

# Massachusetts General Hospital: Laboratory Support Services, Pathology Service

## OUTPATIENT PHLEBOTOMY- Competency Assessment

**\* INSTRUCTIONS:** Assess performance of each criterion for identified skill or function. The employee initials the first box under each date and evaluator initials the second box for those criteria, which were performed correctly. The evaluator should comment on performance with each assessment completed. All criteria must be performed satisfactorily during at least one assessment to achieve competence. The evaluator signs at the bottom along with the employee for each assessment. The supervisor or unit leader signs when all complete.

<b>NAME:</b>	<b>UNIT:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Initial Competency		Continuing Competency	
<b><i>Performs Outpatient Venipuncture</i></b>		<u>DATE</u>	<u>DATE</u>	<u>DATE</u>	<u>DATE</u>
<b>Performance Criteria (All age groups)</b>		Initials	Initials	Initials	Initials
<b>1. In preparation for draw, performs the following in any order:</b>					
1 a Selects tubes specific for blood tests ordered.					
1 b. Demonstrates compliance with Infection Control Policy with proper hand hygiene. Use alcohol based rub before and after procedure.					
1 c Collects equipment and assembles vacutainer with blood collection needle or Push Button Blood Collection Set					
1 d Identifies patient using two patient identifiers: <b>full name</b> and <b>date of birth</b> . Matches identifiers to information on requisition, labels and patient identification card (blue card, license etc)					
<b>2. Applies tourniquet proximal to chosen site.</b>					
<b>3. Selects site for venipuncture</b>					
<b>4. If vein is not prominent uses the following methods:</b>					
4 a. Have patient open and close hand, making fist, several times.					
4 b. Lightly massage vein area.					
4 c. Places extremity in a dependent position for a few minutes.					
<b>5. Demonstrates compliance with Standard Precautions by donning clean gloves.</b>					
<b>6. Cleanses site with 70% isopropyl alcohol.</b>					
<b>7. Stabilizes the extremity and holds skin taut below area just distal to intended puncture site.</b>					
<b>8. At a 15° - 20° angle, inserts the needle, bevel up through the skin parallel to vein and (if using Push button Blood collection set- observes for blood return.)</b>					
<b>9. Fills tubes according to "Order of Blood Draw". Removes last tube and releases tourniquet.</b>					
<b>10. Places gauze sponge over puncture site.</b>					
<b>10 a If using a blood collection needle:</b>					
• Remove needle from vein and direct needle away from patient					
• Activate safety shield with thumb					
<b>10 b If using a Push Button Blood Collection Set:</b>					
• After collection, place gauze over venipuncture site but before removing needle.					
• While maintaining patient contact and while the needle is still in the vein, activate the button with the tip of the index finger. The needle will retract automatically from vein.					
<b>11. Applies pressure to site until bleeding stops (approximately one minute). Applies bandage if age appropriate. Instructs patient on what to do if bleeding reoccurs, and how to avoid additional bleeding.</b>					
<b>12. Discards needle and vacutainer in appropriate sharps container.</b>					
<b>13. Insures that the tube labels are correct. Examine all labels to insure they all belong to the patient. Discard any unused labels into the blue recycle bins</b>					
<b>14. Attaches label to tubes in presence of patient; initials/signs requisition; packages tubes according to Standard Precautions and send to appropriate testing locations.</b>					
<b>Assessment Date</b>	<b>Evaluator</b>	<b>Employee</b>		<b>Results (Pass/Fail) and Comments</b>	
<b>SUPERVISOR OR UNIT LEADER SIGNS AS COMPLETE:</b>				<b>DATE:</b>	