

## PHLEBOTOMY SKILLS CHECKLIST

Name: \_\_\_\_\_

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

This self evaluation is for assessing your experience in specific clinical areas. This self evaluation will not be a determining factor in accepting your application to become an employee of ExecuTeam Staffing.

1 = No Experience	2 = Limited Experience	3 = Experienced	4 = Highly Skilled
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No Experience	Limited Experience	Experienced	Highly Skilled	
				<b>Theory &amp; Principles Relate to:</b>
				Hematology
				Chemistry
				Body Fluids
				Blood Bank
				Microbiology
				Immunology
				Basic Laboratory Procedures
				Basic Laboratory Safety
				Standard Operating Procedures
				Sources of Error in Lab Testing
				Computerized Data Bases
				<b>Principles Related to Safety:</b>
				Data Security
				Patient Confidentiality
				Quality Assurance
				Body Mechanics
				Blood Bourne Pathogens Exposure Plan
				Personal Protective Equipment (PPE)
				Hand washing
				Standard Precautions
				Tuberculosis Exposure Plan
				Radiation Safety
				Hazardous Materials & MSDS
				<b>General Venipuncture Method:</b>
				Vacationer Method
				Syringe Method
				Butterfly Method
				Blood Culture Bottles
				Therapeutic Drug Monitoring
				Bleeding Times
				<b>Knowledge of Appropriate Blood Tubes:</b>
				Blood Cultures
				Red ó Topped (Plain)
				Light Blue Topped ó (Coagulation)

			Serum Separation (Tiger Top, Speckled, etc)
			Green ó Topped (Heparin, Ammonia)
			Purple ó Topped (EDTA)
			Gray ó Topped (Fluoride, Potassium Oxalate)
			Brown ó Topped (Lead)
			<b>Accurately Identify (ID) Patients:</b>
			Inpatient Identification
			Outpatient Identification
			ID of Infants & Young Children
			Emergency Department Patient ID
			<b>Procedure:</b>
			Greet Patients & Explain Procedure
			Test Requisitions
			Supplies for Venipuncture
			Positioning Patient
			Venipuncture Sites
			Warming the Puncture Site
			Tourniquet Application
			Tourniquet Removal
			Decontamination of Puncture Site
			Order of Specimen Collection
			Invert Tube Post Draw
			Apply Site Pressure Post Draw
			Bandage Post Draw
			Proper Waste/Sharps Disposal
			Specimen ID & Labeling
			Basic Specimen Handling
			Specialized Specimen Handling (ice etc.)
			Transportation of Specimen to Lab
			<b>Special Populations:</b>
			Mastectomy
			Damaged Veins
			Occluded Veins
			Sclerosed Veins
			Burned Areas
			Scarred Areas
			Dialysis
			Heparin Locks
			Hickman Catheter
			Port-A-Cath
			Blood Alcohol
			Glucometer Systems
			Cardiac Arrest
			<b>Evaluate Lab Data:</b>
			Assess Accuracy of Test Procedures
			Recognize/Report Abnormal Results
			Recognize Need for Additional Testing
			<b>Complications:</b>
			Fainting
			Failure to Draw Blood

				Hematomas
				Petechiae
				Excessive Bleeding
				Edema
				Infections
				<b>Urinalysis &amp; Body Fluids</b>
				Physical Urinalysis
				Chemical Urinalysis
				Microscopic Urinalysis
				Cerebrospinal Fluids
				Other: Synovial, Serous, Semen, Feces
				<b>Peds Phlebotomy Procedures:</b>
				Microcapillary Skin Puncture
				Heel Stick
				Neonatal Screening
				Finger Stick
				Venipuncture

The information I have given you is true and accurate to the best of my knowledge, and I hereby authorize ExecuTeam Staffing to release this Skills Checklist to staffing clients of ExecuTeam Staffing. Submit this skills self evaluation with your initial application. To be updated annually.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name & Title (please print)

\_\_\_\_\_  
ExecuTeam Representative Signature

\_\_\_\_\_  
Date