

Phlebotomy Trainee: _____

Date: _____

Date and Initial each box as these expectations are reviewed

Topic	Initial Education	Skills Validated	Functions Independently
<u>I. Pre-Venipuncture</u>			
A. Proper identification of patient (full FIRST and LAST name) <ul style="list-style-type: none"> • Use the legal or preferred name 			
B. Hand Hygiene			
C. Wears the proper PPE			
D. Gathering supplies prior to draw <ul style="list-style-type: none"> • Syringe vs. vacutainer • Tubes • Tourniquet • 70% alcohol prep • Gauze • Tape 			
E. Applies the tourniquet			
F. Vein selection/feel			
G. Cleanses the site (70% Isopropyl Alcohol or Chloraprep) <ul style="list-style-type: none"> • Don't touch the site after cleaning 			
<u>II. Venipuncture</u>			
A. Needle Insertion <ol style="list-style-type: none"> 1. Grasp the patient's arm firmly using thumb to draw the skin taut and anchor the vein. 2. Bevel up 3. Needle should form a 15-30 degree angle with the surface of the arm 4. Swiftly insert the needle through the skin and into the lumen of the vein. 5. Avoid trauma or excessive probing 7. Ensure that the tube volume requirements are met (fill lines) 6. Insure that the tourniquet is released and the last tube is filled 			
7. Able to readjust needle and recover draw			
B. Needle Removal <ol style="list-style-type: none"> 1. Remove the needle in a swift backward motion and engage the safety device. 			

<p>2. Press down on the gauze once the needle is out of the arm, applying adequate pressure to avoid the formation of a hematoma.</p> <p>3. Dispose of the needle in the sharps container.</p> <p>4. Apply pressure, keeping arm straight.</p> <p>5. Check site for bleeding after, apply appropriate dressing.</p>			
<p>C. Collection Systems</p> <p>1. Evacuated Tube Draw</p> <p>a) Follows needle insertion instructions above</p> <p>b) Depresses tube into holder without changing needle position</p> <p>c) Demonstrates good judgement when blood does not immediately flow</p> <p>d) Disengages tube before removing the needle</p> <p>e) Inverts tubes gently 8-10 times to completely mix the samples</p>			
<p>2. Syringe Draw</p> <p>a) Observes "flash" of blood in the needle</p> <p>b) Draws back on the plunger with ease as blood fills syringe (does not pull all the way back all the way on the plunger)</p> <p>c) Transfers the specimen safely using transfer device</p> <p>d) Inverts tubes gently 8-10 times to completely mix the samples</p>			
<p>III. Post-Venipuncture</p> <p>A. Labelling</p> <p>1. Tube labeled at the patient's chairside/bedside</p> <p>2. Tube labeled with Patient's full legal name, DOB, date/time of draw, Phlebotomist initials</p>			
<p>B. Cleans up all waste and properly disposes of materials</p>			

All sections must have "date completed" filled in by a trainer in order to have documentation of new employee being successfully "signed off" to perform the work.

Signed Off—No Conditions

Employee has successfully completed all components of Training

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____