

Sample

Standard Operating Procedure

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Revision History		
Version No.	Effective Date	Description
1	3/1/2023	

Approved By:

Helen Nguyen-Quach

Date:

3/1/2023

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1 Purpose

The purpose of this Standard Operating Procedure is to establish a guideline for proper venipuncture techniques according to the College of American Pathologist (CAP) requirements.

3.1 First term: Definition of first term. (Citation, if applicable)

3.2 Supplies

- a. Lab coat
- b. Gloves
- c. Labels
- d. Safety needle
- e. Needle holder
- f. Tourniquet
- g. Appropriate tubes
- h. Cotton ball
- i. Alcohol swab
- j. Tape
- k. Sharps container

2 Procedures

4.1 Check patient's name, and date of birth.

4.2 Explain procedure to patient.

4.3 Perform hand hygiene either by washing thoroughly with soap and water (at a length of singing 'Happy Birthday' two times) or hand sanitizer.

4.4 Assemble blood collection equipment.

- a. Needles
- b. Vacutainer holder
- c. Vacutainers
- d. Labels
- e. Alcohol swabs
- f. Clean gloves

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g. Cotton balls

h. Tourniquet

4.5 Don clean gloves

4.6 Initiation of Phlebotomy

- a. Palpate for a suitable vein with index finger. The medial cubital vein or brachiocephalic vein are used most frequently.
- b. Application of heat in the form of heat packs may be indicated for promotion of venous dilatation.
- c. Apply tourniquet 3-4 inches above intended site. Do not leave on more than 1 minute to avoid hemoconcentration.
- d. Clean the venipuncture site with alcohol prep using aseptic technique starting from the center of proposed site and in a circular motion away from site for 30 seconds. Allow to dry. Do not palpate area after cleansing.
- e. Perform venipuncture using appropriately sized needle.
- f. Push vacutainers into vacutainer holder piercing stopper with needle.
 - i. Order of draws for vacutainers:
 1. Red
 2. Gold (serum separator)
 3. Blue
 4. Green
 5. Yellow
 6. Lavender
- g. Invert tubes gently 5 – 8 times after filling to ensure proper mixing of blood and anticoagulant or other additives. Do not shake as it may cause hemolysis.
- h. Release tourniquet when filling last tube.
- i. Remove last tube from vacutainer holder.
- j. Place a cotton ball over site and withdraw needle.
- k. Apply pressure to puncture site until bleeding stops.
 - i. Two check process.
- l. Label each tube with labels containing at least two identifiers.

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- m. Discard needle into red sharps container. Dispose remaining trash in appropriate receptacle.

4.7

3 References

1. Clinical Laboratory Standards Institute (CLSI). *Clinical Laboratory Technical Procedure Manuals; Fourth Edition*. CLSI Document GP2-A4 (ISBN 1-56238-458-9). Clinical and Laboratory Standards Institute, Wayne, PA
2. Clinical Laboratory Standards Institute (CLSI): Procedure for the Collection of Diagnostic Blood Specimens by Venipuncture: CLSI Document H3-A5, Vol. 23 No.32, Clinical and Laboratory Standards Institute, Wayne, PA

4 Appendices

END OF DOCUMENT