

TRAINING UPDATE

Lab Location: SGMC and WAH **Date Implemented:** 8.17.2017
Department: Phlebotomy **Due Date:** 9.18.2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Phlebotomy Training Plan

Description of change(s):

The phlebotomy training plan has been rewritten.

- Trainees will be required to read the procedures and answer questions to verify they understand the procedures.
- Trainees must successfully complete a competency assessment BEFORE they can draw patients without assistance.

There are now 6 training modules (we previously had 8):

1. Basic phlebotomy techniques
2. Blood culture collection
3. Capillary techniques
4. Malaria smear collection
5. Special collections
6. In charge duties

Beginning in 2018, phlebotomy staff will complete 4 competencies each year (we previously completed 8):

1. Basic phlebotomy techniques (first half)
2. Blood culture collection (second half)
3. Capillary techniques (second half)
4. Malaria smear collection (first half)

Electronic Document Control System



Document No.: AG.F16[4]

Title: Phlebotomy Training Plan and Documents

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 15-Sep-2017

Next Review Date:

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: Basic Phlebotomy Techniques

Training Module Number: 1

PROCEDURES COVERED BY TRAINING MODULE

Procedure #	Procedure Title
<i>Refer to EDCS</i>	Patient Identification and Specimen Labeling
	Venipuncture
	FOCUS Concepts for Phlebotomy Safety
	Stat, Timed, and ASAP Draws
	Rescheduling Draws
	Outpatient Emergency Assistance
	Collection List (Phlebotomy Batch): Creating and Collection List and Deleting a Collection List
	Sorting Collection Labels
	Cancelling Blood Draws
	Phlebotomy Carts
	Type and Screen Specimen Collection and Labeling

Document: AG.F16[4] Status: INWORKS, Effective: 9/15/2017, Check Version Before Use

