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## Medical & Outpatient Phlebotomy Service - Information sheet

### The Service:

- The role involves undertaking blood samples from patients for laboratory analysis as requested by medical staff (please refer to job description and typical phlebotomy day for further information)

### Medical Phlebotomy

- The phlebotomy service runs Monday to Friday between 0730 to 1130 hrs and provides an emergency weekend service between 0730 to 1030 hrs.
- The medical unit comprises of 14 ward areas which include:
  - Ward D5/CCU: Cardiology (24 bed ward with 6 coronary care beds)
  - Ward F5: Hepatology (28 bed ward)
  - Ward C5: Renal (33 bed ward)
  - Ward G6: Endocrinology (28 bed ward)
  - Ward G5: Gastroenterology (28 bed ward)
  - Ward F6: Respiratory (28 bed ward)
  - Ward D10: Infectious Diseases (12 bed unit)
  - Ward R2: Dermatology & Rheumatology (21 bed unit)
  - Ward Lewin: Stroke Rehabilitation (30 bed unit)
  - Wards F& G3, F& G4: Department of Medicine for the Elderly (112 beds in unit)
  - Medical Admissions & Observation Unit: (8 bed assessment unit and seating area and a 20 bed 24-hour stay ward)
- As a phlebotomist within the department, you would be given base wards to support for example C5, G5 & F3. From regular meetings/updates with your team colleagues, you may also be expected to help assist other ward areas during times of sickness and annual leave.

### Outpatients Phlebotomy

- The outpatient service runs from Monday to Friday. Clinic times are 0900 to 1700 hrs so there is an opportunity for both part- and full-time posts.
- The service provides phlebotomy cover for all outpatient clinics
- Regular team meetings for both positions are also held to offer support and discuss new practices.

### Who can become a phlebotomist?

- Anyone who has good communication and organisational skills with the ability to work on their own initiative and as part of a flexible team and willing to undertake training as required.

### Training & Development:

A training programme is conducted in order to become a phlebotomist this encompasses

- The theory of venepuncture
- A self-directed training package
- A practical session to learn the theory of venepuncture
- Supervised practice with the support of senior phlebotomist

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Yearly appraisals are undertaken to look at training and development issues and attendance to study days is also an option.

**Typical phlebotomy day:**

1. Report to ward area and collect blood request forms from designated area.
2. Number forms with patients' bed location for time management.
3. Collect necessary equipment to undertake the procedure.

## Equipment required:

- Request form
- Needle (Starstedt) or butterfly with adapter, necessary bottles for tests required
- Alcohol-based skin antiseptic
- Tourniquet
- Cotton wool swab and tape or plaster

4. Approach patient and introduce self, gain consent and check patient details against request

5. Assess working environment:

if patient is in a bed, then raise the bed to a suitable working height;

if patient is in a chair, you can you sit, kneel etc. Move furniture if required.

Placing the patients arm on a pillow will enable better working height and also ensure patient comfort

6. Wash hands and apply well-fitting gloves
7. Apply tourniquet above puncture site
8. Clean skin with alcohol swab and allow to dry
9. Attach first blood bottle to needle (but do not pull back), subsequent bottles can be prepared if required in order to use the vacuum

10. Undertake the procedure:

Insert the needle into vein and pull back plunger to confirm entry;

Fill bottle to required amount;

Then change bottles as required;

Once complete, release tourniquet with needle still insitu;

Remove needle, and cover the site with cotton wool and apply pressure for three minutes or ask patient to assist.

Discard the needle ASAP, ideally a small sharps box should be taken to the bedside.

11. Ensure patient safety before leaving bed area eg lower the bed
12. Put correctly labelled bottles into clear plastic bags with appropriate forms.

Complete blood form

13. Repeat procedure from 3 to 11 until all requests are complete. If you are unable to obtain the sample, document this on the blood form and hand it over to the physician's assistant.

Once all tasks for the ward are achieved, follow your rota to the next ward area.

If you require any further information or would like to come for an informal visit then please do not hesitate to contact:

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