

## PHLEBOTOMY CHECK LIST

Ambulatory Care Center

*Note to phlebotomist: December graduates will spend one full day in an outpatient blood drawing area. May graduates will spend ½ day in the fall semester and a full day in the spring semester. On the ½ day of practice, you may use this form or another means to give the student feedback and suggestions for improvement. On the full day, this form should be completed and signed by both you and the student. The student should submit the completed form to Mrs. Stewart.*

Student's Name: \_\_\_\_\_

Practice Date: \_\_\_\_\_

Supervising Phlebotomist: \_\_\_\_\_

- A = Acceptable: *consistent correct performance*
- MA = Minimally Acceptable: *makes mistakes, improves with practice*
- U = Unacceptable: *consistent incorrect performance or errors*
- N = Not observed

Performance on Phlebotomy Procedures		A	MA	U	N
1	Puts on clean gloves before each venipuncture				
2	Checks specimen requirements for requested tests				
3	Greets patients, identifies self, explains procedures				
4	Identifies patients using established procedures				
5	Selects proper tubes for test ordered				
6	Assembles equipment and has proper supplies close at hand				
7	Properly applies tourniquet; does not leave on for an excessive time				
8	Demonstrates good judgment in vein selection				
9	Properly uses alcohol to clean site. Allows site to dry				
10	Inspects needle, anchors vein, and enters vein smoothly				
11	Changes vacutainer tubes without changing the position of the needle				
12	Demonstrates good judgment when blood does not flow immediately				
13	Has patient release fist when blood has been collected				
14	Releases tourniquet				
15	Withdraws tube from holder				
16	Smoothly withdraws needle and applies pressure with gauze to arm				
17	Mixes anticoagulant samples by inversion				
18	Labels specimens, writes initials and time of collection on each specimen label				
19	Properly activates the safety mechanism of the needle.				
20	Checks venipuncture site to make sure all bleeding has stopped and applies bandage				
21	Disposes of used materials properly				
22	Removes gloves and washes hands				
23	Logs in and distributes specimen properly				
24	Stocks tray as needed at the end of the day				

Please check Yes or No/Not Applicable for each of the following statements:

Yes	No / Not Applicable	
		The student successfully performed a <b>minimum</b> of 5 venipunctures during the rotation.
		Did the student observe or perform any special collections? (capillary puncture, patient with IV, etc) Please specify _____
		The student communicated appropriately and ethically with patients.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's/Clinical Coordinator's Signature

\_\_\_\_\_  
Date

Use the back of this form for additional comments, if necessary. Thank you.