

## Durham VAMC Research Blood Collection Competency Initial and Annual Review Checklist\*

Research staff member: \_\_\_\_\_  
Printed Name Signature/Date

\_\_\_\_\_ (*initials*) The requirement to complete this competency does not apply because of at least one of the following: (a) I am a licensed independent practitioner who holds core privileges to perform phlebotomy (e.g., a MD), (b) I am currently subject to an annual competency (e.g., a RN), (c) I am employed as a phlebotomist by Pathology and Laboratory Medicine. If this waiver applies, you only need to submit this document ONE TIME unless the status of your waiver changes.

If the above waiver does not apply, observe the research staff member perform the following activities. After the employee demonstrates proficiency, check each item and initial.

Preceptor: \_\_\_\_\_  
Printed Name Signature/Date

1. Selection and use of appropriate equipment and supplies:

Materials	Proficient	Initials
Gloves		
Needle device		
Alcohol swabs		
Blood collection container (check expiration dates)		
Tourniquet		
Tape/ Gauze, bandage		
Correct labels		

2. Collection Technique:

Technique	Proficient	Initials
Handwashing		
Study Subject Identification		
Selection of venipuncture site		
Donning/Doffing PPE (gloves)		
Application of tourniquet/removal		
Palpation of vein		
Cleansing of site		
Proper use of needle device		
Proper use of collection container		
Inspection of needle		
Needle angle and bevel		
Dressing of site		
Collection container labeling		

Submit this form with **Initial Review and Continuing Review** or when **adding blood collection authority** for all staff members authorized by the Principal Investigator to collect human blood samples.

*\*Completion of this document does not constitute training.*