



## TRAINING UPDATE

**Lab Location:** SGAH & WAH  
**Department:** Phlebotomy

**Date Distributed:** 2/21/2013  
**Due Date:** 3/21/2013

### DESCRIPTION OF PROCEDURE

<b>Name of procedure:</b>
<b>Phlebotomy Carts SGAH.P33, WAH.P28 v000</b>
<b>Description of change(s):</b>
<b>New SOP</b> to describe standard setup of phlebotomy carts and information / rules about their use.

Document your compliance with this training update by taking the quiz in the MTS system.

**Approved draft for training all sites (version 000)**

Non-Technical SOP

<b>Title</b>	<b>Phlebotomy Carts</b>	
<b>Prepared by</b>	Neal Maskare	Date: 2/6/2013
<b>Owner</b>	Samson Khandagale	Date: 2/6/2013

<b>Laboratory Approval</b>		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
Print Name	Signature	Date

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**1. PURPOSE**

This procedure describes the standard setup and use of phlebotomy carts.

**2. SCOPE**

This procedure applies to all phlebotomy carts.

**3. RESPONSIBILITY**

All employees who perform phlebotomy duties must comply with this procedure.

**4. DEFINITIONS**

None

**5. PROCEDURE**

1. Phlebotomy carts are stocked with the following supplies. Approximate quantity is indicated (x) for each
  - a. Collection Tubes:
    - Light blue (Citrate) (10-15)
    - Red (clot activator) (15-20)
    - SST or Tiger top (clot activator) (5-10)
    - PST or light green(lithium heparin) (25-30)
    - Small Lavender (EDTA) (25-30)
    - Large Lavender (EDTA) (5-10)
    - Gray (potassium oxalate) (1-5)
    - Dark Green (sodium heparin) (1-3)
    - Royal Blue (trace elements & K2 EDTA) (1-3)
    - Yellow (ACD solution A & B) (1-3)

- b. Blood Culture bottles: (Aerobic & Anaerobic) (2-3 sets)
- c. Blood culture carrier (2 sets)
- d. 2% Iodine tincture (5-10)
- e. Vacutainer Safety Needles (Eclipse):
  - 21 G (Green) (50)
  - 22 G (Black) (50)
- f. Vacutainer Safety-Lok Blood collection set (Butterfly)
  - 21 G (Green) (5)
  - 25 G (Blue) (5)
- g. Single use Vacutainer holder (clear) (40-50)
- h. Non-latex gloves (one box)
- i. Non-latex tourniquet (50)
- j. 70% isopropyl alcohol wipes (half box/100)
- k. 2 X 2 Sterile gauze (whole box/ 100)
- l. Tape or Band-Aid (2 tapes, 1 box of Band-Aid)
- m. Pens (2)
- n. STAT stickers (20)
- o. Biohazard bags (50)
- p. Rubber bands (100)
- q. Blood bank Hollister labels & wrist bands (15-20)
- r. Yellow Pneumatic Tubes (2)

2. Supplies must be placed into the cart as shown in the photos below:



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3. Carts must be used at all times (purpose is to help prevent spread of infection and provide easy access to phlebotomy supplies). The following exceptions apply:
  - a. Do NOT use during Code Red/elevator shut down/emergency situations, use detachable phlebotomy caddy to report to the units.
  - b. Do NOT use on the Behavioral Unit, only handheld caddies may be used.
4. Carts may not be used for any other purposes or loaned to other departments.
5. No personal items or belongings are to be kept on the carts.
6. Carts will be shared between employees.
7. Supplies on the carts are checked daily before the end of the shift to ensure none have passed expiration date and sufficient quantity is maintained.
8. The cart should be thoroughly cleaned with Dispatch as needed and at the end of each shift. This includes the lower portions of the cart as well.
9. Patient information (patient labels and pending log) should be kept face down while travelling in the hallways and elevator.
10. Collected blood specimens must be kept in sealed bio-bags after collection, during transport to the lab and away from clean supplies at all times.

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11. Always be mindful of others who will need to use hallways, especially patients on wheel chairs or stretchers... allow them to pass by/use the elevators first.
12. Following supplies **MUST NOT** be visible on the cart, **MUST** be locked in the drawer for safety as shown in the picture above.
  - a. Needles
  - b. Tourniquets
  - c. Blood culture bottles
  - d. Blood collection glass tubes (yellow ACD & Royal blue)
  - e. Pen
  - f. Scissors or any other sharp objects
13. Do not stick any plastic or paper tape on the cart or tray.
14. Cart should not be left unattended. The only exception is when a phlebotomist goes into an isolation room.
15. Phlebotomist must restock the cart before the end of the shift and park the cart in the designated area.
16. Report any issues (squeaks, looseness, etc) to the manager, supervisor or group lead. Regular tune up of carts will prevent damage.

**6. RELATED DOCUMENTS**

N/A

**7. REFERENCES**

N/A

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

**9. ADDENDA AND APPENDICES**

None

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