

**Performance Checklist (PCL)**

**Clinical Skill: Venipuncture**

Circle One:

**Initial Evaluation**

**Re-Evaluation**

Command:

**A. INTRODUCTION**

Upon successful completion of this performance checklist, a Hospital Corpsmen (HM) assigned to Budget Submitting Office (BSO) 18 Patient Care Facility or Reserve command will be able to perform venipuncture on a live and/or simulated patient.

**B. EQUIPMENT LIST:** The primary evaluator is responsible for checking all of the equipment listed below is available, functional and not expired prior to the evaluation:

1. Live and/or simulated patient
2. 2x2 gauze
3. Non-sterile gloves
4. Chux pads
5. Tape rolls
6. Latex free tourniquets
7. Butterfly Needle
8. 21-23G vacutainer
9. Blood tubes
10. Alcohol pads
11. Vacutainer hub
12. Coban rolls
13. Hematology SF 549
14. Band-Aid

**C. REFERENCES**

1. Infection Control Centers for Disease Control and Prevention (CDC). (2002). Guideline for hand hygiene in health-care settings
2. Venipuncture Clinical Skills Online (Blood Specimen Collection)
3. Hospital Corpsman Skills Basic, BUMED INSTRUCTION 1510.23 (series)

**D. SAFETY PRECAUTIONS**

1. Evaluatees may not take equipment out of the lab
2. Evaluatees will follow universal precautions and wear proper BSI
3. All blood spills will be reported to the evaluator immediately
4. Dispose of all needles in the sharps container

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

5. Evaluatees will not double stick their patient
6. Do not recap any DIRTY needles
7. Evaluatees will notify an evaluator if ANY accidental stick occurs

E. JOB STEPS

Evaluatee Instructions:

1. The purpose of this performance checklist is to evaluate the HM's ability to perform venipuncture on a live and/or simulated patient.
2. The evaluatee must attempt to perform each step and may be required to answer clarification questions from the evaluator.
3. The evaluatee is not allowed to use the reference during the evaluation of this performance checklist.

Evaluator Instructions:

1. Evaluate one evaluatee at a time.
2. Study the performance checklist and become proficient in using the rubric.
3. Before starting the evaluation, answer evaluatee's questions and make sure they understand what they are supposed to do. Once readiness has been established, evaluate the HM's performance using the rubric and checklist provided below.

F. STANDARD

SATISFACTORY PERFORMANCE: The Evaluatee must achieve a minimum passing score of 70% (49 points), with no critical (\*) items missed.

UNSATISFACTORY PERFORMANCE: Failure to achieve a minimum passing grade of 70% (49 points). Evaluatee who demonstrate unsatisfactory performance will be remediated and/or counseled IAW Reference 3.

G. DIRECTIONS FOR SCORING

Evaluators will use the "Maximum Points Performance" description to determine if the evaluatee has successfully demonstrated the "Event" listed in the rubric below and should receive 2 points. Evaluatees that require prompting may receive a partial point score of 1 point if the event is not a "Critical" event. The "Partial Points" column will be blacked out on the rubric for all "Critical" events, these events are annotated with an asterisk on the checklist. For non-critical events, the evaluatee will receive 0 points if they do not successfully complete the event after evaluator prompting.

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

Rubric

Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
<b>PERFORM VENIPUNCTURE PREPARATION</b>					
Verify provider's orders	2	Verify provider's orders		Critical	0
Gather equipment and check expiration dates	2	Gather equipment and check expiration dates	1	Prompt required	0
Perform hand hygiene	2	Perform hand hygiene		Critical	0
Introduce yourself	2	Introduce yourself	1	Prompt required	0
Patient verification	2	Verify you have the correct patient with two identifiers		Critical	0
Explain procedure	2	Explain the procedure and answer any question		Critical	0
<b>PERFORM VENIPUNCTURE</b>					
Position patient arm	2	Have patient place arms extended to form a straight line from shoulder to wrist	1	Prompt required	0
Place absorbent pad or towel under arm	2	Place absorbent pad or towel under arm	1	Prompt required	0
Apply tourniquet	2	Apply tourniquet 2 to 4 inches above selected venipuncture site	1	Prompt required	0
Ask patient make a fist	2	Ask patient to make a fist	1	Prompt required	0
Palpate site	2	Palpate the selected vein, ensure it rebounds	1	Prompt required	0
Select site	2	Select venipuncture site and release the tourniquet	1	Prompt required	0
Don BSI	2	Don BSI		Critical	0

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Aseptically screw the double ended-vacutainer needle into the vacutainer holder	2	Aseptically screw the double ended-vacutainer needle into the vacutainer holder		Critical	0
Reapply the tourniquet	2	Reapply the tourniquet and relocate the vein	1	Prompt required	0
Swab site with alcohol pad	2	Cleanse the venipuncture site with an antiseptic swab	1	Prompt required	0
Let the site dry	2	Allow it to dry completely	1	Prompt required	0
Remove the needle cover	2	Aseptically remove the needle cover		Critical	0
Stabilize the site	2	Place the thumb or forefinger of the non-dominant hand 1 inch below the site, and gently pull and stretch the patient's skin distal to the patient until it is taut and the vein is stabilized	1	Prompt required	0
Insert vacutainer needle	2	With the dominant hand, hold the Vacutainer needle at a 15 to 30 degree angle from the patient's arm with the bevel up to prevent any clogging or clotting in the needle	1	Prompt required	0
Slowly insert the needle into the vein	2	Slowly insert the needle into the vein	1	Prompt required	0
Advance the specimen tube	2	With the non-dominant hand, advance the specimen tube into the needle of the holder	1	Prompt required	0

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Tube is filled	2	Blood should begin to spurt quickly into the tube until the tube is filled (Evaluatee may verbalize above if using simulation arm)	1	Prompt required	0
Remove specimen tube	2	Grasping the vacutainer holder firmly, remove the filled specimen tube	1	Prompt required	0
Insert additional specimen tube	2	Insert additional specimen tube	1	Prompt required	0
Release tourniquet	2	Just before filling the last specimen tube, release the tourniquet		Critical	0
Fill last tube	2	Fill the last tube and remove it from the vacutainer holder	1	Prompt required	0
Apply a folded gauze to puncture site and withdraw the needle	2	Apply a folded 2x2 inch gauze pad over the puncture site without applying pressure, and quickly but carefully withdraw the needle with the vacutainer from the vein	1	Prompt required	0
Apply pressure over the venipuncture site with gauze	2	Immediately apply pressure over the venipuncture site with gauze		Critical	0
Discard vacutainer with needle in biohazard sharps container	2	Discard vacutainer with needle in biohazard sharps container		Critical	0
Apply adhesive tape over gauze	2	Apply adhesive tape over gauze	1	Prompt required	0
Check tubes for additive	2	Check if tubes contain additive, gently invert to mix	1	Prompt required	0

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Label tubes	2	Label patient's information on tube	1	Prompt required	0
Doff BSI and perform hand hygiene	2	Doff BSI and perform hand hygiene		Critical	0
Document the procedure	2	Document the procedure in the patients record	1	Prompt required	0

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

Evaluee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

	Possible Points	Points Awarded
<b>PERFORM VENIPUNCTURE PREPARATION</b>		
*Verify provider's orders	2	
Gather equipment and check expiration dates	2	
* Perform hand hygiene	2	
Introduce yourself	2	
*Verify you have the correct patient with two identifiers	2	
*Explain the procedure and answer any question	2	
<b>SUBTOTAL</b>	<b>12</b>	
<b>PERFORM VENIPUNCTURE</b>		
Have patient place arms extended to form a straight line from shoulder to wrist	2	
Place absorbent pad or towel under arm	2	
Apply tourniquet 2 to 4 inches above selected venipuncture site	2	
Ask patient to make a fist	2	
Palpate the selected vein, ensure it rebounds. Do <b>NOT</b> use a vein that feels rigid or cordlike or that rolls when palpated.	2	
Select venipuncture site and release the tourniquet	2	
*Don BSI	2	
*Aseptically screw the double ended-vacutainer needle into the vacutainer holder	2	
Reapply the tourniquet and relocate the vein	2	
Cleanse the venipuncture site with an antiseptic swab	2	
Allow it to dry completely	2	
*Aseptically remove the needle cover	2	
Place the thumb or forefinger of the non-dominant hand 1 inch below the site, and gently pull and stretch the patient's skin distal to the patient until it is taut and the vein is stabilized	2	
With the dominant hand, hold the Vacutainer needle at a 15 to 30 degree angle from the patient's arm with the bevel up to prevent any clogging or clotting in the needle	2	
Slowly insert the needle into the vein	2	
With the non-dominant hand, advance the specimen tube into the needle of the holder	2	
Blood should begin to spurt quickly into the tube until the tube is filled (Evaluee may verbalize above if using simulation arm)	2	
Grasping the vacutainer holder firmly, remove the filled specimen tube	2	
Insert additional specimen tube	2	
*Just before filling the last specimen tube, release the tourniquet	2	
Fill the last tube and remove it from the vacutainer holder	2	

PERFORMANCE CHECKLIST (PCL)  
VENIPUNCTURE

Apply a folded 2x2 inch gauze pad over the puncture site without applying pressure, and quickly but carefully withdraw the needle with the vacutainer from the vein	2	
*Immediately apply pressure over the venipuncture site with gauze	2	
*Discard vacutainer with needle in biohazard sharps container	2	
Apply adhesive tape over gauze	2	
Check if tubes contain additive, gently invert to mix	2	
Label patient's information on tube	2	
*Doff gloves and perform hand hygiene	2	
Document the procedure in the patients record	2	
<b>SUBTOTAL</b>	<b>58</b>	

PERFORMANCE CHECKLIST TOTAL SCORE	Possible Points	Points Awarded
<b>PERFORM VENIPUNCTURE PREPARATION</b>	12	
<b>PERFORM VENIPUNCTURE</b>	58	
<b>SUBTOTAL</b>	<b>70</b>	
TOTAL POINTS SCORED BY EVALUEE		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ PASS / FAIL