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M E T A L A B

PROCEDURE MANUAL

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PROCEDURE MANUAL

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I. INTRODUCTION

Phlebotomy is the practice of drawing blood from a patient for diagnostic or therapeutic purposes. This manual outlines the procedures to ensure a safe and efficient blood collection process.

II. EQUIPMENT AND SUPPLIES

- Gloves (disposable)
- Alcohol swabs (70% isopropyl alcohol)
- Tourniquet
- Blood collection tubes (various types based on tests)
- Needle (appropriate gauge, typically 21-23 gauge)
- Vacutainer holder
- Bandages or gauze
- Sharps container
- Biohazard waste container
- Labels for specimens

III. PATIENT PREPARATION

1. Confirm the patient's name and date of birth using two identifiers.
2. Inform the patient about the blood draw, duration, and any possible discomfort.
3. Ensure the patient is seated comfortably or lying down.
4. Choose an appropriate site for venipuncture, usually the antecubital fossa.

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IV. VENIPUNCTURE PROCEDURE

1. Wash hands thoroughly with soap and water or use an alcohol-based hand sanitizer.
2. Put on disposable gloves before proceeding.
3. Place the tourniquet 3-4 inches above the selected site to engorge the vein.
4. Use an alcohol swab to clean the puncture site in a circular motion, allowing it to dry completely.
5. Hold the skin taut, insert the needle at a 15-30 degree angle with the bevel facing up, until a "pop" is felt.
6. Attach the collection tube to the holder. Allow the tube to fill to the required volume.
7. Remove the tourniquet once blood flow is established.
8. Once the blood collection is complete, gently withdraw the needle and immediately apply gauze to the site.
9. If applicable, engage the safety mechanism on the needle.

V. POST-PROCEDURE CARE

1. Instruct the patient to apply pressure to the puncture site with gauze.
2. After bleeding stops, apply a bandage or adhesive strip.
3. Safely dispose of the needle and other materials in appropriate containers.
4. Monitor for any adverse reactions.

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VI. TROUBLESHOOTING

- **No Blood Flow**
 - Adjust the needle slightly or try a different angle. If unsuccessful, consider using a different site.
- **Patient Faints**
 - Lay the patient down and monitor until recovery.
- **Hemolysis**
 - Ensure proper technique and avoid shaking the tubes.

VII. SAFETY AND INFECTION CONTROL

1. Always use personal protective equipment (PPE).
2. Follow standard precautions for bloodborne pathogens.
3. Dispose of sharps and biohazard materials in designated containers.

VIII. DOCUMENTATION

1. Record the patient's details, procedure date, and any relevant notes in the patient's chart.
2. Label all blood samples accurately with patient information and time of collection.

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CONCLUSION

FOLLOWING THESE PROCEDURES ENSURES
SAFE AND EFFECTIVE BLOOD COLLECTION.
REGULAR TRAINING AND ADHERENCE TO BEST
PRACTICES ARE ESSENTIAL FOR MAINTAINING
HIGH STANDARDS IN PHLEBOTOMY.

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