

APPENDIX P: Phlebotomy Procedure Checklist

BARNARDS Baby ID:

Date __/__/__ (dd/mm/yyyy)

Phlebotomist Name:



	Not satisfactory	Satisfactory
Work Area		
Phlebotomist has well-organised work area.		
Regular cleaning of work surfaces.		
Uses new clean paper or dignity sheets to cover surfaces.		
All supplies are available and containers are kept in good condition.		
Behaviour		
Phlebotomist is kind to the mother / baby and has a good rapport.		
Phlebotomist clearly explains questions and gives the mother the opportunity to ask questions.		
Phlebotomist maintains a professional attitude at all times.		
Procedure		
Phlebotomist wears a lab coat.		
Blood culture bottle is inspected for cracks or defects.		
Blood collection form is prepared and the relevant paperwork is attached to the Bactec bottle before procedure.		
Phlebotomist has washed and / or sterilised their hands.		
Bactec bottle top is uncapped and swabbed with 70% alcohol.		
Clean well-fitting latex or nitrile gloves are used during procedure.		
Site is cleansed with individually wrapped alcohol swab for 20 seconds.		
Phlebotomist waits for the alcohol to sit for 20 seconds or until dry.		
Phlebotomist applies alcohol based iodine swab using gradual concentric expanding circular pattern from centre to outside – never returning to the centre with the swab.		
Phlebotomist waits until the solution has completely dried (1-2 minutes)		
Uncaps and inserts butterfly needle into the target vein with skill.		
If re-palpation of the vein is required, re-sterilisation is done.		
To remove the iodine from the baby's skin to prevent potential allergies 70% alcohol can be used.		
Aliquoting		
Blood is put back into the Bactec bottle and EDTA tube (if there is sufficient blood left over from the phlebotomy).		
Sharps are disposed of safely in hard container.		
Bactec bottle is inverted three times.		
Samples are appropriately handled and stored as per SOP.		
Paperwork is completely comprehensively and correctly.		
Comments:		

Please select:

In my opinion this procedure went well

In my opinion this procedure did not go well