

## VENEPUNCTURE COMPETENCY for Clinical Staff of St Vincent's Hospital Melbourne

Please scan and email this completed form to [SVHM.Education.mandatorytraining@svha.org.au](mailto:SVHM.Education.mandatorytraining@svha.org.au)

**Participant's name:** ..... **Employee ID Number:** .....

**Clinical area:** ..... **Manager's name:** .....

### Competency Statement

The St. Vincent's Hospital Melbourne (SVHM) Venepuncture Competency is comprised of:

- Successful completion of the Workday Learning package titled '[SVHM Venepuncture Competency \(Online\)](#)', *prior* to attempting the practical assessment
- Demonstration of competence in the venepuncture practical assessment in accordance with the criteria listed on page two of this form, within 6 weeks of successfully completing the Workday learning package

The clinician completing this competency will be assessed when performing venepuncture on patients in the clinical area. Assessment will take approximately 15 minutes and needs to be completed 3 times. Clinicians must be assessed by a St. Vincent's Medical Officer, Division 1 Registered Nurse, Nuclear Medicine Technologist, or Radiographer already competent in this skill.

Once all the above components of this competency have been completed and Education and Learning have received the completed practical assessment form, you will be deemed competent in this skill and a record will be created for your Workday learning transcript.

### Eligibility:

SVHM clinical staff including Medical Officers, Division 1 Registered Nurses, Enrolled Nurses, Nuclear Medicine Technologists, or Radiographers who have not completed a venepuncture competency course previously.

### Assessment Criteria

To be deemed safe and competent the clinician must, under supervision of the assessor, demonstrate knowledge and safe practice in venepuncture by:

- Collecting appropriate equipment
- Preparing the patient prior to procedure
- Performing correct blood collection technique

**Note:** Clinicians must have this skill **assessed 3 times** before submitting this form.

Please use table below to record this:

| Date | Time | Name of Assessor | Designation of Assessor | Signature of Assessor |
|------|------|------------------|-------------------------|-----------------------|
|      |      |                  |                         |                       |
|      |      |                  |                         |                       |
|      |      |                  |                         |                       |

| Revised July 2021 | Criteria  | Competent |
|-------------------|---|-----------|
|                   | 1. Reviews pathology request form and ensures all details are completed and correct.  | YES / NO  |
|                   | 2. Understands why the tests have been ordered, identifies recommended order of draw and any special considerations that may be necessary.  | YES / NO  |
|                   | 3. Gathers venepuncture trolley and equipment for procedure.  | YES / NO  |
|                   | 4. Ensures environment is safe and risks are minimised, e.g. trolley and sharps container correctly positioned, curtains drawn for privacy.   | YES / NO  |
|                   | 5. Assembles vacutainer system with needle and prior to touching patient, performs hand hygiene.  | YES / NO  |
|                   | 6. Explains procedure to patient, gains consent, and checks patient identification.   | YES / NO  |
|                   | 7. Positions patient comfortably and palpates veins. Selects an appropriate site for venepuncture.  | YES / NO  |
|                   | 8. Places tourniquet firmly on patient's arm approximately 15 - 20cms above the puncture site.  | YES / NO  |
|                   | 9. Performs hand hygiene and dons gloves and protective eyewear then swabs puncture site, allowing to air dry.  | YES / NO  |
|                   | 10. Applies slight traction to the skin to anchor vein and inserts the needle at a 10-15 degree angle, bevel facing up.   | YES / NO  |
|                   | 11. Using a Vacutainer Precision Glide (green needle) or Push button blood collection set (butterfly), lowers vacutainer holder and progresses needle until blood begins to flow into collection tube. Removes tourniquet if preferred. | YES / NO  |
|                   | 12. Gently inverts collection tube within 1 minute and repeats process for each collection tube as per order of draw.   | YES / NO  |
|                   | 13. Releases tourniquet if not already done so, and whilst needle is still in vein activates button to retract needle (butterfly) or withdraws needle (green needle) and disposes into sharps container immediately.                    | YES / NO  |
|                   | 14. Applies pressure to site with cotton swab until bleeding ceases.  | YES / NO  |
|                   | 15. Removes gloves and performs hand hygiene.   | YES / NO  |
|                   | 16. Adheres to Aseptic Non-Touch Technique throughout procedure.  | YES / NO  |
|                   | 17. Labels specimen collection tube(s) correctly at the bedside and dispatches to pathology with the request form immediately.  | YES / NO  |
|                   | 18. Disposes of all equipment used as per infection control protocols.  | YES / NO  |
|                   | 19. Checks puncture site following venepuncture for signs of complications (haematoma, infection and infiltration).   | YES / NO  |