Venipuncture Procedure

**Step 1**
Label the tube with the patient’s particulars

**Step 2**
Put tourniquet on the patient about 3-4’ above the venipuncture site

**Step 3**
Ask patient to form a fist so veins are more prominent

**Step 4**
After finding the vein, clean the venipuncture site with alcohol using circular motion. Allow the area to dry

**Step 5**
Assemble needle and vacuum tube holder

**Step 6**
Insert the collection tube into the holder until the tube reaches the needle

**Step 7**
Remove cap from needle

**Step 8**
Use thumb to draw skin tight about 1-2” below the venipuncture site

**Step 9**
Hold the skin tight through step 10. Insert the needle, bevel side up, into the vein

**Step 10**
Push the tube completely onto the needle. Blood should begin to flow into the tube until vacuum tourniquet is exhausted

**Step 11**
Release the tourniquet

**Step 12**
After opening the patient’s hand, place dry gauge over the venipuncture site and slowly remove the needle

**Step 13**
Apply mild pressure to the pad

**Step 14**
Apply bandage or continue applying mild pressure until bleeding has stopped

**Step 15**
Properly dispose of all contaminates supplies in sharp / biohazard container

**Step 16**
Place request form and specimen in biohazard bag

Extracted from: LI-PHL-1 (PHLEBOTOMY PROCEDURE), Pg. 6, Edition 3, issue date: 12 July 2012

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