# Phlebotomy at the Peter Medawar Building – process flow

| | Person requiring blood | Consenting Team/ Administrator | Phlebotomist |
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| No later than mid-day the day before blood is required | Contact the Phlebotomist to arrange a time/ date to take the blood | | Agree time/ date for blood to be taken |
| | Book the phlebotomy room by emailing the Unit Administrator | Book the phlebotomy room | |
| | Contact the Consenting Team and Unit Administrator with details of your study asking them to seek donors. | Email sent to the PMB mailing list asking for volunteers<br>Volunteers contacted and paperwork completed | |
| Before blood is taken | | List of donors' names and associated GI numbers sent to phlebotomist<br>Donors contacted informing times/ ensuring they are ready for the procedure | Receive donor information and store such that the person requiring blood does not see identifiable information |
| When blood is being taken | Not present in phlebotomy room/ involved in taking donors to the room | | Ensure donor signs correct forms<br>Label vials with relevant donor GI number only |
| After blood has been taken | Receive blood and store appropriately | If room cannot be left in a clean and tidy state, investigate why and arrange for cleaning | Destroy information linking names to GI numbers<br>Give vials to person requiring the blood<br>Leave room in a clean and tidy state |