



Tick each step as you practice. This is the order certification exams test.

- ☐ **1** Review the requisition for tests, timing, fasting and special handling, then assemble supplies.
- ☐ **2** Identify the patient with two identifiers: they state full name and date of birth; match both to the wristband and requisition.
- ☐ **3** Perform hand hygiene, introduce yourself, explain the procedure, and ask about latex allergy and fainting history.
- ☐ **4** Position the patient seated in a phlebotomy chair with an armrest, or lying down, arm extended downward.
- ☐ **5** Apply the tourniquet 3–4 inches (7.5–10 cm) above the site for no longer than 1 minute; the patient makes a fist without pumping.
- ☐ **6** Select the vein by palpating with your index finger. The median cubital vein is the first choice.
- ☐ **7** Put on gloves, cleanse the site with 70% isopropyl alcohol, and let it air dry completely.
- ☐ **8** Inspect and assemble the needle, then anchor the vein by pulling the skin taut below the site with your thumb.
- ☐ **9** Insert the needle bevel up at a 15–30 degree angle in one smooth motion.
- ☐ **10** Fill tubes in the order of draw. Release the tourniquet and have the patient open the fist as soon as blood flow is established.
- ☐ **11** Gently invert each additive tube as soon as it comes off the holder.
- ☐ **12** Remove the last tube, place gauze over the site, withdraw the needle, activate the safety device, and discard it in the sharps container.
- ☐ **13** Apply pressure until bleeding stops, then bandage.
- ☐ **14** Label every tube in the presence of the patient before leaving, then remove gloves and perform hand hygiene.

Key numbers

Tourniquet: 3–4 in (7.5–10 cm) above the site, on 1 minute max. Over 1 minute: release it and wait 2 minutes before reapplying.

Needle: 15–30°, bevel up.

Vein choice: median cubital first, then cephalic; basilic last (near the brachial artery and median nerve).

Palpate with the index finger, never the thumb (it has its own pulse).

Sites to avoid

Arm with a fistula or graft

Same side as a mastectomy

Above an IV (if unavoidable: below it, and document)

Edema, hematoma, scars or burns

Areas that feel hard or pulsate



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Based on the CLSI PRE02 venous collection procedure. Your facility's procedure takes precedence.

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