

SUNY DOWNSTATE MEDICAL CENTER

UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

No. LAB-3

Subject: CYTOLOGICAL EXAM/PAP SMEAR
TEST FOR NEW ADMISSION

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PC.16.50

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I. PURPOSE

To perform the Pap Smear test as a screening test to help find cancer or conditions that might lead to cancer in the cervix of the uterus or vagina.

II. DEFINITION

Pap Smear test is an analysis in which abnormal cells are found through microscopic study of a smear taken from the cervix and or vagina.

III. POLICY

Women 18 years of age and over shall have a screening cytology smear performed as part of the admission history and physical examination, unless the test is medically contraindicated or has been performed within the past year.

IV. RESPONSIBILITIES:

- The physician is responsible for performing the pelvic examination on all women.
- The nurse is responsible for performing the Pap Smear.

Exceptions: Gynecology/Obstetrics patients

V. PROCEDURES/GUIDELINES:

1. The nurse who performs the Pap Smear test reviews the previous day's admissions.
2. The nurse visits and offers the test to patients whose last Pap Smear was performed more than a year prior to admission. The patient can refuse the smear. The nurse is to document in the medical record that the patient refused the smear.
3. The nurse reviews the patient's record for physician's orders regarding any contraindications to performing the smear.

Note: The Physician must write the order in the medical record.

1. The nurse will assess the patient regarding health conditions that will be contrary to the performance of the smear. In this instance, the physician will be notified that the smear was not performed. The nurse will document reason for not performing the test in the medical record. It is not acceptable for the pelvic examination or cervical smear to be deferred without an explanation.
2. The nurse will explain the procedure to the patient and obtain the smear.
3. The nurse will record the performance of the smear in the patient's medical record. The smear will be taken to the cytopathology laboratory. All specimens must be accompanied by a cytology request form in addition to the computer test request.
4. The original cytological report will be forwarded to the unit of origination to be placed in the patient's chart and a copy to the physician of record.
5. A copy of the report of abnormal cytological examination will be sent to the Gynecology office by Cytopathology Lab for appropriate follow-up. Additionally the Pap Smear Coordinator will receive a copy of the results.
6. The Gynecology office will initiate a letter that notifies the patient of a finding that should be followed up, and schedules the patient for a colposcopy, if clinically indicated.
7. The attending physician of record will also be notified.
8. The attending physician has an opportunity to cancel the appointment if he/she does not wish the patient to keep the appointment, by contacting the Gynecology Office.
9. The Pap Smear Nurse Coordinator will contact the physician of record when a discharged patient's pathology report indicates an inadequate smear. The physician will be responsible for notifying the patient that a repeat test is required. In the event that the patient is in-house, the Pap smear will be repeated by the Pap smear nurse.
10. The Head Nurse of the nursing unit will be notified if the Pap smear nurse is not available. The house officer or attending is then responsible for performing the examination.

VI. ATTACHMENTS:

None

VII. REFERENCES:

NYCRR Title 10:405.9 (11)

Date Reviewed	Revision Required (Circle One)	Responsible Staff Name and Title		
11/02	Yes	<input type="checkbox"/>	No	Alix Laguerre, Lab Administrator
9/03	Yes	<input type="checkbox"/>	No	Alix Laguerre, Lab Administrator
11/04	Yes	<input type="checkbox"/>	No	Alix Laguerre, Lab Administrator
11/05	Yes	<input type="checkbox"/>	No	Alix Laguerre, Lab Administrator
11/06	Yes	<input type="checkbox"/>	No	Alix Laguerre, Lab Administrator