



Phlebotomy Skills Checklist

Name: _____

Date: _____

In order to provide suitable assignments for you, this checklist is intended as a method of assessing your professional proficiency. Please rate your skill level as accurately as possible by placing a **check** (✓) in the appropriate box.

1 = No experience; Theory/observed only

2 = Limited competency; < 5 times per year; Needs supervision

3 = Acceptable competency; > 5 times per year

4 = Competent; Performs on a daily or weekly basis; Proficient

Skill Level	1	2	3	4
Theory & Principles Relate 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 Bourne Pathogens Exposure Plan				
Personal Protective Equipment (PPE)				
Hand Washing				
Standard Precautions				
Tuberculosis Exposure Plan				
Radiation Safety				
Hazardous Materials & MSDS				
General Venipuncture Method:				
Vacationer Method				
Syringe Method				
Butterfly Method				
Blood Culture Bottles				
Therapeutic Drug Monitoring				
Bleeding Times				
Knowledge of Appropriate Blood Tubes:				
Blood Cultures				

Skill Level	1	2	3	4
Knowledge of Appropriate Blood Tubes cont...				
Red Topped (Plain)				
Light Blue Topped (Coagulation)				
Serum Separation (Tiger Top, Speckled, etc.)				
Green Topped (Heparin, Ammonia)				
Purple Topped (EDTA)				
Gray Topped (Fluoride, Potassium Oxalate)				
Brown Topped (Lead)				
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 of Lab				

Special Populations				
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				
Pediatric Phlebotomy Procedures				
Microcapillary Skin Puncture				
Heel Stick				
Neonatal Screening				
Finger Stick				
Venipuncture				
Evaluate Lab Data				
Assess Accuracy of Test Procedures				
Recognize/Report Abnormal Results				
Recognize Need for Additional Testing				

Complications				
Fainting				
Failure to Draw Blood				
Hematomas				
Petechiae				
Excessive Bleeding				
Edema				
Infections				
Urinalysis & Body Fluids				
Physical Urinalysis				
Chemical Urinalysis				
Microscopic Urinalysis				
Cerebrospinal Fluids				
Other: Synovial, Serous, Semen, Feces				
EMR				
Allscripts				
Cerner				
Epic				
HomeCare Home Base				
McKesson				
Meditech				
Other Computerized Documentation System				

Please list any areas of expertise below:

I hereby certify that ALL information I have provided to Wellspring Nurse Source on this skills checklist is true and accurate. I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.

Signature: _____ Date: _____