

**CUESTA COLLEGE
PHLEBOTOMY COURSE
CLINICAL SITE WEEKLY FEEDBACK TOOL**

**Complete and submit a minimum of one feedback tool for each week (7 day period)
of the clinical externship.**

Name: _____ **Date:** _____ **Clinical Site:** _____

Procedure Comments may be included on each line.	Performance (Check One)			
	Excellent	Good	Satisfactory	Unsatisfactory
1. Introduce yourself & state your purpose				
2. Cleanse hands				
3. Don gloves				
4. Patient identification per agency policy:				
• outpatient				
• inpatient				
5. Assess prior phlebotomy experience (e.g. fainting)				
6. Verify patient preparation (e.g. fasting)				
7. Assess site, correctly position arm / hand				
8. Correctly apply tourniquet (3-4 inches above site)				
9. Palpate vein: size, depth, direction, absence of pulse				
10. Release tourniquet (if appropriate)				
11. Properly disinfect site				
12. Select & assemble appropriate equipment & tubes				
13. Reapply tourniquet (if appropriate)				
14. Anchor vein from below only				
15. Insert needle bevel up at appropriate angle				
16. Collect blood in correct order of draw				
17. Anticoagulant tubes are inverted correctly				
18. Blood flowed properly throughout procedure				
19. Tourniquet released within one minute				
20. Needle removed and safety activated correctly				
21. Equipment correctly disposed in sharps container				
22. Pressure applied to puncture site correctly				
23. Puncture site assessed & bandaged correctly				
24. Tubes labeled per agency policy				
25. Requisition completed per agency policy				
26. Patient assessed for adverse reaction				
27. OSHA guidelines for waste disposal followed				
28. Thank patient				
29. Gloves removed				
30. Cleanse hands				
Professionalism including communication & appearance				
Attitude				
Initiative				
Attendance				

Please use back of form for additional comments.

Signatures: **Clinical Preceptor** _____ **Date** _____
 Student _____ **Date** _____
Cuesta College Instructor _____ **Date** _____