



CLINICAL RESEARCH DIVISION

Blood Draw Guidelines for Normal Study Participants

1. Study participants that need blood drawn for their treatment at the Seattle Cancer Care Alliance should be directed only to the Alliance lab for phlebotomy.
2. The Principal Investigator (PI) is responsible for ensuring that research staff who are performing phlebotomy are Licensed Health Care Professionals in Washington State.
 - a. Licensed Health Care Professionals include: MD, DO, DPM, ARNP, NDO, RN, LPN
 - b. If the staff member is not a licensed health care professional in Washington State, he/she must obtain Health Care Assistant Certification for Category A (Venous capillary invasive procedures for blood withdrawal).
 - i. Instructions for obtaining this certification can be found in Appendix A, “Guidelines for Obtaining Health Care Assistant Certification, Category A”
3. The Principal Investigator (PI) is responsible for ensuring that research staff who are performing phlebotomy are trained in using the acceptable engineering controls, work practice controls, and personal protective equipment as required by the FHCRC Environmental Health & Safety Department’s Exposure Control Plan (written in accordance with the State of Washington Bloodborne Pathogen Standard).
 - a. Project staff must attend new and annual Bloodborne Pathogen Training provided by the EH&S Department. The training schedule can be viewed on the FHCRC Intranet at: http://www.fhcrc.org/admin/facilities/ehs/training/#new_employee_bloodborne_pathogens
 - b. Blood spill clean-up supplies must be readily available at each blood draw site. For more information on how to clean blood spills, see the EH&S Exposure Control Plan on the FHCRC Internet at: <http://www.fhcrc.org/admin/facilities/ehs/hamm/chap5/5-7.html> or contact the EH&S Department at 667-4866.
4. The ideal location for conducting blood draws is a treatment room/exam room set up for blood draws. If this location is not available, the following facility characteristics must be met:
 - a. A private, secure, clean, and sanitary area that can be easily decontaminated when the procedure is complete.
 - b. Handwashing facilities should be readily available. If unavailable, the use of hand sanitizers can be used until handwashing facilities become accessible.
 - c. The floor should not be carpeted. If a non-carpeted room is not available, a carpeted area is acceptable for occasional use only.

- d. Preferably, a phlebotomy chair should be used. If unavailable, use a stable chair (no wheels) made of non-absorbent material that has a backrest and arm rests.
 - e. A table that is large enough to lay out blood draw supplies should be used. A pad such as a blue 'chuc' (plastic backed absorbent liner) should be placed under the participant's arm during the procedure.
 - f. A sharps container should be placed within easy reach for safe disposal of sharps equipment. If transporting a sharps container, ensure that it is completely closed or placed in a secondary container to prevent the spilling of its contents.
 - g. Do not store food and drink in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
 - h. Ensure that blood clean-up supplies are available and all blood draw supplies are taken out of the location and transported safely back to the Center for proper disposal.
5. ON-CAMPUS blood draws can be conducted by Certified Health Care Assistants or Licensed Health Care Professionals in Washington State (MD, DO, DPM, ARNP, NDO, RN, LPN). Acceptable ON-CAMPUS blood draw locations include the following (provided the locations meet the facility characteristics):
- a. PHS exam rooms
 - b. Private offices
 - c. Conference rooms
 - d. SCCA locations such as the doctor's offices or the phlebotomy lab (other lab environments are unacceptable)



APPENDIX A: Guidelines for Obtaining Health Care Assistant Certification, Category A

According to the Revised Code of Washington Chapter 18.135, Health Care Assistant Certification must be obtained for employees who are not licensed health care professionals in Washington State and who are performing minor invasive procedures such as phlebotomy in a health care facility. This includes physicians and other healthcare personnel from out-of-state or foreign countries who are not licensed to practice in Washington State. Through this certification, a licensed health care practitioner delegates the health care assistant to perform functions which fall within the scope of practice of the delegator and which are not within the scope of practice of the delegatee. Health Care Assistant certification is valid for two years.

To assist you in this process, this packet includes instructions for obtaining Health Care Assistant Certification, Category A (to perform venous and capillary invasive procedures for blood withdrawal). Simply follow the tasks below:

How to Obtain Health Care Assistant Certification for Phlebotomy, Category A

- Obtain documentation of applicant's high school education or its equivalent
- Ensure applicant has completed the mandatory seven hours of HIV/AIDS Education and Training (See Appendix B, "HIV/AIDS Training and Education Resources" for a list of where training can be obtained.)
- Review "Clinical Research Division: Blood Draw Guidelines for Normal Study Participants".
- Complete "Health Care Assistant Category A, Phlebotomy Certification Checklist". Although not mandatory, phlebotomy training can also be obtained in the community. (See Appendix C, "Phlebotomy Training Resources" for a list of where training can be obtained).
- Print out the "Health Care Assistant Application Packet" at the Washington State Department of Health web address:
https://fortress.wa.gov/doh/hpqa1/hps7/Health_Care/documents/HCAappW.pdf
 - Complete the Health Care Facility/Practitioner DEPOSIT SLIP (located in Section 1. 684-012).
 - Complete the "Application for Certification as a Health Care Assistant" (located in Section 5. 684-002). Use the instructions titled "**How to Complete The Application For Health Care Assistant Certification, Category A**"
- Mail copy of high school diploma/equivalent, Phlebotomy Certification Checklist, Deposit Slip, Application and Application Fee (made payable to the Department of Health) to:
Department of Health
Health Care Assistant Program
PO Box 1099
Olympia, WA 98507-1099

For your information, definitions from the Revised Code of Washington Chapter 18.135, Health Care Assistants, are provide below:

Health care facility: Any hospital, hospice care center, licensed or certified health care facility, health maintenance organization regulated under chapter 48.46 RCW, federally qualified health maintenance organization, renal dialysis center or facility federally approved under 42 C.F.R. 405.2100, blood bank federally licensed under 21 C.F.R. 607, or clinical laboratory certified under 20 C.F.R. 405.1301.16.

Supervision: Supervision of procedures permitted pursuant to this chapter by a health care practitioner who is physically present and is immediately available in the facility during the administration of injections, as defined in this chapter, but need not be present during procedures to withdraw blood.

Health care assistant: An unlicensed person who assists a licensed health care practitioner in providing health care to patients.

Delegator: A licensed health care practitioner (MD, DO, DPM, ARNP/PR Authority or NDO) who is licensed in Washington State.

Delegation: Direct authorization granted by a licensed health care practitioner to a health care assistant to perform the functions authorized in this chapter which fall within the scope of practice of the delegator and which are not within the scope of practice of the delegatee.



Advancing Knowledge, Saving Lives

Health Care Assistant Category A Phlebotomy Certification Checklist

Applicant Name _____

Qualified Trainer Name _____

Delegator Name _____

Date Completed _____

****Note: Qualified trainers for health care assistant trainees are:**

- 1) **Delegator** (a licensed health care practitioner: MD, DO, DPM, ARNP/PR Authority or NDO who is licensed in Washington State) with a minimum of 2 years of current experience (within the last 5 years) in the appropriate category in which they are providing the training.
- 2) **Delegatee** from the appropriate category of health care assistants who has a minimum of 2 years experience obtained within the last 5 years in the appropriate procedures.
- 3) **Licensed nurses** who meet the educational and experiential criteria for the appropriate category.

As full demonstration of competency, applicant must explain and perform steps of procedure as requested.

Applicant Procedure Attire

- Protective clothing
 - Protective eyewear
 - Gloves
- Comments: _____

Prep of Procedure Location

- Collect supplies and set up tray
 - ___ Needle
 - ___ Tourniquet
 - ___ Specimen tubes
 - ___ Alcohol swipes
 - ___ Cotton
 - ___ Tape
 - ___ Band-Aid
- Comments: _____

Patient (Volunteer) Orientation

- Appropriate participant inquiry
 - ___ Allergies to ETOH, latex, or tape
 - ___ History of fainting with blood draws
 - Appropriate positioning for procedure
 - Arm hyperextended and tourniquet applied
 - Tourniquet start time _____
 - Participant instructed to make fist
- Comments: _____

Venipuncture Procedure

- Venipuncture site prepared
 - ___ Cleansed
 - ___ Allowed to dry
 - ___ Skin held taut
 - Appropriate venipuncture angle
 - ___ 15 to 30 degrees
 - Specimen collection
 - Tourniquet removed and needle removed
 - End time _____ (2 minutes max)
 - Pressure applied to site
 - Protective bandage or taped cotton ball
 - Proper disposal
 - ___ Supplies and materials
 - ___ Hazardous waste
 - Clean and clear
 - ___ Supplies
 - ___ Area
 - ___ Protective gear
- Comments: _____

End Procedure

- Where will phlebotomist conduct blood draws
 - ___ Field (must explain where and under what conditions)
 - ___ Work site (must explain procedural differences)
- Comments: _____



How to Complete The Application For Health Care Assistant Certification, Category A

Please review and follow the instructions carefully so that the application is processed promptly. The application review process is approximately two weeks. All information should be typed or printed clearly throughout the entire form except for the signature lines.

- Check appropriate box for ‘New Certification’** (unless application is being submitted for recertification)
- Section 1, Demographic Information:** Complete all applicant and delegator information. Delegator must be MD, DO, DPM, ARNP/PR Authority or ND who is licensed in Washington State
- Section 2, Categories Under Which Applicant is Certified And Authorized To Perform:** Place a check mark in box A - venous capillary invasive procedures for blood withdrawal
- Section 3, Personal Data Questions:** The applicant must answer the personal data questions as required by chapter 18.135 RCW. If any question on the personal data page has a “Yes” response, please provide a letter of explanation. For questions 5 through 9, if the applicant answers “Yes”, please include with a letter of explanation, copies of all judgments, decisions, orders, agreements and surrenders. Failure to respond to the questions will delay the processing of your application. Please note: The Department of Health conducts routine criminal background checks on all applications prior to review for credentialing.
- Section 4, Professional Training and Experience:** Please use the initials N/A (not applicable) if the applicant has not had professional training and experience. For Category A, minimum requirements include documentation of high school education or its equivalent and completion of the Health Care Assistant Category A Training Checklist. Ensure that these documents are included with the application packet.
- Section 5, AIDS Education and Training Attestation:** The applicant may sign and attest to having completed a minimum of seven (7) hours in the prevention, transmission and treatment of AIDS, which included the topics of etiology and epidemiology, testing and counseling infectious control guidelines, clinical manifestations and treatment, legal and ethical issues to include confidentiality and the psychosocial issues to include special population considerations.
- Section 6, Hemodialysis Technician, Category G Only:** Mark N/A (not applicable)
- Section 7, Medication and Diagnostic Agent List – Categories C,D,E,F, and G only:** Mark N/A (not applicable)
- Section 8, Delegation of Procedures:** The delegator must sign the Delegation of Procedures section authorizing the applicant to perform those procedures identified in the category being requested for certification. The delegator also certifies that the health care assistant has met the required educational, clinical training and instructions, work experience, and has demonstrated the knowledge and skills.
- Section 9, Applicant Attestation:** After the applicant has read RCW 18.135, WAC 246-826 and RCW 18.130.170 and 180 of the Uniform Disciplinary Act and familiarized themselves with the statutes and rules cited in the law book, please sign and date the attestation.

APPENDIX B: HIV/AIDS Training and Education Resources

HIV/AIDS Trainings to Meet State Licensing Requirements

Location	Contact Information	Length of course	Cost	Other
Statewide	(206) 543-1047	7.5 hr Audiotape Course	\$95	Offered by UW School of Nursing
Statewide	(425) 564-2012	7 hr Self Study Program	\$80 for 7 hr, \$100 deposit	Offered by Bellevue Community College Continuing Nursing Education and Health Information Network
Statewide Internet Class	(360) 853-7742 www.healthsafepro.com	7 hour	\$60	Offered by Professional Health & Safety Consultants
Statewide Internet Class	(707) 937-0518 www.nursingceu.com	7 hour	\$70	Offered by Wild Iris Medical Education
Seattle	(800) 783-2437	7 hour	\$53.21	Offered by Health Impact
Seattle	(206) 726-3534	7 hour	\$65	Offered by the American Red Cross
Seattle	(206) 282-1288	7 hour	Call for info	Teen AIDS Prevention Education training for youth services providers, offered by YouthCare
Snohomish/King Counties	(425) 353-9627 Linda	7 hour	\$50	Offered by Education Express in multiple locations for groups and organizations
Seattle	(206) 784-5655 www.healthinfonetwork.org	7 hour 7 hr Video Course	\$40 \$250	Offered by Health Information Network

APPENDIX C: Phlebotomy Training Resources

Location	Website
Everett Community College	http://www.evcc.ctc.edu/emplibrary/Phlebotomy.pdf
Seattle Vocational Institute	http://sviweb.sccd.ctc.edu/p_ah_phleb.htm
Shoreline Community College	http://www.shoreline.edu/shoreline/winter/mlt.html
North Seattle Community College	http://www.northseattle.edu/health/phleb.htm
PIMA Medical Institute	http://www.pimamedical.com/careers/phlebot_tech.htm