14.0 Appendices

APPENDIX 1
Venepuncture Assessment of Competence:

Competency Assessment-expected observable performance of venepuncture student.

		YES	NO
1	Washes hands correctly, wears appropriate PPE as per guidance and decontaminates area prior to procedure.	✓	
2	Greets patient, puts them at ease, explains procedure and obtains verbal consent.	✓	
3	Ensures the patient's dignity and privacy is maintained at all times.	✓	
4	Identifies the patient: asks names/ DoB/ NHS number- checks labels and request form.	✓	
5	Positions patient, supports arm, locates suitable vein.	✓	
6	Selects correct equipment to perform requested test, checks that packaging is intact and equipment is in date.	✓	
7	Reassures patient whilst positioning tourniquet, asks patient to clench fist and hold it clenched.	✓	
8	Selects vein by palpating with index finger.	✓	
9	Cleanses area with swab and allows site to dry completely.	✓	
10	Removes needle sheath and checks for barbs.	✓	
11	Positions needle with bevel facing up.	✓	
12	Fixes vein by pulling skin taut.	✓	
13	Angles needle at approx. 30 degrees without contamination.	✓	
14	Inserts needle confidently without transfixing vein.	✓	
15	Attaches vacuum tube without moving needle position.	✓	
16	Obtains blood and allows vacuum tube to fill completely.	✓	
17	Removes tourniquet.	✓	
18	Covers puncture site with gauze and removes the needle slowly without changing the angle.	✓	
19	Applies pressure to gauze. Asks the patient to hold gauze whilst applying pressure and instructs them to keep their arm straight.	✓	
20	Safely disposes of sharps in a sharps bin, which has been placed within easy reach.	✓	
21	Discards of waste correctly, as per policy	✓	
22	Checks the patient's arm to make sure that bleeding has stopped. Asks patient if they are feeling all right. Tells the patient not to exercise arm immediately and ensure that plaster remains in place for a minimum of 60 minutes.	✓	
23	Maintains accurate records and ensures that all relevant documentation is completed- including sample bottles- after venepuncture.	✓	
24	Explains and discusses the route for reporting any subsequent complications, concerns, incidents or injuries and how results will be communicated.	✓	

APPENDIX 2
Venepuncture Competency Sign-Off Record

Detailed Observation Record (see Appendix 1)

	Date	Signature of Staff Member	Signature of Assessor
1	26/2/21		
2	26/2/21		
3	26/2/21		Faton Walk. 26/2/21

Supervised Practice Record

	Date	Signature of Staff Member	Signature of Assessor
1	26/2/21		Faton Walk.
2	27/2/21		
3	26/2/21		26/2/21
4	06/08/2021		26/2/21
5	12. 3. 2021		
6	13/3/2024	Faton	Faton Walk 13/3/21
7	13/3/2024	Faton.	13/3/21
8			
9			
10			

Comments
(if less than 10 incidents observed before sign off, please also include the rationale for this here)

Venepuncture Clinical Practice 10 Competencies

Name OLANIYI OKOGBE (OLA)

Ward/ Dept. MENTAL HEALTH

Payroll Number

Trust **Sussex Partnership NHS Foundation Trust**

The above named nurse/ worker has attended training on Venepuncture, delivered by or on behalf of the Trust.

Name of Tutor Sara LEVINGS

Date of Training 23/2/21

The training has been followed by a period of Observation and Supervised Practice of the procedure for Venepuncture and competence has been assessed.

Signature of Assessor Sam Bokhea Staff Mustapha Kpaka Fatou Wallsey

Date 27/02/2021 12/03/2021 13/3/21

Staff Statement of Competence:

I feel that I am competent in carrying out the procedure of Venepuncture and agree to carry out this procedure in accordance with Trust policy.

Signature

Date 12/3/21

A copy should be retained in the staff member's personal file. For your records upload a copy to your My Learning/ESR training record.

A review of competence should be undertaken with your line manager during 1:1 supervision and annually during Appraisal. (see Appendix 3)