

IV Competency Checklist: Phlebotomy

NAME: _____ DATE: _____

Self-Assessment (Check one below)				Competency Achieved	Policy Review Date	Competency Validation (date and signature)	
Competent Experienced with skill		Require more experience				In Lab Setting	In-Home Setting
Yes	No	Yes	No				
				Performs venipuncture competently, efficiently and utilizes HHF policies and procedures			
				Uses 2 patient identifiers			
				Verify orders for venipuncture in plan of care			
				Adheres to Standard Precautions (gloves needed) and explain the procedure and purpose to the patient/caregiver			
				Positions patient comfortably in bed with arms resting at sides or upright in chair with arm supported on armrest or table			
				Determines if the patient is allergic to anything that may be placed on the skin, such as latex, iodine or adhesive			
				Checks blood tube expiration dates			
				Applies tourniquet 3-4 inches above venipuncture site and have the patient make a fist to dilate the vein			
				Palpates the vein before cleansing.			
				Cleanses the site with alcohol for 30 seconds using a circular motion. Allows to air dry.			
				Tourniquet should not occlude the vein more than two minutes to prevent hemostasis. May need to loosen tourniquet and reapply if delay in drawing blood.			

Self-Assessment (Check one below)				Competency Achieved	Policy Review Date	Competency Validation (date and signature)	
Competent Experienced with skill		Require more experience		Performs venipuncture competently, efficiently and utilizes HHF policies and procedures		In Lab Setting	In-Home Setting
Yes	No	Yes	No				
				Removes needle cover and insert needle into vein at 15 to 30 degree angle with bevel facing up			
				Stabilizing tube holder and needle with one hand, gently pushes vacutainer tube into needle so blood fills tube			
				As blood fills tube, releases the tourniquet			
				When tube is filled, gently pulls the tube out of the holder			
				If more tubes needed, inserts appropriate color-coded tube and repeat the procedure until all samples are obtained			
				After specimens are obtained, places a 2x2 gauze over puncture site			
				Withdraws the needle slowly, applying pressure with 2x2 gauze.			
				Disposes of vacutainer and needle in sharps container			
				Asks patient to maintain firm pressure of puncture site until bleeding stops			
				Gently inverts tubes 5-10 times to mix the blood with the additive. DO NOT shake the tube.			
				Applies firm pressure to puncture site until bleeding stops.			
				Applies self-adhesive bandage to puncture site.			
				Labels tubes with patient's first and last names, date of birth, date and time drawn, & your initials.			

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Competent Experienced with skill		Require more experience		Performs venipuncture competently, efficiently and utilizes HHF policies and procedures		In Lab Setting	In-Home Setting
Yes	No	Yes	No			Yes	No
				Places blood tube(s) in biohazard specimen bag			
				Places requisition in pocket of biohazard specimen bag			
				Places bag in biohazard transportation bag			
				Disposes of tourniquet, gloves, used wipes and sponge in impervious trash bag			
				Documents in patient's record: Venipuncture and site, blood tests ordered, any complications (e.g., more than one stick), appearance of venipuncture site at end of procedure, patient's response to procedure, name and location of laboratory where specimens taken, and any instructions given to patient/caregiver.			

Signatures

Employee Signature: _____

Evaluators Signature: _____

Date: _____

Completed Competency Procedure

Once Competency is complete:

1. Staff to sign Competency.
2. Evaluator to sign Competency.
3. Fill in Date.
4. Send original Competency to Human Resources.
5. Human Resources will file Competency in the staff member's personal file.