



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Services Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-SURGCOM-CHEMO-P002-(01)	
<b>TITLE/DESCRIPTION:</b>  OUTPATIENT THERAPEUTIC PHLEBOTOMY			
<b>EFFECTIVE DATE:</b> June 16, 2025	<b>REVISION DUE:</b> June 15, 2028	<b>REPLACES NUMBER:</b> DEM – QP – 37	<b>NO. OF PAGES:</b> 1 of 8
<b>APPLIES TO:</b> Chemotherapy Unit, MSD, Laboratory Department		<b>POLICY TYPE:</b> Multi Disciplinary	

## PURPOSE:

1. To set guidelines for the safe and appropriate practice of therapeutic phlebotomy in the Outpatient Department.
2. To ensure proper disposal of wastes in accordance with the RMCI Waste Management Program.

## DEFINITIONS:

Phlebotomy-the extraction of blood for transfusion, diagnosis, and treatment of disease.

## RESPONSIBILITY:

Chemo Staff Nurses, Physicians and Medical Technologists

## POLICY:

1. Outpatient therapeutic phlebotomy shall be available from Monday to Saturday, 8:00AM to 5:00PM.
2. Only a maximum of 500cc of blood may be extracted from the patient per day.
3. Patients for phlebotomy shall obtain a written order from their physicians.
4. A signed consent shall be secured by the Chemotherapy Nurse before the procedure.
5. Schedule for phlebotomy shall be arranged with the Chemotherapy Nurse.
6. Patient for phlebotomy shall be admitted before 12:00NN.
7. Medicines and supplies for the procedure shall be obtained only from the hospital pharmacy.
8. Resident on-duty shall assess the patient before and after the procedure.
9. Blood Bank Staff/Medical Technologist on-duty shall be responsible for determining appropriate venous access for blood extraction. The volume of blood extracted shall be replaced by an equal amount of normal saline solution if order by the Attending Physician.
10. Chemotherapy Nurse shall assess, monitor, and document the procedure.
11. Chemotherapy Nurse shall fill out the Medication and Treatment Record form.
12. Any adverse reactions shall be reported by the nurse to the Resident on-Duty immediately.
13. Isolation practices shall be strictly implemented.
14. One-watcher policy shall be strictly observed.
15. Healthcare practitioners involved in phlebotomy shall exercise general safety precautions. Personal Protective Equipment shall be worn.
16. Extracted blood shall be brought to the Blood Bank for proper labeling and disposal.
17. All wastes shall be labeled and disposed in accordance with the RMCI Waste Management program.





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## PROCEDURE (SOP):

1. Patient for phlebotomy presents physician's written request.
2. Patient's watcher fills out the admission draft and proceeds to the admitting section.
3. Chemotherapy Nurse secures a signed consent for the procedure.
4. Chemotherapy Nurse assists the patient to the Chemotherapy and Transfusion Room and positions the patient comfortably.
5. Chemotherapy Nurse takes baseline vital signs and records it in the patient's chart.
6. Resident on-Duty assesses the patient and notifies the Attending Physician before the procedure.
7. Intravenous line of Normal Saline Solution will be started if ordered. Venous access site will be in the other arm, opposite site for phlebotomy.
8. Chemotherapy Nurse informs the Blood Bank Staff assigned for the procedure.
9. Blood Bank Staff/Medical Technologist inserts IV access line for blood extraction.
10. Chemotherapy Nurse monitors the vital signs during the procedure and makes proper documentation.
11. Chemotherapy Nurse fills out necessary information on the Medication and Treatment Record form.
12. Chemotherapy Nurse observes for signs of adverse reactions and reports immediately to the Physician on-Duty. Proper documentation follows.
13. After the procedure, the Resident on-Duty assesses the patient.
14. Resident on-Duty informs the Attending Physician that the procedure is done.
15. Chemotherapy Nurse takes the vital signs.
16. Patient is observed for any untoward reactions for at least one hour after the procedure.
17. Chemotherapy Nurse encodes discharge orders and patient's bill.
18. Chemotherapy Nurse prepares the Going Home Instructions.
19. Patient's watcher processes payment with the Billing Section and secures clearance slip.
20. Clearance slip is presented to the Chemotherapy Nurse.
21. Chemotherapy Nurse discharges the patient and informs the auxiliary to direct patient to the exit.
22. Chemotherapy Nurse files the patient's chart.
23. Chemotherapy Nurse labels the waste materials generated and disposes them properly





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## WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Secures a signed consent for the procedure	Chemotherapy Nurse
2. Takes baseline vital signs and records it in the patient's chart	
3. Prepares all necessary supplies and equipment needed for the procedure.	
4. Informs the Blood Bank Staff assigned for the procedure.	
5. Monitors the vital signs during the procedure and makes proper documentation.	
6. Fills out necessary information on the Medication and Treatment Record form.	
7. Takes the vital signs.	
8. Observes for signs of adverse reactions and reports immediately to the Physician on-Duty.	
9. Encodes discharge orders and patient's bill.	
10. Prepares the Going Home Instructions.	
11. Verifies clearance slip.	
12. Discharges the patient and informs the auxiliary to direct patient to the exit.	
13. Files the patient's chart.	
14. Labels the waste materials generated and disposes them properly.	
15. Inserts IV access line for blood extraction.	Blood Bank Staff/Medical Technologist
16. Assesses the patient and notifies the Attending Physician before the procedure.	Resident on-Duty
17. Informs the Attending Physician that the procedure is done.	

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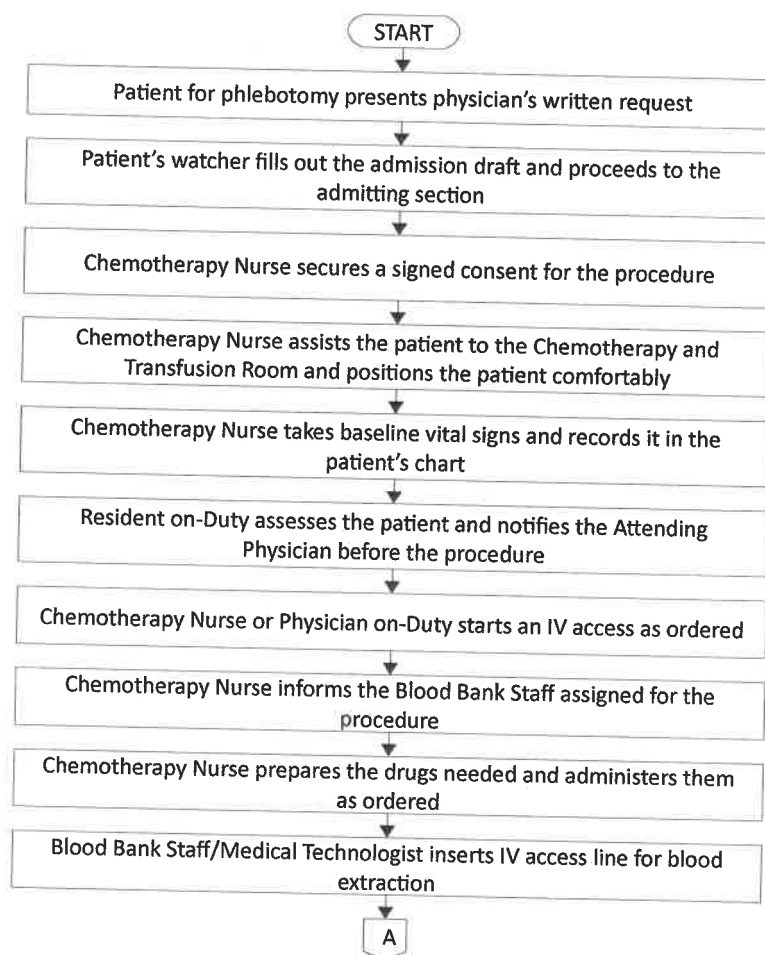
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## WORK FLOW:



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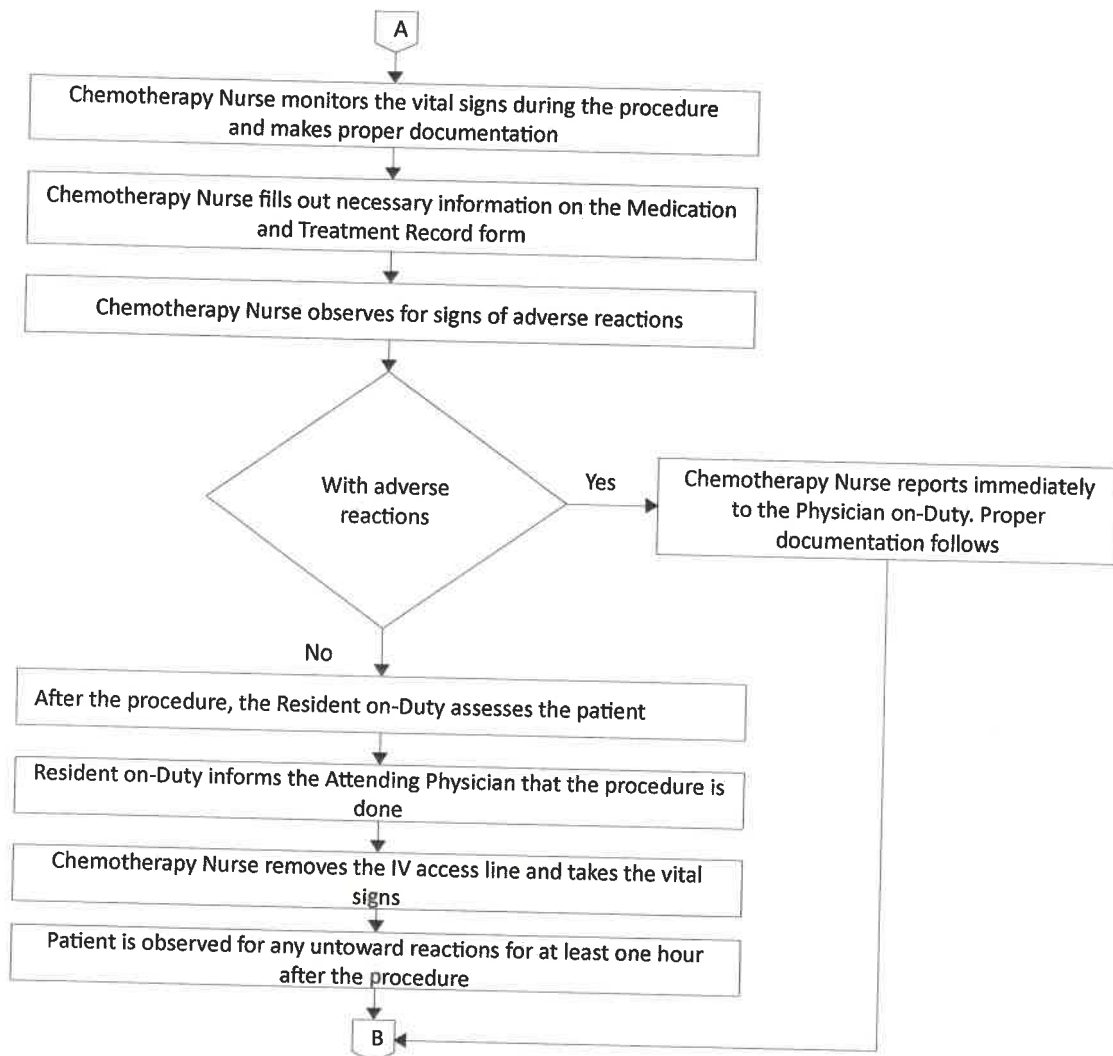
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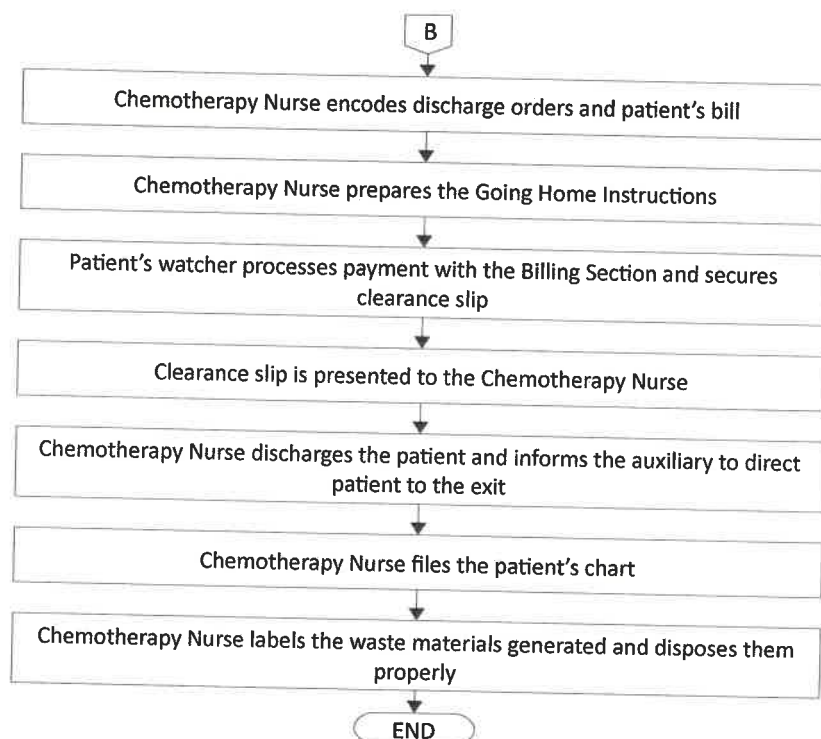
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<b>FORMS:</b> N/A
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> N/A





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