

COMPETENCY ASSESSMENT of PHLEBOTOMIST

New Hire

Performed By Laboratory Director Designee

6-Month Competency
Annual Competency

Phlebotomist: _____ Date of Employment: _____
Print Name
Date of Evaluation: _____

Evaluate the phlebotomist on performance of venipuncture and other testing-related functions (according to the overall categories listed below) with a grade of "S" (Satisfactory) or "U" (Unsatisfactory). Place a check mark next to the function observed or discussed. If an Unsatisfactory rating is given for any category, please also place a "U" next to the specific function that needs improvement. Phlebotomists who rate an 'Unsatisfactory' rating in any category will be placed on immediate supervisory direct observation/review for a period of time sufficient to retrain them and until such time that the Phlebotomist rates 'Satisfactory' in all categories.

- ___ a. PERTINENT ANATOMY AND PHYSIOLOGY
 - ___ Knowledge of selecting the best vein and site
- ___ b. CHOICE OF EQUIPMENT
 - ___ Appropriate selection of equipment
 - ___ Knowledge of appropriate tubes to use
- ___ c. PROPER TECHNIQUES
 - ___ Arm band name verification
 - ___ Tourniquet application
 - ___ Multiple tube technique (order of draw)
 - ___ Needle withdrawal
 - ___ Cleansing site
 - ___ Retraction of skin
 - ___ Palpation
 - ___ Pressure application of the site
 - ___ Equipment Usage
 - ___ Bevel Insertion
 - ___ Tourniquet release
- ___ d. CARE OF SPECIMENS
 - ___ Knowledge of rocking tubes after collection to avoid clotting
 - ___ Appropriate care of specimen if temperature dependent (i.e., specialty tests)
 - ___ Short draws (effects, which tests, etc..)
 - ___ Labeling tubes
 - ___ Proper transport of specimens
 - ___ Intact vacuum
- ___ e. HAZARDS / COMPLICATIONS / PROBLEM-SOLVING
 - ___ Improperly identified patients
 - ___ Uncooperative/Unresponsive patients
 - ___ Difficult veins
 - ___ Appropriate sites to draw (i.e., i.v. placement, shunt, etc..)
 - ___ Reporting 'signs of abuse'
 - ___ Failure to get free blood flow
 - ___ What to do if needle breaks
 - ___ What to do if hematoma develops
 - ___ Patient Refusals
- ___ f. POST VENIPUNCTURE PATIENT CARE
 - ___ Knowledge and skill of removing tourniquet before removing needle
 - ___ Careful removal of needle
 - ___ Holding cotton or gauze on needle puncture site for sufficient time to stop bleeding
 - ___ Taping site
 - ___ Removing all supplies from patient area
- ___ g. DROP-SITE PROCESSES / POLICIES AND PROCEDURES
 - ___ Centrifuge use
 - ___ Knowledge of written policies and procedures
 - ___ Courier Tickets
 - ___ Log Books

I have reviewed the above items/functions with and have observed the above-named phlebotomist while performing venipuncture.

___ Venipuncture performed satisfactory ___ Venipuncture performed unsatisfactory; additional observation/training required.

Evaluator's signature

Phlebotomist Signature

Lab Director/Director Designee signature