Student's Name_____ **PHLEBOTOMIST POSTSECONDARY LEVEL**

Directions: Evaluate the trainee using the rating scale below and check the appropriate number to indicate the degree of competency achieved. The numerical ratings of 3, 2, 1, and 0 are not intended to represent the traditional school grading system of A, B, C, D, and F. The descriptions associated with each of the numbers focus on level of student performance for each of the tasks listed below.

Rating Scale:
0 - No Exposure - no information nor practice provided during training program, complete training required.
1 - Exposure Only - general information provided with no practice time, close supervision needed and additional training required.
2 - Moderately Skilled - has performed independently during training program, limited additional training may be required.
3 - Skilled - can perform independently with no additional training.

1. Number of Competencies Evaluated _____
2. Number of Competencies Rated 2 or 3 _____
3. Percent of Competencies Attained (2/1) _____

_____
Grade

_____ _____
Instructor Signature Date

01.0 Use verbal and written communications
The student will be able to:

0 1 2 3		
☐☐☐☐	01.01	Identify and use various forms of communication
☐☐☐☐	01.02	Identify barriers to communication
☐☐☐☐	01.03	Use resources to interpret foreign language used by patients
☐☐☐☐	01.04	Use basic medical terminology and approved abbreviations
☐☐☐☐	01.05	Demonstrate effective interpersonal relationships
☐☐☐☐	01.06	Maintain current documentation
☐☐☐☐	01.07	Demonstrate proper telephone usage
☐☐☐☐	01.08	Demonstrate basic computer skills
☐☐☐☐	01.09	Properly identify patients (check identification bands, etc.)
☐☐☐☐	01.10	Assist in explaining activities to patient
☐☐☐☐	01.11	Demonstrate effective teamwork as a member of the health care team

02.0 Apply basic math skills
The student will be able to:

0 1 2 3		
☐☐☐☐	02.01	Read, interpret and report on graphs, charts, and tables
☐☐☐☐	02.02	Measure time, temperature, distance, capacity, and mass/weight.
☐☐☐☐	02.03	Make and use measurements in both traditional and metric units
☐☐☐☐	02.04	Make estimates and approximations and judge the reasonableness of the result
☐☐☐☐	02.05	Convert from regular to 24 hour time.

03.0 Apply basic science skills
The student will be able to:

0 1 2 3		
☐☐☐☐	03.01	Organize and communicate the results obtained by observation
☐☐☐☐	03.02	Apply the principles of medical/surgical asepsis
☐☐☐☐	03.03	Demonstrate knowledge of anatomy and physiology of body systems

04.0 Demonstrate employability skills
The student will be able to:

0 1 2 3		
☐☐☐☐	04.01	Conduct a search for employment
☐☐☐☐	04.02	Assemble documents that may be required when applying for a job
☐☐☐☐	04.03	Complete an employment application correctly
☐☐☐☐	04.04	Identify acceptable interview techniques
☐☐☐☐	04.05	Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons
☐☐☐☐	04.06	Identify and practice acceptable work habits and responsibilities
☐☐☐☐	04.07	Demonstrate awareness of personal wellness

05.0 Demonstrate accepted professional, communication, and interpersonal skills
The student will be able to:

0 1 2 3		
☐☐☐☐	05.01	Recognize appropriate affective/professional behavior
☐☐☐☐	05.02	Communicate appropriately with the patients and members of the health care team

0 1 2 3

☐☐☐☐ 05.03 Explain to the patient the procedure to be used in specimen collection

☐☐☐☐ 05.04 Demonstrate understanding of patient rights and responsibilities

☐☐☐☐ 05.05 Describe appropriate and legal use of the patient's medical records

☐☐☐☐ 05.06 Demonstrate understanding of ethical behavior, professional liability, legal aspects, and the importance of following protocol and chain of command

☐☐☐☐ 05.07 Demonstrate correct use of the telephone and access basic computer information system

☐☐☐☐ 05.08 Maintain acceptable appearance, grooming, and personal hygiene (professionalism)

06.0 Discuss phlebotomy in relation to the health care setting

The student will be able to:

0 1 2 3

☐☐☐☐ 06.01 List, classify, and discuss various departments and services within the health care setting in which the phlebotomist must interact with to obtain laboratory specimens from patients

☐☐☐☐ 06.02 Identify the major departments/sections with the clinical laboratory, the major types of procedures run in each department/section, and their specimen requirements

☐☐☐☐ 06.03 Describe roles of the major classifications of clinical laboratory personnel (i.e., pathologist, chief/administrative technologist, CLS, MT, phlebotomist, etc.)

☐☐☐☐ 06.04 Identify the phlebotomists' role and responsibilities in problem-solving situations

☐☐☐☐ 06.05 Identify phlebotomy procedures that may change from facility to facility

07.0 Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist

The student will be able to:

0 1 2 3

☐☐☐☐ 07.01 Describe and define major body systems with emphasis on the circulatory system

☐☐☐☐ 07.02 List and describe the main superficial veins used in performing venipunctures

☐☐☐☐ 07.03 Identify appropriate sites for capillary/venipuncture and name/find the most desirable one(s)

☐☐☐☐ 07.04 Describe the function of the following blood components: erythrocytes, thrombocytes, leukocytes, plasma, and serum

0 1 2 3

☐☐☐☐ 07.05 List the sequences of reactions of the coagulation factors in the intrinsic, extrinsic, common, and fibrinolytic pathways

08.0 Recognize and identify collection reagents supplies, equipment, and interfering chemical substances

The student will be able to:

0 1 2 3

☐☐☐☐ 08.01 Identify and discuss proper use of appropriate types of equipment needed to collect various clinical laboratory blood specimens by venipuncture

☐☐☐☐ 08.02 Explain the special precautions and types of equipment needed to collect blood from a neonate.

☐☐☐☐ 08.03 Identify and discuss proper use of supplies used in collecting microspecimens

☐☐☐☐ 08.04 Identify and discuss the proper use of the various types of anticoagulants, preservatives, and gels used in blood collection and the vacuum tube color-codes for these activities

☐☐☐☐ 08.05 Describe the types of patient's specimens that are analyzed in the clinical laboratory and the phlebotomist's role in collecting and/or transporting these specimens to the laboratory

☐☐☐☐ 08.06 Describe substances potentially encountered during phlebotomy which can interfere in analysis of blood constituents

☐☐☐☐ 08.07 Define and utilize correct medical terminology and metric equipment needed for specimen collection

☐☐☐☐ 08.08 Describe and perform (as permitted) uses of the centrifuge

09.0 Demonstrate skills and knowledge necessary to perform phlebotomy

The student will be able to:

0 1 2 3

☐☐☐☐ 09.01 Recognize a properly completed requisition and apply established protocol for patient and specimen identification

☐☐☐☐ 09.02 Discuss/perform methods for facilitating capillary/venipuncture collection

☐☐☐☐ 09.03 List appropriate antiseptic agents useful in preparing sites for capillary/venipuncture

☐☐☐☐ 09.04 Discuss/perform appropriate methods for preparing a site for capillary or venipuncture; including choosing the best site

☐☐☐☐ 09.05 Perform venipuncture by evacuated tube and syringe systems, demonstrating appropriate use of supplies, proper handling of equipment and specimens, and patient care

☐☐☐☐ 09.06 Describe the correct order of draw during capillary and venipuncture

0 1 2 3

☐☐☐☐ 09.07 Perform a capillary puncture using appropriate supplies and techniques for adults, children, and neonates

☐☐☐☐ 09.08 Describe the most common complications associated with capillary and venipuncture, their causes, prevention and treatment

☐☐☐☐ 09.09 Describe/perform capillary/venipuncture procedures for disposing of used or contaminated supplies

☐☐☐☐ 09.10 Describe/perform appropriate techniques for making a peripheral blood smear for hematologic evaluation

☐☐☐☐ 09.11 Describe/perform blood withdrawal from patients that differ from general population: patient with mastectomy, dialysis, heparin locks, Hickman catheter, port-a-cath, code

☐☐☐☐ 09.12 Identify/perform special collection techniques: B12, Cryoglobins, blood gases, bleeding times, unopettes, malarial smears, cold agglutinins, GTT, 2 hour post prandial, Peak/Trough Drug monitoring, blood alcohols, glucometer systems

☐☐☐☐ 09.13 Perform (as permitted) arterial punctures

010.0 Practice infection control following Universal Precautions

The student will be able to:

0 1 2 3

☐☐☐☐ 10.01 Define the term "nosocomial infection"

☐☐☐☐ 10.02 Describe/practice procedures for infection prevention

☐☐☐☐ 10.03 Discuss/perform isolation procedures

☐☐☐☐ 10.04 Identify potential routes of infection

☐☐☐☐ 10.05 Recognize and properly handle biohazardous materials

11.0 Practice accepted procedures of transporting, accessioning and processing specimens

The student will be able to:

0 1 2 3

☐☐☐☐ 11.01 Describe routine procedures for transporting and processing specimens

☐☐☐☐ 11.02 Describe the significance of time constraints for specimen collection and delivery

☐☐☐☐ 11.03 Demonstrate knowledge of accessioning procedures

☐☐☐☐ 11.04 Prepare aliquot(s) of specimen or component(s) for analysis according to specimen type and analysis to be performed

☐☐☐☐ 11.05 Follow protocol for accepting verbal test orders

12.0 Practice quality assurance and safety

The student will be able to:

0 1 2 3

☐☐☐☐ 12.01 Define terms associated with quality assurance and quality control

☐☐☐☐ 12.02 Discuss quality control measures for phlebotomy procedures performed by phlebotomists

☐☐☐☐ 12.03 Distinguish and perform procedures which ensure reliability of test results when collecting blood specimens

☐☐☐☐ 12.04 Demonstrate knowledge of and practice appropriate patient safety

☐☐☐☐ 12.05 Practice laboratory safety in accordance with established procedures

☐☐☐☐ 12.06 Follow documentation procedures for work related accidents

13.0 Demonstrate knowledge of communicable diseases, including AIDS

The student will be able to:

0 1 2 3

☐☐☐☐ 13.01 Distinguish between fact and fallacy about the transmission and treatment of communicable diseases, including HIV infection

☐☐☐☐ 13.02 Identify community resources and services available to individuals with communicable diseases

☐☐☐☐ 13.03 Identify "at risk behaviors" which promote the spread of AIDS/HIV and other sexually transmitted diseases (STD) and the education necessary to combat the spread of these diseases

☐☐☐☐ 13.04 Apply Universal Precautions and infection control as recommended by Centers for Disease Control (CDC)

☐☐☐☐ 13.05 Demonstrate knowledge of legal aspects of AIDS