



**I. PURPOSE:**

To provide information regarding phlebotomist availability, blood collection rounds and orders for phlebotomy collection.

**II. POLICY:**

The Venipuncture Service will collect routine venous and heel-stick capillary blood samples on all nursing units except recovery room, extended recovery room, pediatric ICU, neonatal ICU, and Labor and Delivery.

The Venipuncture service collects blood samples for newborn screening based on scheduled rounds and established protocols. (See NWB-2).

**III. DEFINITION(S):**

Phlebotomy – Surgical Opening of a vein to withdraw blood.

Capillary – Minute blood vessels carrying blood. This can be obtained as a finger-stick or heel-stick.

Venous – Pertaining to veins or blood passing through them.

Fistula – Tube to a free surface or another cavity.

Shunt – Artificial passage constructed to divert flow from or main route to another.

**IV. RESPONSIBILITY:**

**V. Responsibilities (Include all departments/services involved in development/implementation and/or monitoring):**

Clinicians, House Staff, Nurses, Clerks, Phlebotomists.

**VI. PROCEDURES/GUIDELINES:**

The physician will write the appropriate laboratory order for blood work in the Physician Lab Order Form indicating “for VP” team and specifying DATE AND TIME of round for specimen collection (6AM, 3PM, and 8PM).

The physician will hand the non-carbonized copy of the order to the Nursing Station Clerk (original must remain in patient’s chart).

All requests that have a date and time of draw, will be entered in the LIS (Cerner) by the clerical staff r Ordering Physician that submit and verify that it is marked as “scheduled”.

When requesting test for a future date only, system will automatically assign draw as scheduled for the 6:00 a.m. draw (first draw) on that specific date. The request will go to a collection list for the Venipuncture team.

When ordering requests that are “STAT” or timed specimens, i.e. peak and trough, the individual making the request must check physician/nurse collect, and a label will be generated automatically. These samples are collected by physicians or nurses.

All requests for collection of blood that are not “STAT” and are generated between rounds, must be left in the Venipuncture box to be picked up by the Venipuncture staff on the next round.

Requests for Blood Bank must also be left in the Venipuncture box on the floor and will be picked up by Venipuncture staff on the next round.

The Venipuncture Team will notify the head nurse and request the blood sample be drawn by a physician when any of the following occurs:

- Two phlebotomists are unable to obtain the required blood specimens.
- The patient does not have a hospital identification band in place.
- The patient refuses to have a phlebotomist collect the blood sample.
- The patient has a fistula, shunt, arterial line or heparin lock, hampering proper collection technique.
- The patient is off the unit.
- The patient is being transfused.
- The patient is undergoing radiation treatment during the scheduled collection time.

At the end of each round, the Venipuncture staff will provide the unit with a master list, documenting the patients whose blood specimen were not collected and the unit nurse notified.

The following sequence of events will take place when the phlebotomist is not able to collect the ordered tests:

1. Nurse in charge of the patient is notified.
2. The identity of the nurse is requested and documented on the master list.
3. The phlebotomist will place the collection master list in a binder labeled "Venipuncture Collection Log" which is kept on the Nursing Station.
4. The nurse in charge will relay the information to the physician in charge of such patient.
5. The current daily collections are to be separated in the binder with a partition indicating "Today's Collection".
6. During the 6:00 am round, the phlebotomist replaces the previous day's collection log, in the binder, in order of date of collection.
7. Collection logs will be kept in the binder for 30 days.
8. The phlebotomy staff will remove the outdated collection lists on the first day of each month.

Technicians will not return to nursing stations for patients not available or for additional test orders. Technicians are not available for STAT draws.

All patients must have a hospital identification band in place prior to any specimen collection.

## **EXCEPTIONS**

Blood test not collected by the Venipuncture Team:  
STAT Specimens  
Ammonia  
Arterial Blood Samples  
Lactate

The Technicians will not collect samples from fistulae, shunts, arterial lines or heparin locks.

## **VII. Reasons for Revision:**

- Changes in regulatory or statutory laws or standards**
- System failures/changes**
- Institutional/operational changes**

## **VIII. ATTACHMENTS:**

## **IX. REFERENCES:**

NYSDOH, CAP, JC  
Policy NWB-2