

LIVE BLOOD SESSIONS - COMPETENCY CHECKLIST

Phlebotomist's Name:

Location & Date:

Session - Morning / Afternoon:

Supervisor:

Instructions to observer:

After each step the observer will complete the P or F box.
 The complete process should take no more than 15 minutes.
 Failure in any task will require the re-assessment to be completed again in full.
 Once completed a Geospace Competency Certificate is awarded.
 Two further attempts may be performed.

#	TASK	P	F
1	Display a professional, courteous manner and attitude at all times.	<input type="checkbox"/>	<input type="checkbox"/>
2	Carefully check requisition card, noting any special handling requirements.	<input type="checkbox"/>	<input type="checkbox"/>
3	Greet the patient.	<input type="checkbox"/>	<input type="checkbox"/>
4	Identify yourself and explain the procedure.	<input type="checkbox"/>	<input type="checkbox"/>
5	Obtain the patient's consent.	<input type="checkbox"/>	<input type="checkbox"/>
6	Enquire about any known allergies, (ie. latex) and observe any cautionary / warning signage around patient.	<input type="checkbox"/>	<input type="checkbox"/>
7	Identify the patient (minimum two identifiers): ask patient for their name (requiring positive response) AND checking full name, date of birth and hospital number / NHS number on hospital armband.	<input type="checkbox"/>	<input type="checkbox"/>
8	Wash hands - apply hand gel. Put on gloves.	<input type="checkbox"/>	<input type="checkbox"/>
9	Select the correct tube(s) and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
10	Position the patient's arm. Attach tourniquet. Locate suitable vein by palpation & release tourniquet.	<input type="checkbox"/>	<input type="checkbox"/>
11	Assemble the equipment (keep needle cap on).	<input type="checkbox"/>	<input type="checkbox"/>
12	Cleanse site and allow to air dry.	<input type="checkbox"/>	<input type="checkbox"/>
13	Reapply the tourniquet (taking care not to contaminate the puncture site).	<input type="checkbox"/>	<input type="checkbox"/>
14	Position the needle and holder between the thumb and index finger. Uncap the needle.	<input type="checkbox"/>	<input type="checkbox"/>
15	Re-locate and correctly anchor the vein.	<input type="checkbox"/>	<input type="checkbox"/>
16	Position the needle at the appropriate angle. Insert needle bevel up.	<input type="checkbox"/>	<input type="checkbox"/>
17	Collect blood as required, following the correct order of draw.	<input type="checkbox"/>	<input type="checkbox"/>
18	Change tubes smoothly; do not move needle. Inverts tubes, as required.	<input type="checkbox"/>	<input type="checkbox"/>
19	Release tourniquet.	<input type="checkbox"/>	<input type="checkbox"/>
20	Withdraw the needle smoothly and applies pressure to puncture site. Activate needle safety device.	<input type="checkbox"/>	<input type="checkbox"/>
21	Apply pressure to puncture site, or ask patient to do so. (Cotton wool or gauze)	<input type="checkbox"/>	<input type="checkbox"/>
22	Dispose of the needle and holder in a sharps container.	<input type="checkbox"/>	<input type="checkbox"/>
23	Label the specimen(s) fully and accurately, using clear marker pen.	<input type="checkbox"/>	<input type="checkbox"/>
24	Check the puncture site for bleeding. Apply bandage or plaster.	<input type="checkbox"/>	<input type="checkbox"/>
25	Dispose of used supplies in appropriate containers / bags.	<input type="checkbox"/>	<input type="checkbox"/>
26	Remove and dispose of gloves. Thank the patient.	<input type="checkbox"/>	<input type="checkbox"/>

A PASS FOR ALL 26 TASKS IS REQUIRED FOR STUDENT TO BE DEEMED TO HAVE PERFORMED THE PROCEDURE ADEQUATELY.

Observer - Print Name: Student - Print Name:

Observer - Signature: Student - Signature:

Date: Date: