

Phlebotomy Blueprint

Domains

- I. Phlebotomy Technique - 25 items**
- II. Specimen Collection and Processing - 28 items**
- III. Clerical Skills and Duties - 10 items**
- IV. Safety Standards and Procedures - 14 items**
- V. Terminology, Anatomy and Physiology - 23 items**

I. Phlebotomy Technique

Task 1. Identifying patient properly, collecting required demographic information, patient's insurance and emergency contact information

Task 2. Selecting appropriate containers for specimens and knowing the requirements for container identification

Task 3. Preparing patient for various tests

Task 4. Knowing and selecting proper venipuncture site

Task 5. Performing venipunctures

Task 6. Collecting specimen in proper tube-draw sequence

Task 7. Performing capillary punctures

Task 8. Performing heel punctures on infants

Task 9. Providing proper post care of venous, arterial and capillary puncture sites

Task 10. Handling blood samples to maintain specimen integrity

Task 11. Labeling specimens according to proper protocol

Task 12. Knowing the difference between different colored topped blood collection tubes

Task 13. Knowing anticoagulants used in blood collection tubes

Task 14. Proper use of gloves, masks, face shields, alcohol preps, tourniquets, and all blood collection supplies

Task 15. Importance of collecting the correct volume of blood

Task 16. Understanding the importance of hand hygiene

Task 17. Knowing penetration depth of lancets for newborns

Task 18. Understanding tube inversions and centrifuging

Task 19. Understanding blood pressure

Task 20. Understanding potential sources of infectious material

Task 21. Contact with patients in protective isolation

Task 22. Communicating test results with physician and/or nurse

II. Specimen Collection and Processing

Task 1. Properly handling non-blood specimens to maintain their integrity

Task 2. Properly collecting and handling specimens with time, temperature or other special requirements

Task 3. Properly collecting, handling and tracking specimens for blood cultures

Task 4. Selecting proper department for specimen delivery

Task 5. Processing specimens for transport to laboratories and/or shipping

Task 6. Instructing patient in the collection of blood and urine specimens

Task 7. Instructing patient in the collection of other non-blood specimens

Task 8. Collecting point-of-care testing specimens

Task 9. Meeting quality assurance standards

Task 10. How to perform a finger stick

Task 11. Knowing different types of collection needles and gauges and their use

Task 12. Proper insertion of the needle during venipuncture

Task 13. Designing a report form for laboratory results

Task 14. Identifying various modes of disease transmission

Task 15. Proper disposal of needles and safe handling of all sharps and sharp containers

Task 16. Proper storage and transfer of blood specimens

Task 17. Proper order of draw for blood collection tubes

Task 18. Locating veins used for blood draws

Task 19. Knowing the factors that influence injection site selection

Task 20. Understanding sterilization of instruments and one-time-use of blood drawing
needs syringes, etc

Task 21. Understanding basic blood tests, such blood glucose levels, blood count, microscope
slide smears, hemoglobin, etc

III. Clerical Skills and Duties

Task 1. Charting or filing laboratory-generated reports properly

Task 2. Entering, retrieving and verifying patient collection data and special notations using
appropriate sources

Task 3. Maintaining inventory levels, ordering and restocking supplies

Task 4. Scope of practice, role and responsibilities of Phlebotomy Technicians

Task 5. Maintaining and storing patient blood draws

Task 6. Understanding computerized equipment for patient identification and associated
blood tests

Task 7. Communicating with healthcare team and patients for proper patient care

Task 8. Scheduling appointments using applicable office software in order to accurately
manage patient care, test results, etc

IV. Safety Standards and Procedures

Task 1. Identifying appropriate regulatory and standard-setting agencies

Task 2. Applying information obtained from OSHA Hazardous Communications Standards

Task 3. Employing infection control and isolation techniques

Task 4. Understand legal and ethical standards such as avoiding actions that could lead to injury, pain, or
suffering. Legal regulations, including HIPAA, Patient Bill of Rights, etc.

Task 5. Identifying issues and ramifications related to malpractice and improper use of protocols

Task 6. Reporting abnormal results to provider

Task 7. Understanding of hierarchy of medical personnel and their roles within the levels of authority

Task 8. Applying different communication techniques to diverse groups of people

V. Terminology, Anatomy and Physiology

Task 1. Employing multifaceted medical terminology including suffixes, prefixes and root words and measurement conversion skills

Task 2. Applying knowledge of basic anatomy

Task 3. Applying knowledge of physiological systems

Task 4. Knowing common blood tests

Task 5. Knowing types and names of blood cells

Task 6. Understanding neonatology blood draws

Task 7. Understanding blood cell formation

Task 8. Knowledge of common blood disorders

Task 9. Understanding the makeup of blood

Task 10. Knowing the normal type of PH range

Task 11. Understanding basic terminology in regards to medical procedures and diseases. Knowing and understanding terminology, such as occlusion, glycolytic action, homeostasis, etc.

Task 12. Understanding different body fluids

Task 13. Needles size and gauge selection factors

Task 14. Understanding body structure terminology

Task 15. Identifying and recording the normal ranges of vital signs in different groups of people