

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Clinical Care
Skills Category	Specimen Collection
Skills Standard Title	Collect blood sample*
Skills Standard Descriptor	Obtain venous blood sample for client from upper and lower limbs
Skills Proficiency Level	Level 2 <i>(Previously 'Intermediate' under CCSSF)</i>
Source Code	CCSSF-CC-SC-3002-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Basic anatomy and physiology of venous system • Process of blood sample collection • Issues related to venepuncture, which may include: ○ Excessive bleeding ○ Fainting ○ Pain • Types of information to be collected for blood sample collection, which may include: ○ Personal information ○ Blood type ○ Medication history • Purpose of performing blood collection, which may include: ○ Routine ○ Doctor's orders ○ Home visits • Blood sampling guidelines relating to (not limited to): ○ Storage and transport conditions ○ Timing for dispatch of sample • Measurement tools used in relation to blood collection, which may include: ○ Containers ○ Vacutainers ○ Alcohol swabs ○ Tourniquet ○ Syringes ○ Personal protective equipment (PPE) ○ Labels • Blood sample collection sites, which may include: ○ Veins

	• Standard precautions, which may include (not limited to): ○ Using PPE ○ Sanitising of hands ○ Disposal of sharps ○ Disposal of hazardous materials • Documentary requirements for specimen collection, which may include: ○ Forms ○ Labels ○ Information documented ○ Colour coding • Organisational policies in relation to: ○ Introduction of oneself ○ Communicating with client ○ Clarifying if client has a history of fainting during blood sampling ○ Providing information to client ○ Ensuring client's consent ○ Collecting blood sample ○ Reporting abnormalities ○ Advising client to inform staff if site starts to bleed or is tender or painful ○ Recording information on blood sample collection ○ Securing and label blood sample ○ Reinstating all tools and equipment ○ Completing documentation for blood sample collection • Relevant legal and/or industrial requirements in relation to support care functions, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ National Infection Prevention and Control Guidelines for Long-Term Care Facilities (Ministry of Health)
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: • Verify orders for blood sample collection in consultation with qualified personnel (where required) • Communicate with client in accordance with policies and procedures, which includes: ○ Introduction of oneself ○ Providing information to client ○ Ensuring client's consent ○ Advise client to inform staff if site starts to bleed or is tender or painful

	○ Clarification if client has a history of fainting during blood sampling ○ History of excessive bleeding ● Communicate with client, position and prepare client in accordance with organisational procedures ● Collect blood sample in accordance with organisational procedures ● Report abnormalities in accordance with reporting guidelines (i.e. pain, excessive bleeding, etc.) ● Record information on blood sample collection in accordance with organisation procedures and sampling requirements ● Secure and label blood sample in accordance with organisational procedures ● Apply infection control practices during the blood sample collection process ● Reinstate all tools and equipment used in relation to blood sample collection (e.g. replacement of consumables, etc.) ● Complete documentation for blood sample collection in accordance with organisational requirements
Person Centred Care <i>This refers to having a person centred care mindset to drive the caregiver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: ● Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: ● Collect accurate amount of blood based on the order form ● Collect blood sample in accordance with infection control guidelines ● Use the correct tools for collection of blood sample ● Secure and label blood sample Practise infection control ● Complete reports / documents in accordance to legal requirements, organisational policies and procedures