

BOSTON MEDICAL CENTER
 DEPARTMENT OF LABORATORY MEDICINE
 LABORATORY SUPPORT SERVICES
HAND VENIPUNCTURE PROCEDURE

NAME: _____

SIGNATURE _____

By signing I acknowledge that I am aware, have read and understand the policies and procedures.

	HAND VENIPUNCTURE PROCEDURE	Date	Employee Initials
1	Prepare paperwork and review requisition(s) &/or labels(s).		
2	Introduce yourself using approved script.		
3	Disinfect hands using hospital approved disinfectant or wash hands.		
4	Put on gloves.		
5	Identify the patient according to Patient Identification Procedure.		
6	Verify diet restrictions if needed.		
7	Assemble equipment and supplies.		
8	Attach a 25 gauge butterfly to a holder. Assemble all equipment and supplies.		
9	Reassure and position the patient.		
10	Apply tourniquet just beyond the wrist bone and have the patient make a fist.		
11	Select venipuncture site.		
12	Cleanse venipuncture using appropriate disinfectant.		
13	Anchor the vein.		
14	Hold butterfly wing and insert needle into vein.		
15	Advance butterfly needle until flash of blood appears in tubing.		
16	Anchor needle to prevent it from coming out of the vein.		
17	Place and fill tubes following the tube order of draw.		
18	Remove tubes from holder and mix if applicable.		
19	Release tourniquet within 1 minute of application.		
20	Place gauze, withdraw needle, properly activate the needle safety device and apply pressure to the site.		
21	Dispose of sharps in proper container.		
22	Write collection time and tech code on ALL tubes collected.		
23	Label all tubes in the presence of the patient. Dispose labels in proper container.		
24	Complete paperwork and prepare specimen for transport.		
25	Remove gloves and wash hands.		
26	Thank the patient.		

TRAINER: _____

Date _____

TRAINER SIGNATURE: _____

Revised: 10/7/2013

BOSTON MEDICAL CENTER
 DEPARTMENT OF LABORATORY MEDICINE
 LABORATORY SUPPORT SERVICES
ROUTINE VENIPUNCTURE PROCEDURE CHECKLIST

NAME: _____

SIGNATURE _____

By signing I acknowledge that I am aware, have read and understand the policies and procedures.

	ROUTINE VENIPUNCTURE PROCEDURE	Date	Employee Initials
1	Prepare paperwork and review requisition(s) &/or labels(s).		
2	Introduce yourself using approved script.		
3	Disinfect hands using hospital approved disinfectant or wash hands.		
4	Put on gloves.		
5	Identify the patient according to Patient Identification Procedure.		
6	Verify diet restrictions if needed.		
7	Assemble equipment and supplies.		
8	Reassure and position the patient.		
9	Put on gloves.		
10	Apply tourniquet and have the patient make a fist.		
11	Select venipuncture site.		
12	Cleanse venipuncture site using appropriate disinfectant.		
13	Anchor the vein.		
14	Insert needle into vein.		
15	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.		
18	Place gauze, withdraw needle, properly activate the needle safety device and apply pressure to site.		
19	Dispose sharps in proper disposal.		
20	Write collection time and tech code on ALL tubes collected.		
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.		
24	Remove gloves and wash hands.		
25	Thank the patient.		

TRAINER: _____

Date: _____

TRAINER SIGNATURE: _____

Revised: 10/7/2013

BOSTON MEDICAL CENTER
DEPARTMENT OF LABORATORY MEDICINE
LABORATORY SUPPORT SERVICES
BLOOD CULTURE PROCEDURE CHECKLIST

NAME: _____

SIGNATURE _____

By signing I acknowledge that I am aware, have read and understand 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 approved disinfectant or wash hands.		
4	Put on gloves.		
5	Identify the patient according to Patient Identification Procedure.		
6	Verify diet restrictions if needed.		
7	Assemble equipment and supplies.		
8	Reassure and position the patient.		
9	Apply tourniquet and have the patient make a fist.		
10	Select venipuncture site.		
11	Release tourniquet.		
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 and Hand Venipuncture Procedure.		
19	Place gauze, withdraw needle, properly activate the needle safety device and apply pressure.		
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.		

BOSTON MEDICAL CENTER
DEPARTMENT OF LABORATORY MEDICINE
LABORATORY SUPPORT SERVICES

	BLOOD CULTURE PROCEDURE	Date	Employee Initials
29	Remove gloves and wash hands.		
30	Thank the patient.		

TRAINER: _____

Date _____

TRAINER SIGNATURE: _____

Revised: 10/7/2013