panel seeks possible explanations
- Chair corresponds with individual via EQA facilitator
- If lack of co-operation or no reasonable explanation
- Chair of Joint Working Group on QA informed
- Professional performance committee of RCPath/trust medical director/Health & Care Professions Council informed
- Professional performance committee review panel convened

Non-medical staff

- Scheme organiser informs NQAPP chair and writes to individual/s (copy scientific head and medical head of department)
- NQAPP chair and national cervical QA lead agree further action

To be completed within 4 weeks