

## Pap Test and Introduction to Sexual Health (Nursing) Course Statement of course requirements

Dear course participant

Thank you for your interest in the Pap Test and Introduction to Sexual Health (Nursing) Course.

This postgraduate course is designed to prepare registered nurses for an extended role as a Pap test provider.

In order to conform to the National Competency Standards for nurse Pap test providers, this course requires both theoretical and clinical assessments.

### Theoretical assessments require:

- pre-reading and completion of quiz prior to course
- attendance at four-day course and tutor client practice session
- completion of theory workbook within three months of completing the course
- completion of clinical placements, clinical portfolio and reflective case study within six months of completing course.

### Clinical assessments require:

- assessment of clinical competencies during placements with registered Victorian preceptors and completion of portfolio within six months of completing course
- final assessment at Family Planning Victoria (Box Hill).

Clinical assessments are based on competency, not numbers.

Due to differences in prior expertise and learning, some participants may require more clinical practice time than others.

Practical sessions require commitment and can take up to six months to complete. Most participants find placements require about 40-60 hours of supervised clinical practice with a Victorian preceptor. This can be difficult to manage with paid employment and family / personal commitments.

### Practice placements

Participants are required to organise their own practice placements. Please refer to the Papscreen website: [www.papscreen.org.au](http://www.papscreen.org.au) for the list of current preceptors. Click on 'Health Professional', Victorian Preceptor Program then 'Find a preceptor'. Please ensure you enquire about booking placements ahead as demand can be high. You must also account for the travel involved to reach your preceptor.

All participants must travel to Family Planning Victoria in Box Hill to complete their final practice assessment. This assessment takes one or more days, depending on the demonstrated competence of the participant and the availability of clinic staff.

### Acknowledgement of course requirements

Please complete and return the acknowledgement form.

We will then send you a registration letter acknowledging your place in the course which is only confirmed once we have received full payment. Payment must be made no later than two weeks before the course commences. Failure to make payment within this timeframe could result in the allocation of your place to another student.

We look forward to meeting you and hope you enjoy participating in the course.

Yours sincerely



**Sandra Halloran**  
Clinical Education Unit Coordinator  
Family Planning Victoria

## Acknowledgement form

To: Course Coordinator  
Clinical Education Unit  
Family Planning Victoria  
PO Box 1377  
BOX HILL VIC 3128

I \_\_\_\_\_ would like to register my interest in:

The Pap Test and Introduction to Sexual Health (Nursing) course

in \_\_\_\_\_ (Month/Year).

I acknowledge that I have read the attached letter and understand the commitment this course requires.

My completed registration form is included with this letter.

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_