

**COMMUNITY COLLEGE OF PHILADELPHIA
MLT 102 PHLEBOTMY ROTATION SKILL CHECK LIST**

STUDENT _____ CLINICAL SITE _____

INSTRUCTIONS: Students and Instructors, please date and sign off on skills that the student has successfully completed. Please write N/A if the procedure is not performed at your laboratory. It is the responsibility of the student to make sure the instructor signs this sheet.

1. Understand principles of lab safety as applied to phlebotomy

	Date Performed/Observed/Discussed	Student's Initials	Instructor initials
Practice standard precautions when performing venipuncture			
Use personal protected equipment appropriately			
Perform correct hand washing/sanitizing technique			

2. Demonstrate effective communication skills

	Date Performed/Observed/Discussed	Student's Initials	Instructor initials
Introduce self; interact with patient			
Explain the procedure to patient			
Respect confidentiality, rights of patient			

3. Understand protocol for sample identification

	Date Performed/Observed/Discussed	Student's Initials	Instructor initials
Check patient requisition/orders/armband			
Use 2 identifiers for both inpatient and outpatients			
Properly labels patient specimens			
Properly process patients' specimens observing any special collection requirements (ex. Collect on ice, protect from light etc.)			

4. Select proper equipment for tests ordered

	Date Performed/Observed/Discussed	Student's Initials	Instructor initials
Identify common anticoagulants and additives for vacutainer system			
Identify color coding for vacutainer system			
Identify common lab tests vs. tube colors			
Identify common antiseptics			
Be knowledgeable of equipment on phlebotomy tray			
Restock phlebotomy equipment			
Understand diet and time restrictions for tests ordered			

5. Demonstrate procedural steps for venipuncture

	Date Performed/Observed/Discussed	Student's Initials	Instructor initials
Identify the steps for a venipuncture procedure including proper order of draw			
Understand the procedure you would follow if unable to obtain a specimen			
Perform a minimum of 100 UNASSISTED venipunctures during phlebotomy rotation			

6. Special collection techniques

	Date Performed/ observed	Student's Initials	Instructor initials
Collection using WIS (butterfly) needle system			
Blood culture collection			
Capillary puncture			
Urine collection (Urinalysis, 24 hour Urine, OGTT)			
Processing of send out specimen (using centrifuge, aliquoting and labeling)			

Student _____

Trainer _____

Date _____