

Komen Tissue Bank -- Tissue Collection Event

Date created/revised: January 12, 2015

Phlebotomist Job Description

1. Greet the donor
2. Confirm she has completed her informed consent and questionnaire.
3. The donor should have a folder that includes her Informed Consent documents and a baggie with all the tubes needed to process her samples. Please obtain the blood draw tubes from the folder. Tubes will already be labeled.
4. Ask the donor if she has a preferred arm for drawing.
5. Cleanse hands with alcohol gel and put on gloves
6. Place tourniquet and **TAKE YOUR TIME** to feel/look for an appropriate vein. We prefer that you do not draw blood from veins in the hands.
7. After you have located a vein, cleanse the area, put on gloves, and **DRAW THE BLOOD IN THIS ORDER:** 1 tiger top tube, 1 purple top tube, and 1 lavender top (2ml) tube. We will be using 21g butterflies.
8. **If you need to use an additional draw tube, please be sure to write the barcode number on it.** Extra tubes can be found in your supplies.
9. After the tubes of blood are drawn, all three tubes should be gently inverted 5 times.
10. Write the time of the blood draw on the tiger top or serum tube.
11. Call for a runner who will deliver all tubes to the lab area for processing. The runner will get the tubes with blood in them and the bag with all the empty cryovials, which will be used for lab processing.
12. A donor escort will then take and introduce the donor to the Donor Coordinator for Tissue. Make sure that the donor has her folder with eligibility check-list, remaining barcode, and consent. The donor will proceed to the waiting area.
13. Place all trash into the sharps container at your table.

If your donor states that she feels faint, **IMMEDIATELY** notify the team lead. Give the donor juice and/or breakfast bar provided at your station.

Please use universal precautions when drawing blood. If you should be stuck by a needle contact your team lead immediately and **ASK YOUR DONOR TO STAY UNTIL THE SITUATION IS ASSESSED.**

If you are unable to draw any blood from the donor, please notify the event coordinator before the donor leaves the area. **SEND THE BAGGIE FULL OF TUBES TO THE LAB WITH A RUNNER ANYWAY.**