**Venepuncture Process for Registered Nurses**

Outlined below is the process required for registered nurses who would like to become certificated for Venepuncture for general practice. This process applies for any nurse who:

* Has never completed Venepuncture certification
* Is not confident in delivery of Venepuncture
* New to general practice nursing or new to Hawke’s Bay and working as a practice nurse

**Process**

1. Discuss with your Nurse Manager.
2. Discuss training options with PHO as appropriate - contact Sonya Harwood tel: (06) 871 5653 or Workforce Development Project Manager, tel: (06) 871 5656.
3. Register to attend the DHB Venepuncture practical training sessions through education@hbdhb.govt.nz and provide your name, session and time you wish to attend.
4. Complete and pass the Primary Care Venepuncture module on Ko Awatea (see below) before attending the practical session. This is compulsory and must be completed prior to attending the practical session.

To access Ko Awatea:

1. **Open your internet explorer and ‘Google’ Ko Awatea Learn or use this link:** <https://koawatealearn.co.nz/>.Copy and paste link if you are unable to click on this.
2. Click on link
3. Click on ‘Find courses’
4. Go in to Hawke’s Bay DHB
5. Primary Care
6. Primary Care IV Venepuncture
7. Enter your user name first name.surname.pho@hbdhb.govt.nz, and then your password.  If you *are unable to access Ko Awatea* or have forgotten your password, please contact the Education Centre at HBDHB.
8. Complete the Venepuncture Clinical Audit. This must be signed-off by a registered nurse who has a Venepuncture certificate.
9. Return audit to sonya@healthhb.co.nz  for sign-off.
10. Certificate will be e-mailed to you at the completion of this process.

Please Note:

Nurses who are confident need to only complete Nos. 2, 6 and 7 above.

Please contact Sonya Harwood, tel: (06) 871 5653 or Workforce Development Project Manager, tel: (06) 871 5656 to discuss.