Candidates sitting for the exam for licensure purposes in California should study and be familiar with the following test plan:

NHA Certified Phlebotomy Technician (CPT) **2010-11 Test Specifications** **125 total items**	**# items**
1. Skin Puncture and Other Blood Drawing Methods	**10**
A. Describe and demonstrate steps in the preparation of a puncture site	
B. List the effect of hand squeezing and heat on capillary puncture	
C. List the effect of tourniquet, hand squeezing on venipuncture	
D. Recognize proper needle insertion and withdrawal techniques	
E. Perform correct procedure for capillary collection method on infants	
F. Perform correct procedure for capillary collection method on adults	
G. Identify alternate sites for arterial, capillary venipuncture	
H. Follow standard procedures to perform a successful capillary puncture	
2. OSHA and Infection Control	**13**
A. Identify policies and procedures for maintaining laboratory safety	
B. Identify the modes of transmission and methods of prevention	
C. Identify and properly label biohazardous specimens	
D. Define and discuss the term nosocomial infection	
E. Comply with regulations regarding safety practices	
F. Use the OSHA Standard Precautions	
G. Demonstrate accepted practices for infection control	
H. Demonstrate accepted practices for isolation techniques	
I. Demonstrate accepted practices for disease prevention	
J. Perform proper infection control such as handwashing	
K. Perform proper infection control such as gowning and gloving	
L. Use prescribed procedures to handle electrical and radiation hazards	

M.	Use prescribed procedures to handle biological and fire hazards	
N.	Use appropriate practices as outlined in the OSHA Hazard Communications Standard	
O.	Use appropriate practices as in the Material Safety Data Sheet	
P.	Demonstrate technique to ensure patient safety – inpatient setting	
Q.	Demonstrate technique to ensure patient safety – outpatient setting	
R.	Demonstrate technique to ensure patient safety – pediatric setting	
3. Phlebotomy Procedure/Tubes		**38**
A.	Define the phlebotomist's role in collecting specimens	
B.	Identify sites for venipuncture, capillary and arterial punctures	
C.	Differentiate between sterile and antiseptic techniques	
D.	List the steps necessary to perform venipuncture in order	
E.	List the steps necessary to perform a capillary puncture order	
F.	Follow standard procedures to perform a successful venipuncture	
G.	List signs/symptoms of problems that may occur during collection	
H.	Describe signs of shock and need for first aid assistance	
I.	Describe the system for monitoring quality assurance	
J.	Perform quality control procedures	
4. Complications Special Population		**14**
A.	Identify the various types of additives used in blood collection	
B.	Explain the reasons for the additives used in blood collection	
C.	Identify the evacuated tube color codes associated with the additives	
D.	Describe substances that can interfere in clinical analysis of blood	
E.	Describe ways the phlebotomist can help to avoid these occurrences	
F.	List and select equipment needed to collect blood by venipuncture	
G.	List and select equipment needed to collect blood by capillary stick	

H.	List and select equipment needed to collect blood by arterial puncture	
I.	Identify special precautions necessary during blood collections	
J.	Name and explain frequent causes of phlebotomy complications	
5. Medical Law & Ethics/Documentation		**12**
A.	Describe the legal importance of proper patient/sample identification…	
B.	List criteria for specimens and test results used as legal evidence	
C.	Record quality control results	
D.	Identify/report control results that do not meet the predetermined criteria	
E.	Maintain confidentiality of privileged information on individuals	
F.	Value diversity in the workplace	
G.	Interact appropriately and professionally with other individuals	
H.	Discuss the major points of Patient's Bill of Rights	
I.	Model professional appearance and appropriate behavior	
J.	Follow instructions in carrying out testing procedures	
K.	Define different terms used in the medicolegal aspect for phlebotomy	
L.	Discuss policies and protocol designed to avoid medicolegal problems	
M.	List the causes of stress in the work environment	
N.	Demonstrate use of computer information systems	
6. Specimen Handling/Lab Tests		**11**
A.	List the types of laboratory procedures performed	
B.	Describe how laboratory testing is used to assess body functions	
C.	Describe the types of specimens analyzed in the clinical laboratory	
D.	Define the phlebotomist's role in transporting specimens	
E.	Describe the procedure for a physician requesting laboratory analysis	

F.	Instruct patients in the proper collection for blood samples	
G.	Instruct patients in the collection and preservation of stool samples	
H.	Instruct patients in the collection and preservation of sputum samples	
I.	Explain transporting methods and processing specimens	
J.	Describe potential errors that may occur during specimen processing	
K.	Identify and report potential pre-analytical errors that may occur	
7. Basic Anatomy & Physiology		**18**
A.	Describe the basic functions of each of the main body systems	
B.	Demonstrate knowledge of the circulatory system	
C.	Demonstrate knowledge of the urinary system	
D.	Knowledge of other body systems necessary to perform collection	
E.	Identify veins of the arms and hands which phlebotomy is performed	
F.	Identify veins of the legs and feet which phlebotomy is performed	
G.	Explain the functions of the major constituents of blood	
H.	Differentiate between whole blood, serum and plasma	
8. Medical Terminology		**9**
A.	Identify the health care providers in hospitals and clinics	
B.	Describe the various hospital departments and their major functions	
C.	Describe the organizational structure of the clinical laboratory	
D.	Discuss the roles of the clinical laboratory personnel	
E.	Use common medical terminology	
F.	Define hemostasis and explain the basic process of coagulation	
G.	Discuss the properties of arterial, venous and capillary blood	