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Thank the patient.		
TRAINER:	Date	
TRAINER SIGNATURE:		Revised: 10/7/2013
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ROUTINE VENIPUNCTURE PROCEDURE CHECKLIST

	ME:		
E	By signing I acknowledge that I am aware, have read and ur and procedures.	nderstand	the policies
	ROUTINE VENIPUNCTURE PROCEDURE	Date	Employee Initials
1	Prepare paperwork and review requisition(s) &/or labels(s).		
	Introduce yourself using approved script,		
3	Disinfect hands using hospital approverd disinfectant or wash hands.		
	Put on gloves.		
5	Identify the patient according to Patient Identification Procedure.		
	Verify diet restricitons if needed.		
7	Assemble epuipment and supplies.		
	Reassure and position the patient.		
	Put on gloves.		
10	Apply tourniquet and have the patient make a fist.		
11	Select venipuncture site.		
12	Cleanse venipuncture site using appropropriate disinfectant.		
13	Anchor the vein.		
14	Insert needle into vein.		
51	Place and fill tubes following the "tube order of draw".		
16	Remove tubes from holder and mix if applicable.		
17	Release tourniquet within 1 minute of application.		
	Place gauze, withdraw needle, properly activate the needle safety		
	device and apply pressure to site.		
	Dispose sharps in proper disposal.	<u> </u>	
20	Write collection time and tech code on ALL tubes collected.	Winds	
21	Label all tubes in the presence of the patient. Dispose labels in	:	
	proper container.		
22	Complete paperwork and prepare specimen for transport.		
23	Check the venipuncture site and apply bandage.		
	Remove gloves and wash hands.		
25	Thank the patient.		
	TRAINER:	Date:	

Revised: 10/7/2013

TRAINER SIGNATURE:____

BLOOD CULTURE PROCEDURE CHECKLIST

NAME:	
SIGNATURE	•
By signing I acknowledge that I am aware, have read and understar	nd the policies
and procedures.	

BLOOD CULTURE PROCEDURE	Date	Employee Initials
1 Prepare paperwork and review requisition	,	
2 Introduce yourself using approved script.		
3 Disinfect hands using hospital approverd disinfectant or wash hands.		
4 Put on gloves.		
5 Identify the patient according to Patient Identification Procedure.		
6 Verify diet restricitons if needed.		
7 Assemble epuipment and supplies.		
8 Reassure and position the patient.		
9 Apply tourniquet and have the patient make a fist.		
10 Select venipuncture site.		
11 Release torniquet.		
12 Adults and children older than 2 months, aseptically cleanse the site		
with ChloraPrep		:
13 Infants less than 2 months old, clean site two additional times with		
separtae alcohol wipes.		
14 Allow site to dry completely.		
15 Clean tops of blood culture bottles with separate alcohol wipes.		
16 Reapply torniquet, being careful not to touch the collection site.		
Release the tourniquet after 1 minute of application.		
17 Anchor the vein without touching the venipuncture site.		
18 Perform the venipuncture according to the Routine Venipuncture Procedure.		
19 Place gauze, withdraw needle, properly activate the needle safety		
device and apply presure.		
20 Remove safety needle device and attach bottle adapter.		
21 Inoculate bottle(s) with blood per guideline for optimal volume.		
22 Mix blood culture containers gently.		
23 If applicable, place and fill tubes following the tube order of draw.		
24 Remove tubes from holder and mix if applicable		
25 Dispose sharps in proper disposal.		
26 Dispose of used materials properly.		
26 Write collection time and tech code on ALL tubes collected.		
27 Label all tubes in the presence of the patient. Discard labels in		
proper container and gather materials.		
29 Check the venipuncture site again and apply bandage.		

Date	Employee Initials
_	Date

	-	
TRAINER:		Date
TRAINER SIGNATURE:		Revised: 10/7/201