

Phlebotomy Protocol

Medical Volunteers Qualifications

- Experienced phlebotomy volunteers with **current** vacutainer proficiency that regularly draw blood samples.
- One experienced phlebotomist can draw 16-20 participants per hour.** Below is an **ESTIMATED** guide to the number of phlebotomists needed for a 9Health Fair. These numbers are based on a 5 hour blood draw time and are not absolute. These numbers take into account breaks, the need for second sticks, as well as difficult draws. Please keep in mind it is better to have too many phlebotomists than not enough!

Estimated number of participants per day	Number of SKILLED phlebotomists (Any student phlebotomists are in ADDITION to this number)
Less than 300	5-7
301-500	8-10
501-700	10-12
701-900	14-16
901-1100	18-20
1101 and greater	22 or more

Student Phlebotomists

Please see page 2-9 of this Resource Guide to review the complete Medical Student Volunteer protocol.

- Will be supervised by a Clinical Instructor/Preceptor.
- Have completed 25 successful venipunctures and have passed competency evaluation from Clinical Instructor/Preceptor.
- Will not exceed 50% of total number of phlebotomists.
- Will not exceed 4-8 students per Clinical Instructor/Preceptor at a fair site.
- Will have completed the Phlebotomy Student Volunteer and Instructor Agreement form (located on page 6-11 of this Resource Guide). An electronic version is located on the Resource page of the web site.

Arrival Instructions

- Sign the Volunteer Registration Form at the Volunteer Registration table.
- Check in with Lab Supervisor (students turn in Agreement Form to Lab Supervisor).
- Read and understand the Phlebotomy Protocol and Accidental Needle Puncture/Biohazard Exposure Protocol.
- Gloves (on both hands) are required.** Clean, professional attire must be worn. 9Health Fair t-shirt, lab coat, office or school uniforms are recommended.
- Sign the Volunteer Phlebotomist/Centrifuge Agreement Roster.

- Review Eclipse needle safety equipment and single-use hubs:
 - Single-use hub usage
 - Eclipse needle instructions
 - Sharps container
 - Safety-Lok butterfly needle instructions

Procedure

- **On-site Registration** - Review Participant Form and check for participant signature directly below CONSENT AND RELEASE statement.
- **Online Registration** - Ask the participant for the 1st page of their printout. The bottom of the page should say “**LAB COPY**”.
 - Be certain that the tests and method of payment are checked. **Do not mark form!** Send participant back to *Cashier* Station before blood is drawn if:
 - Participant is less than 18 years of age.
 - No test is marked and payment is blank.
 - Participant requests Chemistry, Blood Cell Count, PSA, Vitamin D Screening or Hemoglobin A1c add-on.
 - Blood draw is not performed and participant requires refund. **(If participant’s blood draw is not performed at site, an automatic refund is required from Cashier.)**
- Ask the participant if he/she is taking a blood thinner. If participant is on anticoagulant therapy, have him/her remain in the area for an additional 10 minutes.
- Ask the participant if, in the past, he/she has become light-headed, dizzy, or experienced other issues during a blood draw. If so, take participant to *First Aid* Station area for blood draw.
- Remove top copy of the Participant Form. This is the laboratory copy.
- Put on gloves prior to drawing blood. **Gloves should be changed with each draw.** Change gloves immediately if soiled, torn, or visibly contaminated with blood and/or other body fluids. Wash hands immediately with soap and water or antiseptic solution if contaminated with blood.
- **Blood may be drawn from the arm or hand only.**
- **Blood Chemistry and PSA:** Draw a full SST tube (refer to Required Sample Volume handout).

NOTE: Only one full SST tube is needed if both the Blood Chemistry and PSA tests are ordered.

- **Blood Cell Count:** Draw one full purple top tube for the Blood Cell Count (refer to Required Sample Volume handout).

Hemoglobin A1c: Draw one full purple top tube for the Hemoglobin A1c (refer to Required Sample Volume handout).

NOTE: Only one full Purple top tube is needed if both the Blood Count and Hemoglobin A1c tests are ordered.

- **Vitamin D:** Draw a full SST tube. Vitamin D requires its own SST tube regardless of whether a blood chemistry or PSA is ordered. (refer to Required Sample Volume handout).



- **Notify or signal Laboratory Supervisor if:**
 - Stick is missed on first attempt. **No more than one venipuncture per phlebotomist allowed on any participant.**
 - Participant states he/she is difficult draw. If participant indicates "difficult" or "rolling" veins, respect this information and send to Difficult Draw table.
- **Gently invert the SST tube 8-10 times to activate the clotting gel. Purple top should be inverted 8-10 times to activate the anticoagulant.**
- **Print the participant's last name, first name, time drawn and phlebotomist initials on ALL tube labels while the participant is holding pressure on venipuncture site.**
 - **On-site Registration** - Remove one pre-printed sticker (with site # and participant #) from the front of the top copy of the Participant Form. Put the small edge of the sticker against the red line on the tube label. Wrap the pre-printed sticker around the tube, with the ends overlapping. Repeat with all other tubes, if applicable. Make sure sticker starts and ends on the paper label. Any other stickers are extra.
 - **Online Registration** - Place the label with BARCODE onto the Online Registration print out in the box labeled "For 9Health Fair Use Only". **THIS IS THE ONLY IDENTIFIER THAT RELATES AN ONLINE REGISTRATION printout to a blood sample.** An error here will result in a redraw.
 - If the online registered participant does not have a strip of Online Registration participant number labels, ask the lab supervisor for another set of labels.
 - The remaining label(s) go on the tube(s) of blood
- Place SST tube in cardboard rack starting in the corner labeled with the number 1. If participant has a purple top drawn place in rack in front of SST tube. If participant has ordered the Vitamin D test, there will be two (2) SST tubes. The second SST is placed behind the first SST in the rack. Depending on screenings ordered, it is highly likely that not all holes in the rack will be filled. Put top copy of the form face down next to rack. Centrifuge volunteers will pick up tube racks and paper work periodically. (See rack examples on pages 6-17, 6-18)
- Do not allow participant to leave area until there are no signs of bleeding from the venipuncture site. Dress the venipuncture site with small gauze under a Band-Aid.
- Give participant the remainder of the form; direct participant to Nourishment table. Inform Participant to remain fasting if participating in the Finger Stick Glucose Screening.
- Clean work area, if needed. Clean all blood spills immediately with a 10% household bleach/water solution and paper towels. **Replace chux if contaminated.**
- Dispose of all needles and single use hubs in large sharps container immediately after use. **Never share sharps containers.**
- Discard all other contaminated pieces of equipment in the sharps container.

Anti-Coagulant Therapy

If the participant is on anti-coagulant therapy, the phlebotomist should monitor participant for 10 minutes, instructing him/her that if venipuncture should start bleeding, he/she should go immediately to the *First Aid* Station.

PHLEBOTOMY SUPPLIES		
Laboratory Provides:	Phlebotomist Provides:	Site Provides:
Phlebotomy Protocol (in this section)	Uniform if desired	Black or blue ball point pens
Phlebotomy draw kits		Tables
Phlebotomy & Centrifuge Agreement		Chairs
Station signs: Blood Screening (from 9Health Fair)		Household bleach
		Paper towels
		Hand sanitizer