



Prostate Awareness Events

Event Guidance Manual for Online Booking and Results Retrieval and Home Testing Kits

Guidance Manual

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Introduction

This manual has been developed as a guide to groups and companies putting on Prostate Health Awareness events including PSA testing using The Doctors Laboratory (TDL) or your own hospital/laboratory.

Background

The GFCT Trust was formed by Graham Fulford late 2004 having had a very dear friend and a close relative diagnosed with prostate cancer. Sadly, both lost their fight against this insidious disease having, like many, been diagnosed too late. Since inception the Trust has worked closely with various Urologists.

The great advantages of using TDL is the speed of response in getting the results, the flexibility it gives in enabling regular events to be held in local communities and the fact it offers PSA Free to Total Analysis when required. It is essential to understand all such groups will have the full support of GFCT (with the experience gained in holding in excess of 1000 events all over the country). Please feel free to contact us at any time.

All events are now ['Booking online only'](#).

Going online helps with men being able to access their results and any past results they have had with the Trust; this is a much quicker and effective method of providing results to the men.

Organisers can see how many men are booked on to their event so giving them the advantage of knowing how many phlebotomists/helpers they need to organise prior to the event.

It also cuts down data inputting errors.

Men will need to register an account with us, which is FREE, once their account has been verified, they then book a PSA test and complete the online questionnaires. At the end of this process, they will then receive a blood request form to print off and bring with them to your event. This form is unique to them, it holds all the relevant information for the laboratory to process their blood within 4 hours of the laboratory receiving the blood sample.

They will receive reminders prior to the date of the test by email and text messaging.

After the event, the clinicians will overview the results and give us permission to inform the men of their results, [this may take up to a week].

The men will then receive an email informing them that their results are now available to view online. They will be able to download and print off their results if they so wish.

If the men do not have access to the internet, they will receive a results letter.

If they do not access their results, the system will send a reminder 7 days after the results can be accessed. If they do not access them within 14 days, the results will be emailed to them. If men have elected to receive their result by post, a letter will be sent to them as requested.

How to Get Started

1. Get together a group of like-minded individuals who would “like to make a difference” in this vital area of men’s healthcare. Prostate cancer support groups are a perfect example.

2. **Discuss with GFCT** contact via phone, email or post (details below)

Contact Susan, Jon or Wendy

Tel > 01926 419959 (Office hours 10am to 5pm)

Email > info@psatests.org.uk

Web > www.psatests.org.uk

GFCT, 66B Smith Street, Warwick, CV34 4HU

3. Consider holding a “pilot” session in a suitable venue in your locality. Please note GFCT will provide ongoing support and follow up of any “abnormal” letters resulting from this pilot. After the “pilot” session consider setting up an ongoing regular awareness programme. As a guide each test costs up to £30.00 depending upon where in the country you are based. For comparison, if purchasing a test from a laboratory or other clinic in London a PSA test costs varies between £59.00 to £79.00.

4. Local charities such as Freemasons; Rotary and Lions are just 3 of the many sorts of organisations who may be able to help financially. Some Banks do ‘Matched Giving’ Schemes. Lottery funding can be applied for. Just ask around you may be pleasantly surprised by the results! Moreover, you can have voluntary collections at awareness events to help fund future road shows etc.

Organising Home Testing Kits for your Community

1. Contact GFCT via the phone, email

Contact Susan or Jon

Tel > 01926 419959 (Office hours 10am to 5pm)

Email > info@psatests.org.uk

Web > www.psatests.org.uk

GFCT, 66B Smith Street, Warwick, CV34 4HU

2. Decide whether your charity or community group wishes to have a presence on our 'Our Charities' page.
3. If you require a presence, there is a one off charge of £180.00 which is invoiced by GFCT. The Software Developers invoice GFCT for this work. This can be invoiced separately or deducted from the first payment received from the invoice sent to the group for the tests.
4. If you require a Charity presence on the website, please contact Susan who will be able to provide you with more details. susan@psatests.org.uk or ring 01926 419959.
5. You can have specific parameters, these are based by Post Codes, Budget,
6. Decide upon the total maximum budget you will spend.
7. Decide whether you wish the initiative to be open to everyone or only people living in specific Postcodes within your community.
8. Decide whether you wish the men in your community to have a free test or pay a percentage towards the cost of the test.
9. Once the above parameters have been decided upon. Contact Susan and she will organise an invoice for the amount of monies for the project. This can be either for the entire amount of the budget or stage payments.
10. Once this invoice has been paid, the system will be opened up for men to book their PSA Home Testing Kit

If you do not wish to have a presence on the 'Our Charities' page on the website, you can still set a community discount code, via the GFCT charity page.

Booking a Home Testing Kit

IF BOOKING VIA A CHARITY OR COMMUNITY BUTTON ON THE 'OUR CHARITIES' PAGE

FIRST STEP

Go to www.mypsatests.org.uk

Register on the website – by providing your email address and a password of your choice.

You will receive an email, you must open this email and click on the verification button within the email. THIS IS IMPORTANT OTHERWISE YOU WILL NOT BE ABLE TO ACCESS YOUR RESULTS.

IF YOU ARE ORDERING THROUGH A COMMUNITY CHARITY GROUP FOLLOW THESE INSTRUCTIONS:-

SECOND STEP

Go back to the website - Click on the 'Our Charities' header.

Click on the Charity Button you are using. For example:- GFCT

Then place an order and put in the code if you have been provided with one.

Then click the plus sign and it will take them through to the contact details page.

Once this is completed you need to complete each page of the medical and consent pages.

Payment section:- If you do not have a PayPal account you can click on the line underneath where it says pay by Debit or Credit card.

IF YOU ARE ORDERING THROUGH THE MAIN MYPSATESTS WEBSITE

Do the FIRST STEP mentioned above

Then go back to the website

Go to the log in section and then place an order for a Home Testing Kit

Click on the order and then complete the contact details page.

Once this is completed you need to follow the instructions.

Payment section:- If you do not have a PayPal account you can click on the line underneath where it says pay by Debit or Credit card.

GIVING BACK TO THE CHARITIES AND COMMUNITY GROUPS

For any charity or community group who men book a Home Testing Kit through.

GFCT will give back £1.00 for any test purchased in the previous month.

This payment will be paid by BACS into the charity or community bank account.

WORKING WITH COMMUNITY GROUPS

Since starting Home Testing Kits, we have found this 'Giving Back to the Community' very successful.

We have been approached by Brownies, Scouts and Fishing Groups the list is endless, the message, getting the message out to everyone in the community that you can test for PSA. The more tests we do, the more lives we save.

COMPANIES WISHING TO CARRY OUT HOME TESTING KITS

Because of Covid 19 many companies are now providing their staff with Home Testing Kits, the cost of these kits are £24.99 each. **WE DO NOT CHARGE VAT.**

COMPANIES WISHING TO CARRY ON SITE TESTING EVENTS

The cost of a PSA test carried out on the company premises by a GFCT phlebotomist is £30.00 per test. Plus travel expenses and overnight accommodation if the venue is over 1.5 hour drive from Warwick. **WE DO NOT CHARGE VAT.**

How to Run an Event?

1. Locate and book a suitable venue and time. (Make sure you have booked your event with GFCT and sent them the event booking forms). The venue must be able to have good Wi-Fi access and be big enough for tables, chairs and waiting areas. Ensure there is an area for the phlebotomists to work. Each phlebotomist requires a table and two chairs. Nearby parking is also an advantage. Please note the emphasis is now on checking the “Health” of your prostate. This should help alleviate some of the worries.
2. When you have spoken and booked your event with GFCT your own Booking Page will be put up on the Online Booking System. GFCT will only put up an event when the necessary forms have been completed and returned to the office. Please visit www.mypsatests.org.uk and click on EVENTS to see how this works.
3. Advertise it. A sample Poster/Advert is attached for you to adapt.
4. Organise a pool of helpers and trained operatives (Phlebotomists, Practice Nurses). These can be found by asking round or via your local Doctors surgery by contacting the practise nurse or at a local hospital by contacting the laboratory manager. You may have to at least reimburse expenses for the phlebotomists.
5. Contact TDL or your hospital/Laboratory to order your Medical Stock. They will send you needles, specimen tubes and sample bags to cover your event. You may decide to run a small event in which case TDL can send you postal kits. If a larger event, then a courier can be arranged through TDL.
 - i. If you are using an alternative laboratory to TDL, you will need to white label / brand your event. This needs to be done via Empresa our software company. There is a cost for having your own branding. This covers the software development for the online system accepting your chosen laboratory results.
6. Organise the ‘Incidentals’ shopping list (See Appendices for details). Most can be bought from local Chemists. Tourniquets and Sharps Disposal Boxes can be purchased from the Internet, Amazon etc. However, phlebotomists may bring

their own tourniquets, but you need to check, as you can't run an event without them.

7. We suggest you have **at least** one computer and linked printer with good WIFI access for men to book on. This is only to be used for those men who have no computer/printer access. We strongly advise that you keep a close eye on your Booking Page and refuse all 'drop in' bookings. Please have helpers who are computer literate and can assist men to complete the registration and booking form online.
8. Organise fund raising before, during and after the event to cover the cost of that and future sessions.
9. Give your helpers specific roles on the night (it may be worth swapping roles on an event by event basis, so helpers become "multi taskers"). These tasks will include.

Greeting men as they arrive and explaining how it all works. Ensuring you have an appointment sheet and tick all attendees off who attend the event. Giving the men leaflets about PSA testing and any supporting organisations (GFCT/Rotary/Lions etc).

10. Depending on your view, ask for donations to help fund your event.
11. We can collect your donations via PayPal when people book online. PayPal charge us 5% commission. We can deduct the donations – less commission from your invoice if required. Alternatively, if you decide to have your own branding on the website, you can set up your own PayPal account via Empresa Ltd, our website developers.

HOW TO RUN AN EVENT AFTER LOCKDOWN ENDS

1. The venue should be large enough to space men apart.
2. Good ventilation should be ensured, open doors and windows.
3. There should be at least 2 meters space between phlebotomist stations.
4. All men attending events, must wear face masks.
5. A hand sanitizer will be situated at the door for everyone to use, everyone should use this when entering the room.
6. Seats will be wiped down between men having their blood taken. We would require an organiser to assist with this.
7. No drop-ins allowed, everyone has to have an appointment [no laptops or computers or ipads will be available to access, because of possible cross contamination].
8. Organiser/s should be situated on the door ensuring men do not enter the venue prior to their appointment.
9. Ensure the car park is large enough for men to remain in their cars.
10. The number of nurses will be determined by the number of men booking on the event.
11. PPE must be worn by all organisers and phlebotomists.
12. All men must arrive at the time of their booking.

WE RECOMMEND YOU PRINT OFF THIS HELP SHEET

Post Event Activities

- 1) Results will be analysed by TDL or your Laboratory who will send the results to Empresa. Men will then be able to access their result online or receive a letter if preferred. These results are provided by a traffic light system [see appendices for examples]:
 - a. GREEN “Green” (normal result-but look out for any symptoms).
 - b. AMBER “Amber” (close to the upper “normal” level for a man of that age-recommended to have a follow up test in 3/6 months); or
 - c. RED “Red” (abnormal-not necessarily meaning anything seriously wrong - but should certainly be followed up by a GP).
 - d. Amber Alert (normal score but if the percentage increase over the previous score was at the same level next time it would move to Amber).
 - e. Red Alert (normal score but if the percentage increase over the previous score was at the same level next time it would move to Red).
 - f. Medications Affected Result (this letter is very occasionally used where the medications ticked may affect the score).
 - g. Insufficient Bloods (Sometimes unfortunately a laboratory mistake or the phlebotomist couldn’t get a sufficient sample).
- 2) The Red letters include various information sites and helpline facilities.
- 3) Results are usually processed within 3/7 days depending on workload.
- 4) At the end of the event bag up all samples and put in a clear see through bag/box/container for collection by the courier. If posting put them in the postal tube and prepaid envelope. Make sure the [QR CODE PSA BLOOD Request Booking Form](#) is in with each sample.
- 5) Please note there will be a follow up of the “red” and “amber” letters after approximately 6 months asking men to participate in the two-year Research Project with the University of Manchester. Please find this questionnaire at www.mypsatestests.org.uk/research.

- 6) Have a “debrief” meeting to discuss how the event went/ and how it might be improved etc. Plan future events with a mindful eye-as ever-on fund raising to cover them! You should expect each test to cost £25.00 to £30.00 per person. If those who can contribute £25 - £30 do so, this means that the fund-raising can go much further!

Keep in touch with TDL and GFCT about how things are going on this initiative.

Conclusion

Working together we will drive up the number of cancer finds and equally importantly improve the quality of life of lots of men suffering from benign conditions which it is equally important to find and treat.

REMEMBER

If you have any questions please contact the office on 01926 419959, we are here to help you at all times.

APPENDIX A – INCIDENTALS NEEDED TO RUN AN EVENT

- This Manual
- Reception desk [situated as close to the entrance point to the event]
- Information sheets [handouts]
- Phlebotomists information sheets [give prior to the event starting]
- Equipment: Computer(s), printer(s), cables, copy paper, spare ink cartridges, Wi-Fi access [via the venue] or Wi-Fi dongle {test everything at the venue prior to the event}
- Medical blood taking equipment [supplied by TDL] Contact details to be found in Appendix B.
 - Equipment required
 - Vacutainer tubes SST/Serum 5 ml Gold (come in 100 per pack)
 - Vacutainer needles 21G Eclipse Green (come in 48 per box)
 - Vacutainer Barrell-White (come in 250 per pack)
 - Specimen Bags

Other Medical Stock which can be sourced via Chemists / Amazon etc.

- Antiseptic hand gel
- Micropore / Cotton wool balls
- Tourniquets [phlebotomists may bring their own – but please check]
- Sharps needles disposal boxes
- Scissors
- Rubbish bags
- Disposable gloves
- Disinfectant spray / cloths for cleaning tables
- Large opaque bags for specimens

Non-Medical Items

- Prostate health information leaflets (can be sourced from Prostate Cancer UK)
- Collection buckets

- Gift Aid Forms

APPENDIX B – CONTACT DETAILS

THE DOCTORS LABORATORY [TDL]

MEDICAL (BLOOD TAKING) KITS (supplied by TDL) [See Appendix A for specific equipment]

supplies@tdlpathology.com

Tel: 020 7307 7373

Fax: 020 7307 7340

EXAMPLE OF A TYPICAL EMAIL REQUESTING EQUIPMENT FROM TDL

- *Dear Sirs*

Could I please order some supplies. The event is taking place on DATE.

Equipment required

- Vacutainer tubes SST/Serum 5 ml Gold (come in 100 per pack)
- Vacutainer needles 21G Eclipse Green (come in 48 per box)
- Vacutainer Barrell-White (come in 250 per pack)
- Specimen Bags

1000 gold top bottles

1000 needles

1000 barrels

1000 clear plastic bags

All as individual items please.

To be delivered to: ADDRESS REQUIRED

REQUESTING COURIERS TO COLLECT THE BLOODS

Courier details are; Steve.Kettle@tdlpathology or couriers@tdlpathology.com

Please note you need to ask for confirmation.

GFCT / MYPSTATESTS

Contact Susan or Jon

Tel > 01926 419959 (Office hours 10am to 5pm)

Email > info@psatests.org.uk

Web > www.psatests.org.uk

Online Web > www.mypsatests.org.uk

GFCT, 66B Smith Street, Warwick, CV34 4HU

APPENDIX C - PRE-EVENT ORGANISER CHECK LIST

- CHECK YOU HAVE ALL MEDICAL AND SUNDRY ITEMS AS PER APPENDIX A
- CHECK YOU HAVE COMPUTER(S), PRINTER(S), CABLES, COPY PAPER, ETC
- CHECK WIFI ACCESS AT YOUR EVENT LOCATION
- CHECK YOU HAVE PRINTED OFF SUFFICIENT 'WHAT HAPPENS NEXT' INFORMATION SHEETS FOR EACH MAN
- CHECK YOU HAVE PRINTED OFF THE BOOKING SHEET SUMMARY
- CHECK YOU HAVE LARGE OPAQUE BAG/BOX FOR BLOOD SAMPLES TO BE PACKAGED IN FOR COLLECTION AT THE END OF THE EVENT
- CHECK YOU HAVE THE BLOOD SAMPLE COURIER BOOKED
- CHECK YOUR COMPUTER HELPERS HAVE VISITED MYPSTESTS.ORG.UK AND FAMILIARISED THEMSELVES WITH THE SYSTEM. THERE IS A TEST BOOKING SITE AT THE BOTTOM OF THE EVENTS LIST DATED 31/12/20. CLICK ON THE PRIVATE EVENT BUTTON IN THE TOP RIGHT HAND CORNER THEN ENTER THE WORD "TEST" WHEN IT ASKS FOR A CODE
- IT CANNOT BE STRESSED ENOUGH THAT FOR A SMOOTH RUNNING EVENT IT IS VITAL THAT MOST IF NOT ALL MEN HAVE PRE-BOOKED ON LINE..INTERNET ACCESS CAN NOT ALWAYS BE RELIED ON ESPECIALLY IF YOU HAVE NUMEROUS MEN TRYING TO BOOK IN ALL AT THE SAME TIME
- CHECK YOU HAVE THE APPOINTMENT SHEET FOR YOUR EVENT AND A COPY OF THE QR's BLOOD FORMS – GFCT WILL SEND A COPY OF THE APPOINTMENT SHEET AND THE QR BLOOD FORMS PDF TO YOU 24 HOURS PRIOR TO YOUR EVENT, SO YOU CAN PRINT THEM OFF.

APPENDIX D - FOR MEN WHO HAVE NO INTERNET ACCESS

- ORGANISE A GENERIC EMAIL ADDRESS – FOR PEOPLE WHO DO NOT HAVE INTERNET ACCESS
 - E.g.:- psatestingironbridgelions@gmail.com
- Then open an account on the website. Using your club as the first and surname name
 - E.g.:- First Name = Lions; Second Name = Ironbridge
- Then verify the generic email address against the site.
- Then use this account for all men who do not have internet access.
- Once the first man has been added.
- Log back into your account and go to the booking form. At the bottom of the booking form you will see “ADD BOOKING”
- Click on “ADD BOOKING” and then add your next person.
- ALWAYS REMEMBER TO SELECT A LETTER FOR THE NOTIFICATION OF THE TEST RESULT
- ALWAYS PRINT OFF THE BLOOD FORM FOR THE EVENT – which you will take to the event

APPENDIX E - WE RECOMMEND YOU PRINT OFF THIS HELP SHEET FOR YOUR RECEPTION HELPERS

PLEASE READ CAREFULLY BEFORE COMMENCING

- ON ARRIVAL MEN ARE CHECKED OFF ON YOUR APPOINTMENT BOOKING SHEET SUMMARY
- PLEASE CHECK THEY HAVE BROUGHT THEIR **QR CODE PSA BOOKING FORM** WITH THEM
- IF THEY ARE ON YOUR APPOINTMENT SHEET BUT HAVE **NOT** BROUGHT THEIR QR CODE PSA BOOKING FORM WITH THEM PLEASE DIRECT THEM TO THE COMPUTER(S) TO LOG ON WITH THEIR PASSWORD AND PRINT OFF THEIR FORM
- OR – HAND THEM THE COPY OF THEIR QR BLOOD FORM – PRINTED FROM THE PDF FILE SENT TO YOU BY GFCT
- THE MEN ARE THEN SHOWN TO THE WAITING AREA **WITH** THEIR QR CODE PSA BOOKING FORM TO WAIT FOR THE NURSE/PHLEBOTOMIST
- THEY MIGHT HAVE BOOKED ONTO THE EVENT AFTER THE APPOINTMENT SHEET IS PRINTED OFF. JUST ADD THEIR NAME TO THE APPOINTMENT SHEET SO THAT YOU KNOW THE FINAL NUMBER OF TESTS.
- IF THEY ARE **NOT ON YOUR APPOINTMENT SHEET** PLEASE DIRECT THEM TO THE COMPUTER(S) SO THEY CAN REGISTER THEMSELVES, BOOK THEIR TIME, FILL IN THE CONSENT FORM AND PRINT OFF THE QR CODE PSA BOOKING FORM. IF THEY DO NOT COMPLETE THE FORM IT WILL NOT ALLOW THEM TO PRINT OFF THEIR QR CODE PSA BOOKING FORM. SOME MEN MAY NEED HELP.

APPENDIX F – EVENT BOOKING FORM

This form is required by the office, so that we can upload your event to the mysatests.org.uk website. When you initially speak to the office, to book your event, this will be sent to you for completion.

	Event Configuration Form
EVENT CHARITY	
DO YOU HAVE BRANDING ON THE WEBSITE	
EVENT NAME	
EVENT LOCATION	
EVENT VENUE	
EVENT TYPE	
EVENT DATE/TIME	
EVENT SLOTS – HOW MANY PEOPLE WILL BE ATTENDING THE EVENT [MAXIMUM NUMBERS]	
EVENT AGE RANGE	
EVENT FEE IS THIS A DONATION, FIXED PRICE OR FREE	
EVENT EMAIL	
EVENT URL	
EVENT TELEPHONE – THE PERSON TO CONTACT ABOUT THE EVENT	
EVENT DESCRIPTION	
EVENT LABORATORY	

APPENDIX F – EVENT BOOKING FORM

This form is required by the office, so that we can upload your event to the mysatests.org.uk website. When you initially speak to the office, to book your event, this will be sent to you for completion.

	Booking an Event Form	
Date of Event		
Name of Event		
Group		
Contact Name		
Telephone Number		
Mobile Number		
Email		
How many expected?		
Phlebotomists - Who is to book?		
Invoice details – Name of Person		
Invoice address		

MY PSA TESTING MANUAL

Do you have your own account with The Doctors Laboratory? (TDL) <i>If so, please provide your account details...</i>		
Office Use Only		
<i>Event uploaded to website</i>		
<i>Organiser advised the event is live and provided the booking code</i>		
<i>Event results sent</i>		
<i>Invoice sent</i>		

APPENDIX G

INSTRUCTIONS HOW TO BOOK YOUR PSA APPOINTMENT ONLINE

Go to www.mypsatests.org.uk

1. Register on the site in the registration box on the home page
2. An email will be sent, please verify your account
3. Log back into the website
4. Select the event you wish to book
5. Select the time you wish to attend
6. Complete the questionnaires,
7. [PRINT OFF THE BLOOD REQUEST FORM at the end of the process.](#)
8. [BRING THE BLOOD REQUEST FORM WITH YOU – THIS IS EXTREMELY IMPORTANT](#)

APPENDIX H

INSTRUCTIONS HOW TO BOOK YOUR PSA APPOINTMENT ONLINE IF YOU ARE ATTENDING A CLOSED / PRIVATE EVENT

Go to www.mypsatests.org.uk

1. Register on the site in the registration box on the home page
2. An email will be sent, please verify your account
3. Log back into the website
4. Select the event you wish to book
5. A small yellow box will appear in the top right of your screen
6. You will need to put the password you have been given by your event organiser
7. Select the time you wish to attend
8. Complete the questionnaires
9. [Download your BLOOD REQUEST FORM](#)
10. [PRINT OFF THE BLOOD REQUEST FORM at the end of the process.](#)
11. [BRING THE BLOOD REQUEST FORM WITH YOU – THIS IS EXTREMELY IMPORTANT](#)

APPENDIX I

WE RECOMMEND YOU PRINT OFF THIS HELP SHEET FOR YOUR PHLEBOTOMISTS

PLEASE READ CAREFULLY BEFORE COMMENCING

- 1) WHEN READY CALL MEN OVER
- 2) ASK THEM FOR THEIR BOOKING FORM
- 3) ASK THE MAN TO VERIFY HIS NAME AND DOB AND THAT IT TALLIES WITH HIS QR CODE PSA BOOKING FORM
- 4) TAKE BLOOD SAMPLE FILL IN THE LABEL ON THE TUBE WITH NAME, DOB AND CURRENT DATE. Should the incorrect birthdate or name show on his blood form, ensure the same date and name is put on the blood test. The gentleman should be asked to revisit the website to amend his NAME or DOB as it could affect the colour of his letter.
- 5) DETACH/CUT THE BOTTOM PART OF THE QR CODE PSA BOOKING FORM AND PLACE IN THE PLASTIC SAMPLE BAG IF BEING COLLECTED BY COURIER OR PRE-PAID ENVELOPE (IF BEING POSTED) WITH THE SAMPLE.
- 6) RETAIN THE TOP PART OF THE FORM TO BE GIVEN TO THE ORGANISERS AT THE END OF THE EVENT
- 7) GIVE THE MAN THE '**WHAT HAPPENS NEXT**' INFORMATION SHEET
- 8) AT THE END OF THE EVENT BAG UP ALL SAMPLES AND EITHER POST THEM IN THE PRE-PAID ENVELOPE OR PUT IN A NON-SEE THROUGH BAG/BOX/CONTAINER FOR COLLECTION BY THE COURIER. MAKE SURE THE BOTTOM PART OF THE FORM IS IN WITH EACH SAMPLE.
- 9) AT THE END OF THE EVENING, THE PHLEBOTOMISTS TO DOUBLE COUNT THE BLOODS [COUNT IN BAGS OF 100].

APPENDIX J

WHAT HAPPENS NEXT?

If you have elected to get your result electronically – from your PSA account – you will receive an email within a few days of the event informing you that your result is available to be accessed.

YOUR EMAIL ADDRESS

PASSWORD REMINDER

--	--

What you need to do is: -

Log on to: www.mypsatests.org.uk

Put in your email address and password. These will be verified for security reasons.

Once your email has been verified you will be able to access your test result.

When you have access to your account download your result so that you have your result in letter format.

If you do not wish to download the result, your result/results can be accessed at any time in the future by using your email and password.

If you have elected to get your result by post this should be with you within 7 to 10 days of the event.

If you haven't received your result within 3 weeks of the event please phone 01926 419959 or email info@psatests.org.uk



ALL MEN AGED 40 AND OVER

PSA BLOOD TESTING EVENING

Detecting the early signs of prostate disease

THURSDAY 20TH FEBRUARY 2020

AT: THE NELSON CLUB

CHARLES STREET,
WARWICK
CV34 5LE

NEW!!!

**NOW PLEASE REGISTER & BOOK YOUR
TIMESLOT ONLINE BY VISITING**

mysatests.org.uk

6.00PM TO 8.30PM

www.psatests.org.uk

**A DONATION TOWARDS THE COST OF EACH TEST WOULD BE GRATEFULLY
RECEIVED**

RAISING PROSTATE HEALTH AWARENESS

Charity Number 1109385



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Like us on Facebook
[www.facebook.com/
PSATests](https://www.facebook.com/PSATests)



ALL MEN AGED 40 AND OVER
**PROSTATE HEALTH SCREENING
HOME TESTING KITS
NOW AVAILABLE**
A NEW SERVICE!!!

Detecting the early signs of prostate disease

**You can now do your PROSTATE HEALTH
SCREENING AWARENESS TEST in the comfort of
your own home – by way of a simple finger prick
test.**

ORDER YOUR TEST

www.mypsatestests.org.uk

RAISING PROSTATE HEALTH AWARENESS

Charity Number 1109385
info@psatestests.org.uk
Telephone 01926 419959



MY PSA TESTING MANUAL



Wednesday, 26 May 2021

Mr Test
Test House
Test Road
Test
TE12 34ST

GREEN PSA RESULT

D.O.B: **16/09/1963**
PSA Total: **0.68** ng/ml
Free-to-Total Ratio:

Dear Mr Test

The result of your PSA blood test on **18/10/2019** indicates that your Prostate Specific Antigen (PSA) level is as shown above; the Free-to-Total Ratio is also shown if available. If you are taking Finasteride (Proscar or Propecia) or Dutasteride (Avodart or Combodart) it is understood the “true” value of your PSA could be approximately double that shown.

Whilst this appears “normal” within the guidelines outlined below, you should be aware that even with a normal PSA there is still a chance of having prostate disease. Therefore, if you are having problems visiting the toilet very frequently, making several visits during the night, having to rush to the toilet urgently, waiting a long time to start, only having a weak stream, passing blood or experiencing incontinence you would still be advised to see your GP. In any event, it is recommended that you have the test repeated at regular intervals, in consultation with your GP.

Suggested International retesting guidelines on prostate cancer screening.

If your PSA is less than 1.0 ng/ml then return for testing every 3 years.

If your PSA is between 1.0 and 3.0 ng/ml then return for testing every year.

As a general rule, the closer your result is to the upper limit of the guideline for your age, the more regularly you should be tested.

GFCT

MY PSA TESTING MANUAL

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

Age Range	Green	Amber	Red
Under 50	Less than 2.0	2.0 - 3.0	Over 3.0
Under 60	Less than 3.0	3.0 – 4.0	Over 4.0
Under 70	Less than 4.0	4.0 – 5.0	Over 5.0
70 and over	Less than 5.0	5.0 – 6.0	Over 6.0

*Although expert opinions vary, there is no clear consensus regarding the optimal PSA threshold for recommending referral for further investigations. The Prostate Cancer Risk Management Programme (2016) issued by Public Health England, recommends PSA levels greater than **3.0 ng/ml** for men in the **50-69 age group** should be referred. There are no recommended referral levels for men aged 70 and over, or men aged under 50. Your GP and/or urologist will advise you on this.*

Letter produced by GFCT – Website: - www.psatests.org.uk

MY PSA TESTING MANUAL



Wednesday, 26 May 2021

Mr PSA Test
Test House
Test Road
Test
TE1 2ST

AMBER PSA RESULT

D.O.B: **05/04/1948**
PSA Total: **5.07** ng/ml
Free-to-Total Ratio: **0.07**

Dear Mr Test

The result of your PSA blood test on **21/03/2019** indicates that your Prostate Specific Antigen (PSA) level is as shown above; the Free-to-Total Ratio is also shown if available. If you are taking Finasteride (Proscar or Propecia) or Dutasteride (Avodart or Combodart) it is understood the “true” value of your PSA could be approximately double that shown.

You will see this result is “borderline” within the guidelines outlined below. You are recommended, therefore, to contact your Doctor for a follow-up test. We understand that some medications may reduce the level of PSA indicated in the test, and ejaculation within the 48 hours before the test or very vigorous exercise, particularly cycling, may increase the level. Infections of the prostate can also raise PSA levels.

GFCT

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

Age Range	Green	Amber	Red
Under 50	Less than 2.0	2.0 - 3.0	Over 3.0
Under 60	Less than 3.0	3.0 - 4.0	Over 4.0
Under 70	Less than 4.0	4.0 - 5.0	Over 5.0
70 and over	Less than 5.0	5.0 - 6.0	Over 6.0

*Although expert opinions vary, there is no clear consensus regarding the optimal PSA threshold for recommending referral for further investigations. The Prostate Cancer Risk Management Programme (2016) issued by Public Health England, recommends PSA levels greater than **3.0 ng/ml** for men in the **50-69 age group** should be referred. There are no recommended referral levels for men aged 70 and over, or men aged under 50. Your GP and/or urologist will advise you on this.*

Letter produced by GFCT – Website: - www.psatests.org.uk

It is our policy to follow up this letter after 12 months to see how you’ve got on. If you’d prefer not to receive such a follow up, please let us know.

Contact details are on our website: www.psatests.org.uk

MY PSA TESTING MANUAL



www.psatests.org.uk

Wednesday, 26 May 2021

Mr PSA Test
Test House
Test Road
Test
TE1 2ST

RED PSA RESULT

D.O.B: **14/03/1951**

PSA Total: **5.2** ng/ml

Free-to-Total Ratio:0.11

Dear Mr Test

The result of your PSA blood test on **03/09/2020** indicates that your Prostate Specific Antigen (PSA) level is as shown above; the Free-to-Total Ratio is also shown if available.

This result is abnormal and outside the guideline range below for a man of your age. It does not necessarily imply there is anything seriously wrong with your prostate but you are strongly advised to see your doctor to repeat your PSA, examine you and, if necessary, refer you to a specialist urologist possibly under the 2 week wait criterion, especially if the repeated PSA result remains above the limit for your age.

NB: Ejaculation, vigorous exercise, particularly cycling, may increase the PSA level; please avoid these for 48 hours prior to your repeat tests.

If you are taking Finasteride (Proscar or Propecia) or Dutasteride (Avodart or Combodart), the "true" value of your PSA will be approximately double that shown above.

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

GFCT

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

Age Range	Green	Amber	Red
Under 50	Less than 2.0	2.0 – 3.0	Over 3.0
Under 60	Less than 3.0	3.0 – 4.0	Over 4.0
Under 70	Less than 4.0	4.0 – 5.0	Over 5.0
70 and over	Less than 5.0	5.0 – 6.0	Over 6.0

FOR MORE INFORMATION ABOUT REFERRAL LEVELS AND OTHER FACTORS AFFECTING PSA SCORES - PLEASE TURN OVER

It is our policy to follow up this letter after 6 months to see how you've got on. If you'd prefer not to receive such a follow up, please let us know.

Contact details are on our website: www.psatests.org.uk

Red Letter Information Sheet

1. Although expert opinions vary, there is no clear consensus regarding the optimal PSA threshold for recommending referral for further investigations. The Prostate Cancer Risk Management Programme (2016) issued by Public Health England, recommends PSA levels greater than **3.0 ng/ml** for men in the **50-69 age group** should be referred. There are no recommended referral levels for men aged 70 and over, or men aged under 50. Your GP and/or urologist will advise you on this.
2. It is generally accepted that 75% of all raised scores are not because prostate cancer is present but because of something like a simple urinary tract infection; benign prostate hyperplasia (BPH); prostatitis or indeed simply a one-off high reading.
3. Given these statistics an early discussion with your GP and a repeat test seems sensible. Please take this information sheet with you.
4. The revised Gov.Uk Prostate Cancer Risk Management Programme (PCRMP) published on 29th March 2016 includes the following statement “Studies have suggested that reflex testing with PSA Isoforms, such as ratio of Free to Total PSA (f/t + PSA) for men with PSA values <10ng/ml (known as the diagnostic ‘grey zone’) could improve specificity and reduce the number of unnecessary biopsies”. For full details of the PCRMP please visit www.gov.uk/government/publications/prostate-cancer-risk-management-programme-psa-test-benefits-and-risks
5. A “Free to Total Ratio” is a more refined PSA test.
6. GFCT statistics, based on over 140,000 tests carried out across the UK from 2004 fully support this statement and in more than 1000 cancers found to date where Free to Total ratios were available, and the ratio was less than 10% the probability of cancer being present was over 88%. The Free to Total test is a simple, inexpensive blood test. The benefits of having such a test should be discussed with your GP.
7. Since there are downside risks of having a prostate biopsy, in addition to determining your Free to Total ratio we believe you may want to discuss with your GP/specialist other available possible prostate cancer indicators including such things as an MRI scan BEFORE embarking on prostate biopsy.
8. There is now a wealth of information available on the subject of Prostate Cancer. The following are just a few links you might like to follow:

psatests.org.uk

chaps.uk.com

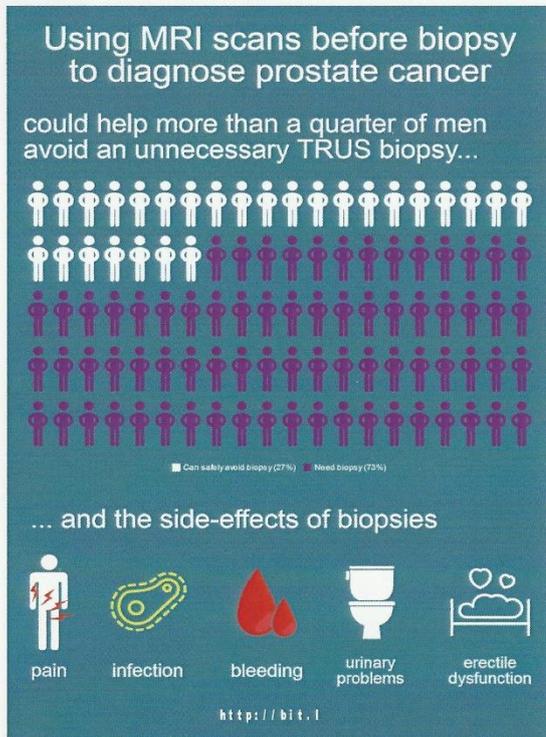
prostatecanceruk.org

www.cancerresearchuk.org

tackleprostate.org

PROMIS shows MRI scan could help a quarter of men safely avoid prostate biopsy

Annabelle South



Between May 2012 and December 2015, 740 men volunteered for the study. 576 men had all three tests – a MRI scan, followed by a TPM-biopsy and TRUS-biopsy.

PROMIS found that a MRI scan before biopsy would allow at least one in four men to avoid a biopsy safely. This was because the chance that men with a negative MRI scan had important prostate cancer was very low. The MRI scan identified more than 90% of patients who had important cancer. TRUS biopsies only identified 48% of the men who had clinically important cancer.

Men whose MRI scan suggests they may have prostate cancer will still need to have a biopsy to confirm the diagnosis, however the scan results can help improve the accuracy of TRUS biopsy by showing doctors which part of the prostate to target.

Every year, in the UK, around 150,000 men have a transrectal-ultrasound (TRUS) biopsy to see if they have prostate cancer. This approach to diagnosing prostate cancer has its problems. TRUS biopsies miss about half of clinically important cancers. This means men often have to have extra tests (scans and more biopsies) if the first biopsy does not find cancer. TRUS biopsies can cause side-effects, including infections, pain, blood in urine or sperm and pain while urinating.

The PROMIS study tested whether having a MRI (magnetic resonance imaging) scan before biopsy could identify men who might safely avoid a biopsy. PROMIS compared the accuracy of MRI scans and TRUS-biopsy against another, more accurate type of biopsy, called Template Prostate Mapping (TPM) biopsy. TPM biopsy is not widely used because it requires general anaesthetic.

If hospitals across the UK take up this approach, around 40,000 men each year could avoid biopsies and their side-effects. But it may take some time to make sure that hospitals have the right machines and training to do this.

You can read the full scientific paper here: <http://bit.ly/2k1nDtB>.

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The National Federation of
Prostate Cancer Support Groups*



NOTES ON THE THREE MOST USED PROSTATE CANCER TREATMENTS

As outlined in your Red letter there is a 75% likelihood that the reason for your raised PSA score will not be because of the presence of Prostate Cancer. We set out below some brief notes on the three most used treatments we've come across in the near 2000 prostate cancer finds we've been involved in working with other Groups. We would stress that we DO NOT give specific medical advice, but we hope these notes may be useful in any discussions you may have with your GP. There are also links to various sources of information outlined on the back of your letter.

Active Surveillance (21% of treatments)

This is where it's decided to take no immediate action but to carry on monitoring your PSA Score and other factors affecting your health. This is often the option chosen where it's believed there is a slow growing or low-grade cancer. If the monitoring shows signs of change a more active approach may then be considered. It's interesting to note that when we started testing around 14 years ago 16% of men were put on this regime initially and this has now risen to around 30%....indicating the lessons of potential over treatment have been learned and a more cautious approach is being adopted.

Radical Prostatectomy (26% of treatments)

This is where it's considered there will be a benefit in removing the cancer surgically and is frequently the treatment of choice where the cancer is considered to be aggressive but is contained within the prostate gland itself. The main drawbacks of this option are the risk of Incontinence and/or Impotency. These risks can be reduced with the use of modern techniques such as Robotic Surgery.

Radiotherapy (33% of treatments)

This is where the cancerous tissue is subjected to either external beam radiation (IMRT) or radioactive implants placed around the cancer (Brachytherapy). Radiation treatments are shown to be effective in destroying cancer, thereby reducing the risks of surgery. Due to radiation passing through the body, it does however carry the risk of collateral damage to surrounding organs and tissues, particularly the rectal passage. These risks and long-term side effects may be reduced by the use of a new prostate-rectum spacing gel called SpaceOAR. SpaceOAR Hydrogel is developed by Boston Scientific, copy of the patient leaflet for this option is enclosed for your information.

MY PSA TESTING MANUAL



www.psatests.org.uk

Wednesday, 26 May 2021

Mr Test
Test House
Test Road
Test
TE1 2ST

GREEN PSA RESULT
[AMBER ALERT LETTER]
D.O.B : **16/09/1963**
PSA Total: 2.57 ng/ml
Free-to-Total Ratio: **0.28**

Dear Mr Test

The result of your PSA blood test on **12/2/2018** indicates that your Prostate Specific Antigen (PSA) level is as shown above; the Free-to-Total Ratio is also shown if available. If you are taking Finasteride (Proscar or Propecia) or Dutasteride (Avodart or Combodart) it is understood the "true" value of your PSA could be approximately double that shown.

PSA Test History (maximum latest six tests)				
Test Date	Age	PSA Total	Percentage change	Free-to-Total Ratio
02/12/2018	55	1.75		0.29
01/12/2019	56	2.57	47	0.28

Whilst this appears "normal" within the guidelines outlined in the table below, an analysis of the rising trend (as shown in the table above) indicates this may move to 'Amber' if the current rate of change continues. Men's scores will fluctuate and over time we can expect them to increase with age, but in view of your rising PSA, it is suggested that you consult with your GP.

You should be aware that even with a normal PSA there is still a chance of having prostate disease. Therefore, if you are having problems visiting the toilet very frequently, making several visits during the night, having to rush to the toilet urgently, waiting a long time to start, only having a weak stream, passing blood or experiencing incontinence you would still be advised to see your GP. In any event it is recommended that you have the test repeated at regular intervals, in consultation with your GP.

GFCT

MY PSA TESTING MANUAL

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

Age Range	Green	Amber	Red
Under 50	Less than 2.0	2.0 – 3.0	Over 3.0
Under 60	Less than 3.0	3.0 – 4.0	Over 4.0
Under 70	Less than 4.0	4.0 – 5.0	Over 5.0
70 and over	Less than 5.0	5.0 – 6.0	Over 6.0

*Although expert opinions vary, there is no clear consensus regarding the optimal PSA threshold for recommending referral for further investigations. The Prostate Cancer Risk Management Programme (2016) issued by Public Health England, recommends PSA levels greater than **3.0 ng/ml** for men in the **50-69 age group** should be referred. There are no recommended referral levels for men aged 70 and over, or men aged under 50. Your GP and/or urologist will advise you on this.*

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MY PSA TESTING MANUAL



www.psatests.org.uk

Wednesday, 26 May 2021

Mr Test
Test House
Test Road
Test
TE1 2ST

GREEN PSA RESULT

[RED ALERT LETTER]

D.O.B : **16/09/1963**

PSA Total: 2.75 ng/ml

Free-to-Total Ratio: **0.29**

Dear Mr Test

The result of your PSA blood test on **12/2/2018** indicates that your Prostate Specific Antigen (PSA) level is as shown above; the Free-to-Total Ratio is also shown if available. If you are taking Finasteride (Proscar or Propecia) or Dutasteride (Avodart or Combodart) it is understood the "true" value of your PSA could be approximately double that shown.

PSA Test History (latest six tests)				
Test Date	Age	PSA Total	Percentage change	Free-to-Total Ratio
02/12/2018	55	1.25		
01/12/2019	56	2.75	120	0.29

Whilst this appears "normal" within the guidelines outlined in the table below, an analysis of the rising trend (as shown in the table above) indicates this may move to 'Red' if the current rate of change continues. Men's scores will fluctuate and over time we can expect them to increase with age, but in view of your rising PSA, it is suggested that you consult with your GP.

You should be aware that even with a normal PSA there is still a chance of having prostate disease. Therefore, if you are having problems visiting the toilet very frequently, making several visits during the night, having to rush to the toilet urgently, waiting a long time to start, only having a weak stream, passing blood or experiencing incontinence you would still be advised to see your GP. In any event it is recommended that you have the test repeated at regular intervals, in consultation with your GP.

GFCT

MY PSA TESTING MANUAL

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

Age Range	Green	Amber	Red
Under 50	Less than 2.0	2.0 – 3.0	Over 3.0
Under 60	Less than 3.0	3.0 – 4.0	Over 4.0
Under 70	Less than 4.0	4.0 – 5.0	Over 5.0
70 and over	Less than 5.0	5.0 – 6.0	Over 6.0

*Although expert opinions vary, there is no clear consensus regarding the optimal PSA threshold for recommending referral for further investigations. The Prostate Cancer Risk Management Programme (2016) issued by Public Health England, recommends PSA levels greater than **3.0 ng/ml** for men in the **50-69 age group** should be referred. There are no recommended referral levels for men aged 70 and over, or men aged under 50. Your GP and/or urologist will advise you on this.*

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MY PSA TESTING MANUAL



Tuesday, 07 April 2020

MEDICATION AFFECTED PSA RESULT

D.O.B: **06/12/1963**

PSA Total: **3.2 ng/ml**

Free-to-Total **0.28**

Mr Test
Test Road
Test
TE12 34ST

Dear Mr Test

We note that you have ticked the box which indicates you are taking one of the following medicines.

Proscar / Propecia (Finasteride) – Avodart (Dutasteride) – Combodart (Dutasteride)

We have been advised that these medications can mask the “true” value of a PSA score by as much as 50%. So therefore your PSA test on **24/03/2019** in Slough could be as much as double that of the value shown above.

We would therefore advise you consult with your GP as to whether any follow up action is required.

We set out below guidelines of “Normal” (Green) “Borderline” (Amber) and “Abnormal” (Red) scores for various Age Ranges.

GFCT

Age-related referral values for total PSA levels as used by a number of leading NHS hospitals

Age Range	Green	Amber	Red
Under 50	Less than 2.0	2.0 – 3.0	Over 3.0
Under 60	Less than 3.0	3.0 – 4.0	Over 4.0
Under 70	Less than 4.0	4.0 – 5.0	Over 5.0
70 and over	Less than 5.0	5.0 – 6.0	Over 6.0

*Although expert opinions vary, there is no clear consensus regarding the optimal PSA threshold for recommending referral for further investigations. The Prostate Cancer Risk Management Programme (2016) issued by Public Health England, recommends PSA levels greater than **3.0 ng/ml** for men in the **50-69 age group** should be referred. There are no recommended referral levels for men aged 70 and over, or men aged under 50. Your GP and/or urologist will advise you on this.*

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www.psatests.org.uk

Wednesday, 26 May 2021

**FOLLOW UP LETTER
SENT BY EMAIL**

Dear Mr Test

PSA Research

As a follow up to your recent PSA test, we at GFCT would be very grateful if you could provide us with some information on any treatment that you have received.

Any information that you share with us would be treated as confidential and in line with the government data protection legislation as we appreciate the personal nature of the subject matter. We collate this information as we hope that in the future it could be used to inform the relevant decision makers on how they can best tackle prostate cancer. The information we are asking for is as follows:

If you have received any further investigations or treatment from your doctor or specialist outlining the course of action your doctor took, and the treatment you have received.

We work alongside David Baxter Smith, now a Retired Consultant Urological Surgeon, although retired, he is still processing and compiling the research on our behalf.

Yours sincerely

GFCT

66B Smith Street, Warwick, CV34 4HU. Tel> 01926 419959
Web> info@psatests.org.uk

www.psatests.org.uk



Wednesday, 26 May 2021

**FOLLOW UP LETTER
SENT BY EMAIL**

Dear Mr Test

GENTLE REMINDER

As a follow up to your recent PSA test, we at GFCT would be very grateful if you could provide us with some information on any treatment that you have received.

Any information that you share with us would be treated as confidential and in line with the government data protection legislation as we appreciate the personal nature of the subject matter. We collate this information as we hope that in the future it could be used to inform the relevant decision makers on how they can best tackle prostate cancer. The information we are asking for is as follows:

If you have received any further investigations or treatment from your doctor or specialist outlining the course of action your doctor took, and the treatment you have received.

We work alongside David Baxter Smith, now a Retired Consultant Urological Surgeon, although retired, he is still processing and compiling the research on our behalf.

Yours sincerely

GFCT

66B Smith Street, Warwick, CV34 4HU. Tel> 01926 419959
Web> info@psatests.org.uk

MY PSA TESTING MANUAL

www.psatests.org.uk

Wednesday, 26 May 2021

INSUFFICIENT BLOODS

Mr Test
Test House
Test Road
Test
TE1 2ST

Dear Mr Test

We regret to inform you that we are unable to provide you with the result of your PSA blood test taken on «**Test_Date**» because of an insufficient sample size.

We sincerely apologise for this occurring, which unfortunately is outside our control.

There are a couple of options: -

- 1) Please contact us on 01926 419959 or email us at to ask us to send you a home testing kit, for which there will be no charge, please contact us on the number below or email us at:- info@psatests.org.uk.
- 2) If this option is not for you please look at our events calendar on www.mypsatests.org.uk for an event near you to be retested.

Yours sincerely

GFCT

66B Smith Street, Warwick, CV34 4HU. Tel> 01926 419959
Web> info@psatests.org.uk

OUR MISSION STATEMENT

“IS TO TEST AS MANY MEN AS POSSIBLE TO ENSURE EARLY DIAGNOSIS”

PLEASE REMEMBER – WE ARE HERE TO ASSIST YOU AT ALL TIMES

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE OFFICE ON

01926 419959

OR

EMAIL :- INFO@PSATESTS.ORG.UK