

<b>Reference Number:</b> UHB 364 <b>Version Number:</b> 2	<b>Date of Next Review:</b> 16 <sup>th</sup> Apr 2022  <b>Previous Trust/LHB Reference Number:</b> N/A
<b>Venepuncture for Non Clinically Qualified Research Staff Policy</b>	
<b>Policy Statement</b>  To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, this policy will identify the key standards required to ensure the safe practice of venepuncture by research staff without clinical qualifications working within Cardiff and Vale University Health Board.	
<b>Policy Commitment</b>  The purpose of this policy is to state the expected standards of care to minimise the associated risk of harm to patients and staff when undertaking venepuncture. To reduce this risk it is imperative to ensure that non clinically qualified research staff have received appropriate training and education, together with a period of supervised practice and assessment to ensure they are competent to undertake this invasive procedure autonomously.	
<b>Supporting Procedures and Written Control Documents</b> This Policy and the supporting procedure describe the following with regard to Venepuncture for Non Clinically Qualified Research <ul style="list-style-type: none"> <li>• Staff Roles and Responsibilities</li> <li>• Limitations</li> <li>• Training</li> </ul> <b>Other supporting documents are:</b>  <b>UHB Documents</b> <ol style="list-style-type: none"> <li>1. Consent to Examination or Treatment Policy</li> <li>2. Labelling of Specimens Submitted to Medical Laboratories Policy</li> <li>3. Infection Control Procedure for Hand Decontamination</li> <li>4. Patient Identification Policy</li> <li>5. Blood Transfusion Policy</li> <li>6. Mental Capacity Act and Tool Kit</li> <li>7. Infection control procedure for Needle stick injury</li> </ol> <b>National guidelines</b> <ol style="list-style-type: none"> <li>1. Aseptic Non-Touch Technique (ANTT)</li> <li>2. Royal Marsden Guidelines</li> <li>3. Informed Consent in Research as part of Good Clinical Practice training</li> </ol>	

Document Title: Venepuncture for Non Clinically Qualified Staff Policy	2 of 2	Approval Date: 16 Apr 2019
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**Scope**

This policy is restricted to all unregistered practitioners working in research roles within the UHB, who are required to undertake venepuncture to support the delivery of research or drug trials. For the purposes of this policy, this includes permanent, temporary, bank and agency staff as well as holders of honorary contracts and letters of access.

For the remainder of this document these staff will be referred to as 'Research Staff' This document serves to outline the conditions under which Research Staff working within research may be considered suitable to undertake venepuncture training and the limitations that apply.

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment (EHIA) has been completed and found there to be a no impact
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<b>Policy Approved by</b>	Quality, Safety and Experience Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Research Governance Group
<b>Accountable Executive or Clinical Board Director</b>	Executive Medical Director

**Disclaimer**

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	12/09/17	21/09/17	New Document
2	16/04/19	08/05/19	