



Skills Checklist

Phlebotomist

The following checklist will be used to assess your skills and experience and to help your Nursing Supervisor place you in the proper assignment.

1 = No Experience 2 = Limited Experience 3 = Experienced 4 = Highly Skilled

GENERAL KNOWLEDGE	1	2	3	4
Theory & Principles Related to:				
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				
Principles Related to Safety:				
Data Security				
Patient Confidentiality				
Quality Assurance				
Body Mechanics				
Blood Borne Pathogens Exposure Plan				
Personal Protective Equipment (PPE)				
Handwashing				
Standard Precautions				
Tuberculosis Exposure Plan				
Radiation Safety				
Hazardous Materials & MSDS				
GENERAL VENIPUNCTURE METHOD	1	2	3	4
Vacutainer Method				
Syringe Method				
Butterfly Method				
Blood Culture Bottles				
Therapeutic Drug Monitoring				
Bleeding Times				
Knowledge of Appropriate Blood Collection Tubes:				
Blood Cultures				
Red-topped (Plain)				
Lt. Blue-topped (Coagulation)				
Serum Separation (Tiger top, speckled, etc.)				
Green-topped (Heparin, Ammonia)				
Purple-topped (EDTA)				
Gray-topped (Fluoride, potassium oxalate)				
Brown-topped (Lead)				

GEN VENIPUNCTURE PROCEDURE	1	2	3	4
Accurately Identify (ID) Patients:				
Inpatient Identification				
Outpatient Identification				
ID of Infants & Young Children				
Emergency Department Patient ID				
Procedure:				
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				
SPECIAL POPULATIONS	1	2	3	4
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				

EVALUATE LAB DATA	1	2	3	4
Assess Accuracy of Test Procedures				
Recognize / Report Abnormal Results				
Recognize Need for Additional Testing				
COMPLICATIONS	1	2	3	4
Fainting				
Failure to Draw Blood				
Hematomas				
Petechiae				
Excessive Bleeding				
Edema				
Infections				

URINALYSIS & BODY FLUIDS	1	2	3	4
Physical Urinalysis				
Chemical Urinalysis				
Microscopic Urinalysis				
Cerebrospinal Fluids				
Other: Synovial, Serous, Semen, Feces				
PEDS PHLEBOTOMY PROCEDURES	1	2	3	4
Microcapillary Skin Puncture				
Heel Stick				
Neonatal Screening				
Finger Stick				
Venipuncture				

Age-Appropriate Care: Ability to adapt care to incorporate normal growth and development, adapt method and terminology of client instructions as it relates to the age and comprehension level of the client, and to ensure a safe environment - reflecting specific needs of the client and various age groups.

AGE	1	2	3	4
Newborn (birth-30 days)				
Infant (30 days - 1 year)				
Toddler (1 - 3 years)				
Preschooler (3 - 5 years)				
School Age (5 - 12 years)				

AGE	1	2	3	4
Adolescents (12 - 18 years)				
Young Adults (18 - 39 years)				
Middle Adults (39 - 64 years)				
Older Adults (64+ years)				

I hereby certify that the information provided in this application is true to the best of my knowledge. I authorize the release of the information in this document to Nurses 247 and to the facilities where I may be employed.

Applicant Signature Date

Applicant Name & Title (please print)

Representative Signature Date