**The minimum caseload will be 50 NEW colposcopy cases in a continuous 12 month period.**

**Log into your account** [**www.bsccp.org.uk**](http://www.bsccp.org.uk)**. Your username is your email address and there is a forgotten password link should you need it.**

**Click on ‘My Account’, Select the ‘Reaccreditation’ option and complete the 12 month online audit form.  A sample of the audit form is below:**

 **(PART A) Referrals with abnormal screening results in a continuous 12 month period minimum 25 cases**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cytology** | **No. of cases** | **No. biopsied or treated at first visit** | **No. adequate for histology** | **Histology result****No evidence of CIN/CGIN** | **Histology result****CIN1** | **Histology result****CIN2** | **Histology result****CIN3** | **Histology****Other** | **Histology Result Invasive Cancer** | **Histology result HGCGIN** |
| **Borderline****Squamous & Glandular** |  |  |  |  |  |  |  |  |  |  |
| **Low grade dyskaryosis** |  |  |  |  |  |  |  |  |  |  |
| **High grade dyskaryosis****(Moderate)** |  |  |  |  |  |  |  |  |  |  |
| **High grade dyskaryosis****(Severe)** |  |  |  |  |  |  |  |  |  |  |
| **HR HPV+ve,****cytology negative** |  |  |  |  |  |  |  |  |  |  |
| **? Invasive** |  |  |  |  |  |  |  |  |  |  |
| **? Glandular neoplasia** |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PART A** |  |  |  |  |  |  |  |  |  |  |

**(PART B) Referrals for other indications in a 12 month continuous period maximum 25 cases**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Abnormal symptoms**  |  |  |  |  |  |  |  |  |  |  |
| **Abnormal appearance of cervix** |  |  |  |  |  |  |  |  |  |  |
| **Multi focal lower genital tract disease** |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PART B** |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PART A + B** |  |  |  |  |  |  |  |  |  |

***Instructions for completion of the Audit Form***

1. The audit must be a personal audit and is for a continuous 12 month period within the previous 3 years, i.e. 2018 – 2021.

2. A new patient is a patient who has been referred to the clinic during the audit period and this can include re-referrals in respect of patients who have been previously discharged whether or not they have had treatment.

3. **Failure to submit the form online** will result in your name being removed from the accredited colposcopist register.

In exceptional circumstances a colposcopist who has failed to attend a recognised meeting within the preceding 3 years can be granted provisional reaccreditation upon a certificate of attendance at an appropriate recognised meeting being submitted by 1st of September 2022.

After this date the named colposcopist will no longer appear on the register of accredited colposcopists.

In exceptional circumstances a colposcopist who is unable to see the number of new patients required by 1st September 2021 can be granted provisional reaccreditation until 1st September 2022.

After this date the name of the colposcopist will no longer appear on the register of accredited colposcopists.

A Colposcopist who is a member of the Society but fails to pay the Annual Subscription will receive Certification provisional upon receipt of payment within 6 months of the due date – 2nd January annually. After 6 months the colposcopist will be informed of the arrears and the name of the colposcopist will no longer appear on the register of accredited colposcopists

A Colposcopist who does not wish to be a member of the Society may receive their Certificate for a period of 3 years upon receipt of an Administration Fee of £200 payable to the BSCCP.

4. **Certificate No** - The certificate number you were awarded when you were first placed on the BSCCP Register of Colposcopists.

5. **Referral Smear** - The number of new patient colposcopies you have seen during this 12 month period (no follow up patients). A minimum of 25 must have been referred with abnormal screening results only.

6. **Biopsy** - refers to either punch biopsy, loop diathermy excision or any other excisional procedure which results in histological assessment of the cervix, including cone biopsy or hysterectomy. Any biopsy, whether or not this is performed in the Colposcopy Clinic, represents a biopsy for the purposes of this form.

7. **Adequate for histology** - if the histology report states that the specimen is inadequate for assessment, the sample should be classified as inadequate for the purposes of this form (irrespective of whether a biopsy was performed).

**8. Histology results** - this refers to the numbers of specimens that have CIN reported on histology (this does not include basal layer atypia).