TRAINING UPDATE

Lab Location: Department:

SGMC and WAH

Date Implemented: Due Date:

8.17.2017 9.18.2017

Phlebotomy

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:

Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING PLAN

Department:

Phlebotomy

LIST ALL TEST SYSTEMS / MODULES IN THE DEPARTMENT

Training Module#	Test System/Training Module Name		Date Implemented
1	Basic Phlebotomy Techniques		8/11/2017
2	Blood Culture Collection		8/11/2017
3	Capillary Techniques		8/11/2017
4	Malaria Smear Collection		8/11/2017
5	Special Collections		8/11/2017
6	In Charge Duties		8/11/2017
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Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: Basic Phlebotomy Techniques

Training Module Number: 1

Procedure #	Procedure Title	
Refer to EDCS	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	

Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: Blood Culture Collection

Training Module Number: 2

Procedure #	Procedure Title		
Refer to EDCS	Blood Culture Protocol, Phlebotomy		
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Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: Capillary Techniques

Training Module Number: 3

Procedure #	Procedure Title	
Refer to EDCS	Pediatric Collection	
	Fingerstick	
	Heelstick Specimen Collection	
	Capillary Tube Order of Draw for Multiple Tube Collections	
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Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: Malaria Smear Collection

Training Module Number: 4

Procedure #	Procedure Title	
Refer to EDCS	Malaria Smear Collections	
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Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: Special Phlebotomy Collections

Training Module Number: 5

Procedure #	Procedure Title	
Refer to EDCS	Special Coagulation Collections	
	Cortrosyn Stimulation Test	
- 1	Chain of Custody Collections	
	Adventist Behavioral Hospital Collection Protocol (SGMC only)	
	Adventist Healthcare Rehabilitation Hospital Collection Protocol	
	Billing Laboratory Collections	

Site: Shady Grove Medical Center, Washington Adventist Hospital, Germantown Emergency Center

TRAINING MODULE

Department: Phlebotomy

Date Implemented: 8/11/2017

Test System/Module Name: In Charge Duties

Training Module Number: 6

Procedure #	Procedure Title	
Refer to EDCS	In-Charge Duties	
	Unreceived Specimen List for Phlebotomist Collections	
	Blood Collection Expiration Tube Audit	
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