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COMPETENCY ASSESSMENT of PHLEBOTOMIST

Performed By Laboratory Director/Designee

☐ New Hire

☐ 6-Month Competency
Annual Competency

Phlebotomist: _____

Print Name

Date of Employment: _____

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 element of concern. 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 as "Unsatisfactory" rating in any category will be placed on immediate supervisory direct observation review for a period of time sufficient to ensure flow and until such time that the Phlebotomist rates "Satisfactory" in all categories.

____ a. **PROFICIENT KNOWLEDGE 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**
____ Antiseptic hand verification
____ Technique application
____ Multiple tube technique (order of draw)
____ Needle withdrawal
____ Cleaning site
____ Retraction of skin
____ Palpation
____ Pressure application of the site

____ Equipment Usage
____ Syring Selection
____ Vacuumed release

____ d. **CARE OF SPECIMENS**
____ Knowledge of sealing tubes after collection to avoid clotting
____ Appropriate care of specimens if temperature dependent (i.e., specialty tests)
____ Short draws (puffs, whole tests, etc.)
____ Labeling tubes
____ Proper transport of specimens
____ Break recovery

____ e. **ISSUES / COMPLICATIONS / PROBLEM SOLVING**
____ Improperly identified patients
____ Uncooperative/Unresponsive patients
____ Difficult veins
____ Appropriate sites to draw (i.e., I.V. placement, shock, etc.)
____ Reporting "signs of abuse"
____ Patient to get their Blood Flow
____ What to do if needle breaks
____ What to do if hematoma develops
____ Patient Refusal

____ f. **POST VENIPUNCTURE PATIENT CARE**
____ Knowledge and skill of removing bandage before removing needle
____ Careful removal of needle
____ Rolling cotton or gauze on needle puncture site for sufficient time to stop bleeding
____ Taping site
____ Returning all supplies from patient area

____ g. **DROP-SITE PROCESSES / POLICIES AND PROCEDURES**
____ Counting 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

Title

Lab Director/Designee signature

Title

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TD Snyder

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

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