

# Peripheral Blood Draw Procedure Checklist

## 6 month assessment

### Strong Memorial Hospital

Check YES only if step is completed to 100% accuracy.	YES	NO
1. Washes hands. (In front of patient) ***This is an OSHA regulation***		
2. Reviews requisition and/or label and identifies correct specimens to be collected.		
3. Introduces self to the patient and explains their purpose.		
4. Identifies the patient using 2 identifiers <i>Inpatient:</i> Match patient ID band to the requisition /label. Ask patient to state name. <i>Outpatient:</i> Ask patient to state name and DOB. Match to the requisition and/or label, ID band if applicable and patient's response.		
5. Demonstrates skill necessary to provide care appropriate to the age of the patient.		
6. Puts on gloves. ***This is an OSHA regulation***		
7. Properly applies tourniquet and selects appropriate vein site. a) Free from trauma. b) Feels soft and resilient.		
8. Cleanses site in a circular motion outward using an alcohol prep pad. Allows the alcohol to air dry.		
9. Releases tourniquet.		
10. Selects appropriate gauge and type of needle to perform the venipuncture.		
11. While using aseptic technique assembles necessary equipment including tube holder.		
12. Reapplies tourniquet when alcohol is completely dried.		
13. Inspects needle to insure that the bevel is up.		
14. Stabilizes the patients arm and anchors the vein by pulling the skin taut using your thumb 1-2 inches below the site. (Without retouching the site)		
15. Inserts the needle with as little discomfort to the patient. (2 attempts MAX)		
16. Uses proper technique when realignment of needle is necessary for difficult draws.		
17. Collects blood into appropriate tubes in the correct "order of draw".		
18. Fills and gently inverts all tubes with additives.		
19. Remove the last tube collected from the holder, then release tourniquet (maximum time to leave tourniquet on is 1 minute).		
20. Places gauze pad, folded into fours, over puncture site, remove needle and activate the safety device on needle.		
21. Properly disposes the needle and tube holder into an approved sharps container.		
22. Secures gauze pad with a bandage only when bleeding has stopped.		
23. Labels all specimens at the patients' bedside, in front of the patient.		
24. Completes pertinent collection data on the requisition or into the computer. Ensures pertinent collection data is on specimen label and or requisition. (Collection time, collection date, and collectors initials) *** NYS regulation***		
25. Double-checks the patient identifier against the specimen label and/or requisition prior to sending to the lab.		
26. Verifies a safe environment prior to leaving the patients room.		
27. Places specimens in a sealed plastic bag (one patient per bag). Places requisition if applicable in pouch of bag. The remainder of the labels are placed in the bag.		
28. Removes gloves and washes hands. ***This is an OSHA regulation***		
29. Delivers specimens to the Laboratory in a reasonable time period.		

Signature of Employee

Print Name

Date

Signature of Evaluator

Title

Date

\*This attestation is proof that you have demonstrated a venipuncture, which is this competency skill. Failure to comply could result in the revocation of privileges and/or disciplinary action. The witness must be a trained assessor who has received phlebotomy training and is in an active training role. The evaluator's signature is legal documentation that they have witnessed the demonstration outlined in this document.