

Colposcopy Service Centre Site Visit Assessment Form

Name of the Colposcopy Centre:	
Centre Representative:	
Date of Visit:	
Names of the Assessors:	1.
	2.

Assessment Criteria		Pass	
	Staff		
1.1	One or more accredited colposcopist		M
1.2	Competent assistants in running colposcopy clinic		M
	Physical Environment		
2.1	Designated service area		M
2.2	Clean environment		M
2.3	Adequate privacy		M
3.4	Comfortable couch		m
	Equipment		
3.1	≥1 colposcope in each named site		M
3.2	CCD to display images to patients		m
3.3	Image capture		m
3.4	Sterilized instrument		M
3.5	Equipments for LEEP procedure <ul style="list-style-type: none"> • LEEP machine • Suction apparatus with viral filter • Local anaesthesia 		M
3.6	Cryotherapy		m
3.7	Monsel solution/ Silver nitrate		m
3.8	Endometrial sampler		M
3.9	Conventional smear and/or Liquid base cytology		M
3.10	STD screening facilities		m
3.11	HPV test		m
3.12	Emergency support and resuscitation facilities made available within 20 minutes		M

	Service Volume		
4.1	≥50 new cases annually		M
	Waiting time		
5.1	≤ 2 week for suspected carcinoma. AGC-favourneoplasia		M
5.2	≤ 8 weeks for HGSIL, ASC-H, AGNOS		M
5.3	≤ 18 weeks for ASC-US x 2, LGSIL		m
	Record Keeping		
6.1	The format is clear and adequate (≥5 points) <ul style="list-style-type: none"> • Indication • Description • Drawing or picture • Diagnosis • Management plan • Pathology report 		M
6.2	The table for the correlation between colposcopy diagnosis and worst histology should contain at least 50% of the total number of colposcopy examination submitted, and should have at least 50 cases in total.		M
	Pathology Support		
7.1	Supported by Specialists in Pathology		M
7.2	Slide review when necessary		M
	Benchmark Standards		
8.1	≥ 60% sensitivity in detecting CIN II/III		m
8.2	≥ 80% treatment performed under LA		m
8.3	≥ 90% LEEP performed have CIN		m
	Audit		
9.1	Mechanism is in place		M
9.2	One year report for new application and two annual audit reports for reaccreditation are available		M
	Management Protocol		
10.1	Comply with the HKCOG guidelines		M
	Communication to Patients		
11.1	• Call back system		M
11.2	• Emergency contact for complications		M
11.3	• Information leaflets		m

	Communication to Referring Doctors		
12.1	• Reply letter		m
12.2	• Refer out letter		m

To get accredited, centres need to fulfill all Major criteria (M) and $\geq 50\%$ of minor criteria (m).

Conclusions:

We thereby recommend / do not recommend* _____

be accredited as Colposcopy Service centre.

Signature :

Signature :

Name :

Name :

*Deficient Areas

Item	Comments and Suggestions

