

# Venipuncture Checkoff

Name of Student: \_\_\_\_\_

<b>Place 1 point in right column for each step completed.</b>	
1 *Put on gloves.	
2 Position the patient.	
3 Position equipment in appropriate place close to patient. Verify that necessary tubes are present. Apply needle to vacutainer holder or syringe.	
4 Select site for venipuncture (NOT ABOVE IV INFUSION) and apply tourniquet.	
5 Palpate for vein. (NEVER LEAVE THE TOURNIQUET ON FOR LONGER THAN <b>2 MINUTES.</b> )	
6 Release tourniquet.	
7 *Clean venipuncture site with an alcohol pad and allow to air dry.	
8 Assemble equipment.	
9 Reapply tourniquet and have patient clench fist. DO NOT HAVE PATIENT PUMP HAND.	
1 Grasp patient's arm approximately 1-2 inches below the venipuncture site and anchor vein between thumb and index finger. It is okay to just use the thumb.	
1 *Puncture the vein (needle bevel up) at approximately 15° angle to the patient's arm and in a direct line with the vein.	
1 Do not switch hands more than once.	
1 If using vacutainer holder, fill tubes in correct order of draw.	
1 *Mix tubes immediately but gently.	
1 Have patient open hand.	
1 Release tourniquet.	
1 *Place a square of gauze or cotton over the puncture site, quickly remove the needle and IMMEDIATELY activate needle safety device.	
1 Apply pressure immediately until the bleeding has	

stopped.	
1 *If a syringe was used, remove needle and attach blood transfer device, fill tube(s) in proper order allowing the vacuum to fill the tubes. Mix gently. NOTE: NEVER insert needle into tubes held in your hand. If safety transfer device NOT available place tubes in rack. NEVER apply pressure to syringe, blood will automatically be pulled into tube by the vacuum.	
2 Apply a bandage when bleeding stops. DO NOT BANDAGE A PUNCTURE SITE THAT IS STILL BLEEDING.	
2 Correctly label tubes with appropriate information at the bedside.	
2 *Discard used equipment properly.	
2 Remove gloves and wash hands if gloves were contaminated.	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Circle One)

**PASS**

**FAIL**

Grading Criteria:

1. All items completed successfully should receive one (1) point. Students must have a total minimum of thirteen (13) points to pass.
2. All steps with an asterisk (\*) in them MUST be completed successfully for the student to pass.