

**\*Please give completed form to co-ordinator.**

## Appendix 1 PHLEBOTOMY COMPETENCE CHECKLIST

PROCEDURE	1	2	3	4	5	6	7	8	9	10
Washes hands										
Selects proper number and types of vacutubes needed for the tests ordered from nurse server.										
Identifies patient by name and/or checking ID bracelet.										
Explains procedure to patient.										
Prepares equipment.										
Applies tourniquet correctly.										
Palpates the antecubital area to select venipuncture site.										
Properly cleanses venipuncture site with chlorhexidine.										
Stabilize vein.										
Inserts needle, bevel up.										
Smoothly pushes evacuated tube into holder without changing needle position.										
Adjusts needle if necessary to obtain flow then stabilizes vacutainer.										
Changes vacutubes without changing needle position.										
Fill vacutubes in correct order.										
Mixes anticoagulated vacutubes properly.										
Releases tourniquet while filling last tube.										
Removes last tube from needle before withdrawing needle.										
Withdraws needle from arm smoothly.										
Applies pressure to site after withdrawing needle.										
Disposes of needle properly and carefully.										
Labels the vacutubes matching labels to requisition(s).										
Sign requisition.										
Checks site to ascertain bleeding has stopped.										
Document on monitoring record.										
Bag vacutubes & requisition. Add STAT sticker to outside of bag if applicable.										
SKILL LEVEL										
VEIN ASSESSMENT										
INSTRUCTOR'S SIGNATURE										

\_\_\_\_\_ has met the above criteria attempts at venipuncture as determined and is deemed competent to perform phlebotomy. Date: \_\_\_\_\_  
 Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_