

PENSACOLA STATE — COLLEGE —

Phlebotomy Certificate Program Admission Packet

Contact Information:

Wilma Duncans-Burnett, Program Director
850-484-2216
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Health Programs Admissions Office
850-484-2210
healthprograms@pensacolastate.edu

Pensacola State College – AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

**Pensacola State College
Warrington Campus
Health Sciences Department
PHLEBOTOMY PROGRAM INFORMATION SHEET**



Phlebotomy Technicians are trained for drawing blood, verifying and recording data, and screening patients for various conditions and information. The duties of the phlebotomist include drawing blood by applying a tourniquet to the arm, locating the accessible vein, swabbing the puncture area with antiseptic, and inserting the needle to draw the blood. After withdrawal, the blood is labeled, stored, or forwarded to laboratories for analysis. The phlebotomist may also prick fingers to draw blood, take vital signs, and receive other body fluids for analysis. If you are patient, sociable, and have good eye and hand coordination, phlebotomy may provide a good career for you. Students who complete this course can find employment at hospital labs, independent labs, doctor's offices, renal care facilities, serology facilities, blood banks, and plasma centers.

The Phlebotomy Program is scheduled for sixteen weeks starting in August (fall term) and January (spring term).. The classes/labs and clinics are only offered day hours. Classes are sixty vocational .hours. In the spring and fall terms, classes/labs are offered on Tuesdays and Thursdays from 8:30am to 12:30pm for seven and one-half weeks.. Clinic meets for 120 vocational hours and starts after the class/lab ends. Clinics are Monday through Friday from three to five weeks, eight hour days. Clinic hours are available from 6am to 5pm.

To apply to the Phlebotomy Program, you will first need to be a current Pensacola State College student. Apply to the college by submitting a completed Pensacola State College application with a fee \$30.00 application fee. Next, complete and submit the application for Health-Related Programs indicating Phlebotomy as your program of choice. For financial aid, complete and submit the PELL Grant (FAFSA package). You may compete the FAFSA package on-line at www.fafsa.ed.gov. or at Pensacola State College. For assistance in completing the FAFSA, contact the Education Opportunity Center at 484-2357. The Pell Grant will not pay for the Phlebotomy Program, but will be used to complete your financial packet. Next, wait for about eight working days and then contact the Financial Aid office to see if your financial packet is complete. If your financial packet is complete, you will then complete the Pensacola State College Vocational Grant application. Take the Vocational Grant Application to the Health Sciences Department for review by Department Head Ms. Sandra Hartley.

The TABE Test is now required for the Phlebotomy Program. Background checks and drug screens are mandatory and information about them will be provided at Orientation.

Special Requirements:

2.0 GPA
18 years of age
High School Graduate or GED
TABE test scores on file
Current Pensacola State College application on file
Completed Application for Health Related Programs (Health Related Applications are handled by the Health Admissions Office at Warrington Campus)
High School and College Transcripts on file

Program Information:

Department of Health Sciences
Ms. Sandra Hartley, Department Head
Ms. Tracy Hunter, Administrative Assistant
Phone: (850) 484-2308
Fax: (850) 484-2390
Phlebotomy Program Director
Ms. Wilma Duncans-Burnett
(850) 484-2216

Academic Counseling:

Dr. Judy Floyd, Director of Student Affairs
Mr. Al Huffman, Counselor
Mr. Earl Evans, Counselor
Phone: (850) 484-2270
Fax: (850) 484-2375

Health Admissions:

Ms. Sarah Lewis
Phone: (850) 484-2210
Career Counseling
Phone: (850) 484-2342

Financial Aid Assistance:

FA Office: (850) 484-1680
Educational Opportunity Center (EOC)
Barbara Jones, Counselor
Wanda Gunion, Assistant
Phone: (850) 484-2357

COME STICK WITH US

Phlebotomy (Vocational Certificate Program)

Phlebotomists support the health industry in hospitals, nursing and convalescent homes, blood centers, and offices and clinics of physicians.

MISSION

The mission of the Phlebotomy Vocational Certificate Program is to provide quality education to Phlebotomy students to prepare them to enter the profession of Phlebotomy.

FREQUENTLY ASKED QUESTIONS

Q: What are the Educational Outcomes of the Phlebotomy Program?

A: Educational Outcomes are the terminal competencies expected of the program graduates. At the end of the Vocational Certificate Program in Phlebotomy at Pensacola State College, the graduate will be able to:

1. Collect blood specimens by venipunctures and capillary punctures
2. Collect other specimens that are handled by the lab (stool, urine, throat cultures)
3. Practice infection control procedures
4. Educate patients on specimen collection procedures
5. Identify the anatomy and physiology of the cardiac system
6. Communicate with patients appropriately and knowledgeably
7. Identify all phlebotomy equipment
8. Use all phlebotomy equipment

Q: Will I need a License to Practice Phlebotomy in Florida?

A: No.

Q: What Knowledge and Skills does a Phlebotomist Need?

A: Skills include specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control and safety, and patient relations.

Q: What are some Typical Tasks in Phlebotomy?

- Drawing blood
- Assembling the equipment to draw blood
- Verifying and recording data
- Sometimes interviewing patients
- Instructing patients on collection procedures for urine and stool specimens

Q: What other Occupations are Available in Phlebotomy?

- Hemodialysis Technician
- Home Health Phlebotomist
- Blood Banking
- Patient Care Tech
- ER Tech
- Plasma Centers
- Insurance Companies

Q: What is the Degree Progression in Phlebotomy?

A: The Pensacola State College Vocational Certificate Program in Phlebotomy is a six-credit certificate program offered in the day only.

Q: What is the Career Path in Phlebotomy?

A: Graduates from the Phlebotomy program may advance in career by earning certification from the American Society of Clinical Pathologists (ASCP). They may also pursue a degree in any Health Care Program at Pensacola State College.

Q: What is the Career Outlook for Phlebotomy?

A: New, more powerful diagnostic tests and increasing medical problems of the rapidly growing older population should spur demand for phlebotomists. (Source: Florida Agency for Workforce Innovation).

Pensacola State College's job placement rates for 2003 are 87 percent, 2004 are 66%, 2005 are 83% and 2006 are 91%. Pensacola State College placement rates are based upon those graduates who are (1) working in their field of training, (2) in the military, and (3) continuing their education not seeking related employment.

Q: What are the Entrance Requirements for the Phlebotomy?

A: Enrollment in this program may be limited by available clinical assignments.

Q: Special Requirements?

A: 2.0 GPA
18 years of age
High School Graduate or GED
TABE test scores on file
Current Pensacola State College Student – (current college application on file)
Completed Application for Health Related Programs (Health Related applications are handled by Admissions Office at Warrington Campus)
High School and College Transcripts on file

Q: What are the Testing Requirements for the Phlebotomy Program?

A: TABE Test - If you test below the 10th grade level, you must complete remediation and test out at 10th level before you can complete the program.

Q: When are classes offered?

A: Twice a year – Spring (January), and Fall (August).

Q: Class Schedule?

A: Spring and Fall - classes are offered two times a week, Tuesday and Thursday from 8:30am to 12:30pm for 8 weeks.

Q: Clinical Schedule:

A: At the end of each of the Phlebotomies classes (Spring, and Fall) 120 clinical hours will need to be completed. This usually takes another three to four weeks to complete working 8 hour days starting at 7:00am. Clinicals are held at local labs and hospital labs. Clinical hours are daytime only. No weekends or nights are allowed.

Q: What is the current amount of pay in the Phlebotomy Field?

A: Salaries start at about \$9.50.

Q: What is the Curriculum Sequences for the Vocational Certificate in Phlebotomy Program?

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
MLT0042C	Phlebotomy	2
MLT0042L	Phlebotomy Clinical	4
	Sub-Total	6

Program length is 180 clock hours. Topics covered include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control and safety, and patient relations.

Q: What is the Estimated Cost of the Phlebotomy Program?

A: 6 credit @ \$81.87 per credit, Florida resident - \$491.22
6 credit @ \$82.87 per credit, Alabama resident - \$497.22
6 credit @ \$327.50 per credit, out-of-state - \$1,965.00

Additional Expenses (approximate):

Books	\$ 80.00
Uniforms and Related items	\$ 150.00
CPR	\$ 45.00

Fees may vary and are subject to change

Financial Aid

Vocational Grants may be available through Financial Aid on the Warrington Campus. Eligibility requirements for the grant require that students submit the 'FAFSA' application and be considered eligible based upon need. For assistance in completing the FAFSA, you may wish to contact the Education Opportunity Center (EDC) at 484-2357 or apply on-line at: www.fafsa.ed.gov.

Selection Process

Student enrollment in the program is limited to 50 new candidates per year; maximum of 25 per session. The number of students in each class is determined by the availability of space, equipment, qualified faculty and hospital and clinical facilities necessary for a meaningful education.

Program acceptance is based on selection from all qualified candidates meeting the minimum criteria on a first-completed/first-seated basis. Contact the Admissions Office for details at (850) 484-2210.

Orientation is usually held a few months before classes start and is mandatory. Upon official acceptance to the EKG Technology Program you will be required to attend the program orientation. Background check, drug screen, and a health form with appropriate immunizations are required. Please note: if you were convicted of, or pled Nolo Contendere to a felony, you may not be eligible to complete the program and be employed in health care. Please contact the program director with any questions.

Policies

Policies are located in the Health Sciences Department Manual or Phlebotomy Handbook. Other specifics are listed in the Clinical Packet under General Rules.

Resources:

www.ascp.org/bor


www.phlebotomy.com

Contact Information

<u>Department / Contact</u>	<u>Telephone #</u>	<u>Email</u>
Program Director Wilma Duncans-Burnett	484-2216 Office: 3129	Wduncans-burnett@PensacolaState.edu
Health Sciences Department Head Sandra Hartley, MS, CP	484-2308	shartley@PensacolaState.edu
Health Admissions Sarah Lewis	484-2210	slewis@PensacolaState.edu
Academic Counseling Milton Campus Pensacola Campus Warrington Campus	484-4410 484-1660 484-2270	
Admissions Offices Milton Campus Pensacola Campus Warrington Campus	484-4410 484-1602 484-2270	
Testing Centers Pensacola Campus Warrington Campus	484-1656 484-1076	
Financial Aid Milton Campus Pensacola Campus Warrington Campus	484-4410 484-1680 484-2349	

This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work close with counselors and the department to verify the appropriateness of courses for registration.

Pensacola State College
 Department of Health Sciences Phlebotomy Program

	Applicant's Check list of Forms/Requirements	
	1.	Application to College
	2.	Application to Program (Health Sciences Application) Submit to: Health Admissions Office Bldg. 3600, Warrington Campus 5555 West Hwy 98 Pensacola, FL 32507
	3.	Request for High School/GED transcript
	4.	Request for College transcripts if applicable
	5.	Complete TABE; contact the Testing Center on Warrington Campus at 484-1076, Pensacola at 484-1656 to schedule an appointment
	6.	Retain a copy for personal use of all forms submitted

PENSACOLA STATE COLLEGE

REQUEST FORM FOR HIGH SCHOOL OR COLLEGE TRANSCRIPTS

The applicant is responsible for mailing this form to the appropriate high school, university(s) or college(s). Transcripts submitted by the student will not be accepted. Academic records must be mailed directly to the address on this form. This form may be copied for multiple uses.

TO THE REGISTRAR/Records Clerk:

COMPLETE NAME OF HIGH SCHOOL, UNIVERSITY OR COLLEGE

CITY STATE ZIP CODE

PLEASE SEND:

____ High School Record (showing graduation date or date of withdrawal)

____ College Transcripts

____ Transient Student Approval

If a charge is required for this service, please bill the student at the information provided below:

PLEASE MAIL RECORDS TO: REGISTRAR'S OFFICE

**PENSACOLA STATE COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998**

DATE: _____ STUDENT'S SIGNATURE _____

INFORMATION TO ASSIST IN LOCATING YOUR RECORD AT THIS SCHOOL/COLLEGE:

Current Last Name First Middle Maiden

Current Mailing Address City State Zip Code

Name at time of enrollment at this school Student ID number used at this school
Approximate dates of attendance Graduation date (if applicable)

PENSACOLA STATE COLLEGE

Application for Health Related Programs

Student ID Number (Required) _____ Last Name _____ First _____ Middle and/or Maiden _____

Mailing Address: _____
 Number & Street (apt # if applicable) _____ City _____ State _____ Zip Code _____

Check the program(s) you want to apply for and return this form to the Health Program Admissions Office at 5555 West Highway 98, Pensacola, FL 32507; or fax it to (850) 484-2375. You may check multiple programs

✓	Program	Start Dates		
	Career Mobility – Licensed Practical Nurse (LPN) or Paramedic to Registered Nurse ⇒Florida LPN License OR Florida Paramedic License required		May	
	Certified Nursing Assistant		May	
	Certified Nursing Assistant (CNA) to Licensed Practical Nurse ⇒Florida CNA License required			Aug
	Dental Hygiene		May	
	Emergency Medical Technician (EMT) ⇒CPR Certification required	Jan	May	Aug
	Health Information Management			Aug
	Medical Information Coder/Biller Certificate			Aug
	Health Services Management	Jan		Aug
	Health Unit Coordinator			Aug
	Medical Assisting			Aug
	Medical Office Administration	Jan	May	Aug
	Medical Laboratory Assisting / EKG Technician Program			Aug
	Medical Records Transcribing	Jan	May	Aug
	Nursing (A.D.) R.N.	Jan		Aug
	Nursing (A.D.) R.N. ⇒Weekend/Evening Option – See Information Packet for specifics	Jan		
	Paramedic ⇒Florida EMT License Required			Aug
	Perioperative Nursing ⇒Registered Nursing License required			Aug
	Pharmacy Technician		May	
X	Phlebotomy	Jan		Aug
	Physical Therapist Assistant			Aug
	Practical Nursing		June	
	Radiography		June	
	Sonography	Jan		
	Surgical Technology			Aug
	Veterinary Technology			Aug

I understand that this application DOES NOT GUARANTEE admission into a health-science program and certify that the information is correct knowing that falsification of information could lead to dismissal if I am accepted into the program. I also understand that I must keep Pensacola State College informed of my current address and telephone number by submitting a Student Record Change Form at any Student Affairs Office or online in my Spyglass account.

Date

Signature of Health-Related Program Applicant