

PHLEBOTOMY TRAINING FREQUENTLY ASKED QUESTIONS (FAQs)

1. Is there a charge for taking the annual refresher course?

There is no charge for the annual refresher course. There is an \$20.00/hour fee if the observation is performed by Clinical Research Center assessors.

2. Can the initial training program be paid from departmental or grants funds?

3. Will the phlebotomist receive any reminders for either the 6-month post-training or the annual training competency checks?

- a. No. A phlebotomist may use his/her own calendar to enter due date(s) as a reminder.
 - i. If the phlebotomist uses Outlook calendar, a reminder appointment set to the month maintenance is due can be created. For an annual reminder, use
 - ii. Creation of an email reminder sent to the phlebotomist with a delayed send date a month before maintenance is due might be helpful.
- b. A supervisor has the ability through administrative access in MyPath to assign a study team member to take the initial training program or the annual competency course. If this occurs, an automatic email alerting of this requirement is sent to the study team member.

4. The 6-month or annual refresher was not taken (date has past), what should the phlebotomist do?

Phlebotomist should contact his/her immediate supervisor for guidance.

5. Informed when the phlebotomy training or maintenance has been successfully completed?

- a. The department administrator may wish to confirm any financial expenses associated with the training; and
- b. _____ may want to add this skill to their job evaluation in MyPath.

6. Why do phlebotomists have to take a phlebotomy refresher every year?

The annual refresher is required by New York State regulations for both nurses and non-nurses who, in their current role, perform phlebotomy.

7. How much time should be set aside to complete the annual online refresher course?

About 60 minutes for the online course and additional time for the demonstration of skill.

8. Where are the completed skill demonstration attestation documents stored?

It is the phlebotomist

These documents are NOT stored in the MyPath course. Therefore, upon completion of

training or maintenance for purposes of record keeping, the phlebotomist might scan the completed *Phlebotomy Attestation of Skill Demonstration* and any

14. For a research nurse who has not done phlebotomy in the past, but is now expected