

# Venepuncture Competency Assessment

Learners should self-assess their competence, signing the form when they feel they have achieved the required elements. This assessment of competency should also be completed by a registered health care professional (RHCP) who is appropriately trained and competent in the venepuncture skill and has witnessed the learner demonstrating all elements of the knowledge and practical skills.

If you (the learner) do not feel confident or competent, it is your responsibility to make your practice supervisor or manager aware. You should not undertake any skill independently until you feel confident to do so.

To achieve competency sign-off the learner should be able to successfully, demonstrate the required knowledge, practical skills, and feel confident in the procedure they are undertaking.

Skill	Elements	Achieved/Not Achieved	Learners Self-Assessment of Competence	Date	RHCP Assessment of Competence	Date
Knowledge	1.1 Demonstrate a good understanding to local, national, and professional policies.					
	1.2 Explain the information and individual identification required on the request form in order to safely perform venepuncture					
	1.3 Explain the basic anatomy of the veins found within the arm and hand.					
	1.4 Explain what to do if they access an artery instead of a vein					
	1.5 Discusses sample transport and collection arrangements for their local area					
Pre-procedure	2.1 Introduces themselves to the individual and					

	explains the procedure					
	2.2 Confirms the identity of the individual against the request form					
	2.3 Gains and records consent, taking into consideration the requirements when an individual lacks capacity					
	2.4 Assists the individual into a comfortable position and arrange clothing that allows access to the individuals arms					
	2.5 Arranges the required equipment for the procedure					
	2.6 Selects the correct sample bottles for the test request					
	2.7 Performs hand hygiene with soap and water or hand wipes, drying thoroughly					
	2.8 Puts on non-sterile gloves					
<b>Taking the sample</b>	2.9 Prepares the needle holder and needle or butterfly device using an ANTT approach					
	2.10 Locates the most appropriate site					

	2.11 Prepares the skin with a skin cleansing wipe with 2% Chlorhexidine in 70% alcohol					
	2.12 Applies a single use tourniquet appropriately					
	2.13 Accesses the vein at a suitable angle and check that blood enters the sample tube					
	2.14 Minimises the discomfort of the individual and monitors their response					
	2.15 Changes bottles without moving the needle in the order of draw (according to local policy)					
	2.16 At the end of the procedure, releases the tourniquet prior to the removal of the needle.					
	2.17 Removes and discards the needle ensuring closure of the needle safe device					
	2.18 Applies pressure to reduce bruising and apply an appropriate dressing					
<b>Post-Procedure</b>	3.0 Inverts the sample bottles the required number of times					

	3.1 Labels each bottle by hand ensuring it is legible and complete before leaving the individual or uses the appropriate printed adhesive label.					
	3.2 Ensures the samples and forms are together in a sealed sample bag and correctly placed for collection					
	3.3 Completes documentation at the end of the procedure					

### Learners Declaration of Competence

I, \_\_\_\_\_ confirm that I feel confident in my knowledge and my ability to demonstrate the necessary practical skills required in Venepuncture. I understand that it is my responsibility to ensure I am up to date with relevant changes to the policies and procedures within my area of work.

Learner Signature: \_\_\_\_\_

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

### RHCP Declaration of Competence

This declaration must be signed by a registered healthcare professional who has achieved competency and is suitably experienced in the venepuncture skill and the processes and governance related to this skill.

I, \_\_\_\_\_ confirm that \_\_\_\_\_ has demonstrated the necessary knowledge and practical skills and is deemed at the time of completion, competent in the skill they relate to.

Assessor Signature: \_\_\_\_\_

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

## 7.0 Record of Attempts

**Please Note:** Some healthcare providers determine a pre-requisite number of successful attempts at venepuncture before competency can be achieved. Learners should refer to local policy within their working environment to determine whether this is the case. The form below can be used to demonstrate successful attempts at venepuncture.

Attempt No.	Successful? Y/N	Date	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## 8.0 Action Plan

This action plan should be used when there are elements of knowledge or practical skill that have been identified as requiring further development. This tool should be used to provide the learner with constructive feedback to assist them in achieving competency.

Competency Number	Feedback	Action Required	Date	Signature

--	--	--	--	--