

Hartman's Complete Guide for the Phlebotomy Technician

Hartman Publishing, Inc.

SECOND EDITION

hartmanonline.com



Hartman

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ISBN 978-1-60425-165-4

PRINTED IN CANADA

Notice to Readers

Though the guidelines and procedures contained in this text are based on consultations with healthcare professionals, they should not be considered absolute recommendations. The instructor and readers should follow employer, local, state, and federal guidelines, as well as current standards concerning healthcare practices. These guidelines change, and it is each reader's responsibility to be aware of these changes and of the policies and procedures of their healthcare facility.

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Gender Usage

This textbook uses gender pronouns interchangeably to denote healthcare team members and patients.

Special Thanks

A very warm thank you goes to our insightful reviewers, listed in alphabetical order:

Connie W. DeFillippo, BSN, RN
Cincinnati, OH

Taylor Strohl, MSN, RN
Aubrey, TX

Amanda Young, BSN, RN, CMA
Ashland, OH

We are very appreciative of the many sources who shared their informative images with us:

- American Hospital Association
- ASP Global
- Becton, Dickinson and Company
- Benchmark Scientific
- Centers for Disease Control and Prevention
- Dreamstime
- Globe Scientific
- Greiner Bio-One
- March of Dimes
- Marketlab, Inc.
- Medline Industries, LP
- Nova Biomedical
- Occupational Safety and Health Administration
- TriCore

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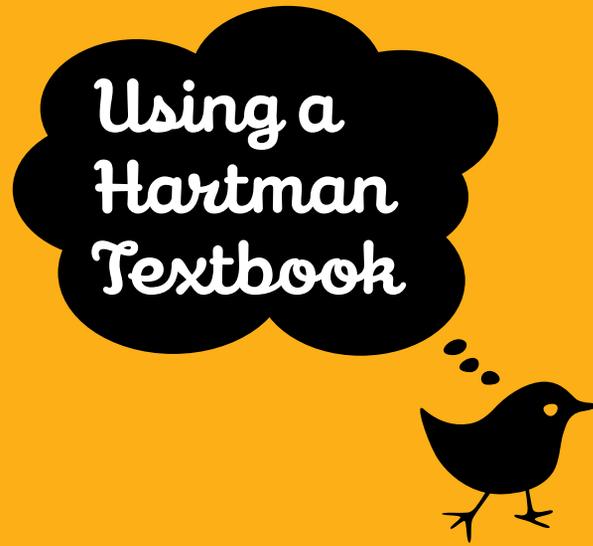
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Procedures



Understanding how this book is organized and what its special features are will help you make the most of this resource!

We have assigned each chapter its own colored tab. Located on the side of every page, each colored tab contains the chapter number and title.



8. Describe preparations for the safe collection of blood specimens

Everything in this book, the student workbook, and the instructor's teaching material is organized around learning objectives. A learning objective (LO) is a very specific piece of knowledge or a very specific skill. After reading the text, you will know you have mastered the material if you can do what the learning objective says.

hematology

Bold key terms are located throughout the text, followed by their definitions. They are also listed in the glossary at the back of this book.

Washing hands (hand hygiene)

All care procedures are highlighted by the same black bar for easy recognition.

Guidelines: Legal and Ethical Behavior

Guideline lists are colored green for easy reference.

Patients' Rights

Blue Patients' Rights boxes teach important information about how to support and promote legal rights and patient-centered care.

Extra Protection

Gray boxes contain extra information that will help you be an even better phlebotomy technician.

Quality Counts

Orange Quality Counts boxes highlight ways phlebotomy technicians can practice the highest standards of care in their work.

Chapter Review

Chapter-ending questions test your knowledge of the information found in the chapter. If you have trouble answering a question, you can return to the text and reread the material.