

**TRAINING UPDATE**

**Lab Location:** SGMC and WAH  
**Department:** Processing

**Date Implemented:** 3.22.2017  
**Due Date:** 4.5.2017

**DESCRIPTION OF PROCEDURE REVISION**

**Name of procedure:**

Phlebotomy Carts

**Description of change(s):**

1. Updated formatting.
2. Items in blue must be kept in the drawer.
3. Added allowance for staff to leave carts outside of restroom as long as:
  - a. Required items are in the drawer
  - b. The drawer is locked
  - c. The phlebotomist keeps the key

**Electronic Document Control System**



**Document No.:** SGAH.P33[1]

**Title:** Phlebotomy Carts

**Owner:** LESLIE BARRETT

**Status:** INWORKS

**Effective Date:** 19-Apr-2017

**Next Review Date:**

Non-Technical SOP

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

**Laboratory Approval**

<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		

Local Issue Date:

Local Effective Date:

**Review:**

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

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- 1. PURPOSE**  
 To describe 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 understand and adhere to this procedure.
- 4. DEFINITIONS**  
**PHI**—Protected health information—All individually identifiable patient health information (patient name, patient birthdate, etc.). This includes any item that contains patient information such as labels, pending logs, downtime forms, and so on.
- 5. PROCEDURE**

Step	Action
1	Phlebotomy carts must be used throughout the hospital at all times to provide easy access to phlebotomy supplies and help prevent the spread of infection.  The following exceptions apply. A. Phlebotomy carts are not routinely used in the outpatient drawing areas. B. Phlebotomy carts are never used at Adventist Behavioral Health (only handheld caddies may be used).
2	Carts will never be left unattended. If the phlebotomist needs to enter an isolation room or use the rest room, carts may be left outside the door, but drawers containing PHI, sharps, needles, and tourniquets must be locked. The phlebotomist must keep the key on his/her person.

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Step	Action
3	<p>Phlebotomy carts are typically stocked with the following supplies and quantities. Items listed in blue must be stored in the locked drawer along with any sharp objects (scissors) and anything containing protected health information (PHI).</p> <ul style="list-style-type: none"> <li>A. Collection Tubes:                             <ul style="list-style-type: none"> <li>a. Light blue (Citrate) (10-15)</li> <li>b. Red (clot activator) (15-20)</li> <li>c. SST or tiger top (clot activator) (5-10)</li> <li>d. PST or light green(lithium heparin) (25-30)</li> <li>e. Small lavender (EDTA) (25-30)</li> <li>f. Large lavender or pink (EDTA) (5-10)</li> <li>g. Gray (potassium oxalate) (1-5)</li> <li>h. Dark green (sodium heparin) (1-3)</li> <li>i. Royal blue (trace elements &amp; K2 EDTA) (1-3)</li> <li>j. Yellow (ACD solution A &amp; B) (1-3)</li> <li>k. Blood culture bottles (Aerobic &amp; Anaerobic) (2-3 sets)</li> <li>l. Blood culture carrier (2 sets)</li> </ul> </li> <li>B. 2% iodine tincture (5-10)</li> <li>C. Vacutainer safety needles (Eclipse)                             <ul style="list-style-type: none"> <li>a. 21g (green) (50)</li> <li>b. 22g (black) (50)</li> </ul> </li> <li>D. Vacutainer safety-lok blood collection set (butterfly)                             <ul style="list-style-type: none"> <li>a. 21g (green) (5)</li> <li>b. 25g (blue) (5)</li> </ul> </li> <li>E. Single-use Vacutainer holder (clear) (40-50)</li> <li>F. Non-latex gloves (one box)</li> <li>G. Non-latex tourniquet (50)</li> <li>H. 70% isopropyl alcohol wipes (half box/100)</li> <li>I. 2 X 2 Sterile gauze (whole box/ 100)</li> <li>J. Tape or Band-Aid (2 tapes, 1 box of Band-Aid)</li> <li>K. Pens (2)</li> <li>L. STAT stickers (20)</li> <li>M. Biohazard bags (50)</li> <li>N. Rubber bands (100)</li> <li>O. Blood bank labels and wrist bands (15-20)</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>

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Step	Action
4	Phlebotomy carts are shared between employees. At the end of each shift, staff members will <ul style="list-style-type: none"> <li>A. Clean carts that have been used with a hospital approved disinfectant wipe. This includes wiping the lower portion of each cart.</li> <li>B. Verify all supplies are within expiration.</li> <li>C. Stock the phlebotomy cart.</li> <li>D. Inspect the cart for issues (loose pieces, squeaking, etc.). Remove the cart from use and notify a supervisor if issues are noted.</li> </ul>
5	Patient specimens will be stored in sealed biohazard bags after collection. Specimens will be separated from clean supplies during transport.
6	No personal items or belongings are to be kept on the carts.
7	Never adhere tape to the cart or tray to assist in infection control and prevention.
8	Carts will not be used for any other purpose or loaned to other departments.
9	When walking in the hallways with phlebotomy carts, please be mindful of others. Allow patients being transported in wheelchairs or beds to pass and use elevators first.

**6. RELATED DOCUMENTS**  
N/A

**7. REFERENCES**  
N/A

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
000	3/16/17	Header: Added WAH Section 4: Added PHI Section 5: Updated format and wording for clarity. Added allowance to leave cart outside restroom. Footer: Version # leading zero's dropped due to new EDCS in use as of 10/7/13.	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**  
None

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