

Annex L

The Hong Kong Phlebotomy and Intravenous Infusion Association

專業實務範圍

Scope of Professional Practice

January 2019

SCOPE OF PROFESSIONAL PRACTICE

The Hong Kong Phlebotomists Association

I. PREAMBLE

Hong Kong Phlebotomy and Intravenous Infusion Association (HKPIVA) is responsible for the regulation of the phlebotomy profession. The Council has approved registration standards, codes, and competency standards that determine the requirement and the HKPIVA's expectations in guiding the professional practice of phlebotomists in local practice in Hong Kong. This document should be read in conjunction with other related directives from the HKPIVA.

II. AIMS

The scope of Professional Practice aims to communicate to phlebotomists and those concerned about phlebotomist's roles, responsibilities and activities which phlebotomists are educated and authorized to perform. Understanding of the scope of professional phlebotomy practice ensures that phlebotomists' skills are fully utilized and the rights of patients to receive care from phlebotomists are protected.

The practice and conduct of each qualified phlebotomist is subject to the principles laid down in the HKPIVA's "Code of Ethics and Professional Conducts for phlebotomists in Hong Kong". Each phlebotomist is accountable for his or her practice and conduct. The Code provides a statement of the values of the profession and establishes the framework within which the scope of professional practice should adhere.

III. DEFINITION

The scope of phlebotomy professional practice covers the range of roles, duties and functions as well as the accountability of qualified nurses relating to their education, experience and expertise.

IV. POSITION STATEMENT

The scope of practice encompasses the roles, duties, and functions which the phlebotomist is educated and competent to perform with professional autonomy and accountability. Professional nursing's scope of practice is dynamic and continually evolving, characterized by a flexible boundary responsive to the changing needs of society and the expanding knowledge base of applicable theoretical and scientific domains.

Phlebotomists contribute to perform venipuncture and skin punctures competently and expediently. Has thorough knowledge of test requirements, assists in Clinical Laboratory as needed. Responsibilities include IV cannulation, blood cultures, blood samples and ECG operation.

V. SCOPE OF PRACTICE

1. Responsible to the health care system

The scope of phlebotomy practice is responsive but not limited to the following factors:

- 1.1. The changing demographic and epidemiology including emerging and re-emerging communicable diseases.
- 1.2. The changes in the continuum of care settings including the primary and community care environment and cover the whole patient journey.
- 1.3. The changes in science and technology including information and communication technologies.

2. **The Roles and responsibilities of a Registered Certified Phlebotomist**

Essential Functions

1. Promote the mission, vision, and values of the organization
2. Perform venous blood draws, intravenous cannulation, blood culture procedure and 12 leads electrocardiogram competently and expediently with as little patient discomfort as possible
3. Record phlebotomy requisitions
4. Identify the patient by comparing patient information on the requisition to the patient's identification band before venipuncture is performed
5. Display courteous, professional manner towards patients, co-workers, nursing and medical staff
6. Label and record all test tubes, log procedures and file paperwork
7. Demonstrate knowledge of color top tube to use, volume of blood needed and test requirements
8. Follow standard precautions at all times
9. Dispose all sharp instruments in a rigid sharp container
10. Clean and supply venipuncture trays
11. Maintain clean work area
12. Order supplies as needed
13. Complete assigned duties efficiently and in a timely manner
14. Prioritize STAT, scheduled, and outpatient orders
15. Seek guidance and direction when necessary
16. Demonstrate the value of team concept on a consistent basis
17. Assist Medical Laboratory Technologist when necessary
18. Follow policy and procedures for the Clinical Laboratory and hospital

Non-Essential Functions

Perform other duties as assigned

Professional Requirements

1. Adhere to dress code, appearance is neat and clean.
2. Complete annual education requirements.
3. Maintain patient confidentiality at all times.
4. Report to work on time and as scheduled.
5. Wear identification while on duty.
6. Maintain regulatory requirements, including Hospital Authority's regulations.
7. Represent the organization in a positive and professional manner at all times.
8. Comply with all organizational policies and standards regarding ethical practices.
9. Communicate the mission, ethics and goals of the organization.
10. Participate in performance improvement and continuous quality improvement activities.

11. Attend regular staff meetings and in-services.

3. Qualifications

A Registered Certified Phlebotomist must have the following certification

- 1. Diploma of Phlebotomy certification**
- 2. Intravenous Cannulation certification**
- 3. American Heart Association Basic Life Support (BLS) for Health Care Provider certification**
- 4. American Heart Association ECG Certification**
- 5. HKSAR recognized First Aid Certificate**

4. Knowledge, Skills, and Abilities

- i. Knowledge of phlebotomy services
- ii. Strong organizational and interpersonal skills
- iii. Ability to determine appropriate course of action in more complex situations
- iv. Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- v. Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- vi. Ability to maintain confidentiality of all medical, financial, and legal information
- vii. Ability to complete work assignments accurately and in a timely manner
- viii. Ability to communicate effectively, both orally and in writing
- ix. Ability to handle difficult situations involving patients, physicians, or others in a professional manner

5. Physical Requirements and Environmental Conditions

- A. Working irregular hours including call hours
- B. Physically demanding, high-stress environment
- C. Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- D. Full range of body motion including handling and lifting patients

VI. Phlebotomist education and scope of practice

Phlebotomist education has to be revamped from time to time in order to equip phlebotomist with the competencies to meet the changing healthcare demands in relation to the projected demography and epidemiology across the life span. The coverage also encompasses areas on quality and safety, evidence-based practice, research, and leadership.

1. Pre-registration/enrolment education prepares phlebotomists for safe and effective practice at the entry level of nursing practice.

2. Life-long learning is required to upkeep phlebotomists' knowledge and skills in order to maintain competency and to ensure quality of practice.
3. Advanced practice is built on advancement of knowledge and expertise with reflection on practice and research.

VII. Competency Framework

1. As the health care system changes and the complexity of care increases, phlebotomy education has proactively prepared phlebotomists to meet the competency requirements.
2. Through continuing and higher medical education and research, phlebotomists acquire and build more knowledge in the area of medical laboratory sciences.
3. Different levels of competencies guides the principles of continuing professional development, accountability, professional autonomy, delegation and related issues such as context of practice, collaboration and teamwork.
4. A comprehensive professional practice framework could be devised from this competency framework to give guidance and support on matters relating to relevant areas of clinical practice.

VIII. Epilogue

Given the dynamic nature of health care and the evolving role of phlebotomist, the scope of professional practice will continue to be modeled in response to the current developments in health care, the nursing profession, legislation, social policies and by other events that influence or alter health care practice. The HKPIVA holds a position that a phlebotomist is required to be competent in his or her scope of practice. The qualified phlebotomists must honestly acknowledge any limits of personal knowledge, skills, and competency, and takes steps to remedy any relevant deficits in order to meet the evolving demands of the scope of professional practice.

