

Venipuncture Blood Draw

Procedure



Supplies

- Blood Draw Kits (contains pre-labeled tubes, barcode pad, gloves, alcohol swab, gauze pad, safety needle and Band-Aids)
- Butterfly Needles
- Supplemental Supply Packs
- Sharps Containers
- Biohazard Bags
- Tourniquets
- Placemats
- Centrifuge
- Hand Sanitizer

Definition & Purpose

A wide variety of tests are offered through the TotalWellness venipuncture blood draw program. The specific tests ordered by the client will be listed on the event worksheet. Participants will receive their results online, along with an explanation of each test, within two weeks of the event. A text message will be sent to the participant when their results are ready.

Measurement

SAMPLE COLLECTION

1. Open participant's lab kit.
2. Affix appropriate labeled barcode from barcode pad on applicable paperwork.
 - a. Consent Form – use barcode labeled consent form and place in upper right-hand corner.
 - i. If using iPad electronic data collection enter the barcode ID into the applicable field(s) on the iPad data entry screen.
 - b. Sign In Sheet – use barcode labeled Sign In Sheet and place in left hand column also write participants name on the Sign In Sheet.
3. Legibly write the participant's first and last name on each tube EXACTLY AS IT APPEARS ON THE PARTICIPANT CONSENT FORM. If the names do not match exactly, the specimen will be rejected.
4. Ask the participant which arm they would like to use or select the arm with the better vein for sample collection.
 - a. TotalWellness does not require samples to be collected in a specific arm.
5. Remind the participant to face forward, with both feet on the floor, and relax.
6. Complete blood draw using proper venipuncture techniques.
7. Your event worksheet, paper consent form, and/or iPad data entry screen will indicate which tubes are required. You may have to collect both a Serum Separator (Tiger Top) and Lavender Top Tube depending on the tests ordered.
 - a. On the consent form an (S) next to a test indicates that the sample should be collected in the Serum Separator (Tiger Top) Tube, spun down, and poured off into a red top tube. An (L) next to a test indicates that the sample should be collected in the Lavender Top Tube.
 - b. On the iPad data collection screen, a 02 indicates that the sample should be collected in the Serum Separator (Tiger Top) Tube, spun down, and poured off into a red top tube. A 03 indicates that the sample should be collected in the Lavender Top Tube.
8. Collect the tubes in the following order.
 - a. Serum Separator (Tiger Top) Tube
 - b. Lavender Top Tube
9. If a new tube or second attempt is needed DO NOT open a new kit, use components from the supplemental supplies. Use extra barcodes from participant's lab kit for new tube. Tubes with multiple barcodes will be rejected.
10. Only two attempts are to be made on a difficult stick. If another contractor is onsite have them draw the sample if you were unable to collect it on the first try. Even if the participant insists on a third attempt, DO NOT attempt per TotalWellness policy.
11. Document your collection results on the Sign In Sheet.
12. Complete and sign/initial the examiner information section acknowledging the screening was completed according to these procedures and that all tubes and paperwork are properly labeled.
 - a. Tubes not properly labeled with name and barcode (missing or multiple barcodes) will be rejected.

- b. Record time participant was seen (on paper consent form) and record any comments regarding participant's screening in the COMMENTS section (i.e. Attempted two times – unsuccessful, participant refused draw, hard stick, measurements only, etc.)
13. Have the participant verify all tubes and paperwork (consent form or iPad data and sign in sheet) are complete and properly labeled with matching barcodes and names. Ask the participant to initial the consent form or check the iPad box acknowledging tubes and paperwork are properly labeled and their measurements are accepted, as applicable. This MUST be done after the measurements and blood collections are completed, NOT before.
14. Before dismissing participant, secure all forms (Personal Health Information should never be visible to other participants) and discard any remaining barcodes.

Measurement Continued

SAMPLE PROCESSING

1. Mix Lavender Top Tube by inverting tube 10 – 20 times. DO NOT centrifuge.
2. Allow the sample in the serum separator (Tiger Top) tube to clot, but do not let the samples sit longer than 45 minutes. Centrifuge the serum separator tube for 15 minutes at high speed. This process should be done onsite while the screening is going on. Ensure centrifuge is balanced and stable while spinning samples.
3. Pour off serum from Serum Separator (Tiger Top) Tube into properly labeled/barcoded Pour-Off (Red Top) Tube.
4. Double check barcodes before and after you pour.
5. Discard the Serum Separator (Tiger Top) Tube in appropriate biohazard container.
6. Place cap securely on Serum Pour-Off (Red Top) Tube.
7. Check to make sure the cap is flush with the tube to avoid leaking during shipment.

PACKAGING/SHIPPING

1. Tube Holder – Construct tray (flat brown cardboard) by pulling sides apart. Press down the bottom center to secure tray. Expand honeycomb and insert into tray.
2. Place specimens in tube holder (up to 48 tubes). (Red Top Tubes and/or Lavender Top Tubes)
3. Place tube holder and an absorbent (dry lock) in plastic zip lock bag. Close bag securely.
4. Construct outer box (flat white cardboard) by pushing sides together to form a square box. Press down the bottom center to secure box.
5. Slide the bagged tube holder into outer box. Secure box by folding the flaps and inserting the tab (remove excess at perforations).
6. If paper consent forms were used, place consent forms in manila envelope labeled Confidential Documents.
7. Place the samples and consent forms (if applicable) into the lab pack and securely seal closed.
8. Affix overnight shipping label to outside of lab pack. Ship package from a staffed FedEx facility.
9. Record the tracking numbers, content of packages and shipping information on the Clinical Reference Lab (CRL) Wellness Sample Tracking Form.
10. Upload Sign In Sheet(s) and CRL Wellness Sample Tracking Form with your event summary.
11. Return original Sign In Sheet(s) and CRL Wellness Sample Tracking Form to TotalWellness with your return supply shipment.

Important Tips

- Raise your hand to gain the lead's attention if you are having issues.
- If you do not get a sample after the first attempt, you can attempt a second stick. Do not stick a participant more than twice trying to get a sample.
- Butterfly needles are available for tough sticks, but they should not be used for every participant.
- If optional tests are available, be sure to check the test on the consent form for participants wanting the test.
- Anytime blood comes in contact with your placemat, replace the placemat.