Phlebotomy Certificate Program
Admission Packet
Rev. Sep. 2013

Contact Information:

Wilma Duncans-Burnett, Program Director
850-484-2216
wduncans-burnett@pensacolastate.edu

Health Programs Admissions Office
850-484-2210
healthprograms@pensacolastate.edu

Pensacola State College does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, disability, sexual orientation and genetic information in its educational programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Dr. Gael Frazer, Assoc. Vice President, Institutional Diversity at (850)484-1759, Pensacola State College, 1000 College Blvd. Pensacola, Florida 32504
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 consists of Basic Healthcare Worker (90 hours) and Phlebotomist (75) hours and Phlebotomy Clinic (120 hours) as per the Florida Department of Education. Graduates of this program are eligible to take the Phlebotomist Certification examination through the National Health career Association (NHA) and the American Society for Clinical Pathology (ASCP) Board of Certification.

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 $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 complete 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 Allied Health Department for review by Department Head Dr. Christa Ruber.

Special Requirements:
2.0 GPA
18 years of age
High School Graduate or GED
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 Allied Health
Dr. Christa Ruber, Department Head
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. Kim Glover
Phone: (850) 484-2210

Career Counseling
Phone: (850) 484-2342

Financial Aid Assistance:
FA Office: (850) 484-1680
Educational Opportunity Center (EOC)
Obi Kalu, Counselor
Wanda Gunion, Assistant
Phone: (850) 484-2357

COME STICK WITH US
Phlebotomy (Clock Hour 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 clock-hour program is to provide quality education and training to Phlebotomy students and to prepare graduates 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 clock hour 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. However, graduates of this program are eligible to take the Phlebotomist Certification examination through the National Healthcareer Association (NHA) and the American Society for Clinical Pathology (ASCP) Board of Certification.

Q: What knowledge and skills does a phlebotomist need?

A: Knowledge of anatomy and physiology of the human body, infection control and safety, and proper specimen collection procedures and well as the skills of specimen collection by venipuncture and capillary puncture and patient relations are necessary to be a successful phlebotomist.

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 career path in Phlebotomy?

A: Graduates from the Phlebotomy program may advance in career by earning certification from the National Healthcareer Association (NHA), and 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).

Phlebotomists are hired well in the local area. Additional certification in EKG Technology, or other certification, can increase the employability of a Phlebotomist.

Q: What are the entrance requirements for the Phlebotomy program?

A: Must be 18 years of age or older and have a high school diploma or GED. Successful completion of a urine drug screen and a criminal background check are required.

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
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: None.

Q: When are classes offered?

A: Every semester – Spring (January), Summer (May), and Fall (August).
Q: Class schedule?
A: Monday – Friday, 7:30am – 9:45am; Mondays and Wednesdays 10:15am – 4:15pm for the 1st 8 weeks
   Clinic – 2nd 8 weeks Monday – Friday 7:00am - 3:30pm

Q: Clinical schedule:
A: At the end of each of the Phlebotomy classes (Spring, Summer, 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 field of phlebotomy?
A: Salaries start at about $9.66.

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

Q: What is the degree progression in Phlebotomy?
A: The Pensacola State College Phlebotomy Program is a six-credit certificate program offered in the day
   only.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Semester I</td>
<td></td>
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<tr>
<td>HSC0003C Basic Healthcare Worker</td>
<td>3</td>
</tr>
<tr>
<td>MEA0520C Phlebotomist</td>
<td>2.5</td>
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<tr>
<td>MEA0522L Phlebotomy Clinic</td>
<td>4</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>9.5</td>
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</tbody>
</table>

Program length is 285 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: 9.5 credit @ $85.80 per credit, Florida resident - $815.10
   9.5 credit @ $86.80 per credit, Alabama resident - $824.60
   9.5 credit @ $343.20 per credit, out-of-state - $3,260.40

   Additional Expenses (approximate):
   Books                                         $ 80.00
   Uniforms and Related items                   $ 150.00

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

Resources:
www.ascp.org
www.phlebotomy.com

Contact Information

<table>
<thead>
<tr>
<th>Department / Contact</th>
<th>Telephone #</th>
<th>Email</th>
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<tbody>
<tr>
<td>Program Director</td>
<td>484-2216</td>
<td><a href="mailto:wduncans-burnett@pensacolastate.edu">wduncans-burnett@pensacolastate.edu</a></td>
</tr>
<tr>
<td>Wilma Duncans-Burnett</td>
<td>Office: 3129</td>
<td></td>
</tr>
<tr>
<td>Allied Health</td>
<td>484-2308</td>
<td><a href="mailto:cruber@pensacolastate.edu">cruber@pensacolastate.edu</a></td>
</tr>
<tr>
<td>Department Head</td>
<td></td>
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<tr>
<td>Christa G. Ruber</td>
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<tr>
<td>Health Admissions</td>
<td>484-2210</td>
<td><a href="mailto:kglover@PensacolaState.edu">kglover@PensacolaState.edu</a></td>
</tr>
<tr>
<td>Kim Glover</td>
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<td>Academic Counseling</td>
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<tr>
<td>Milton Campus</td>
<td>484-4410</td>
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<tr>
<td>Pensacola Campus</td>
<td>484-1660</td>
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<tr>
<td>Warrington Campus</td>
<td>484-2270</td>
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<tr>
<td>Admissions Offices</td>
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<tr>
<td>Milton Campus</td>
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<td>Pensacola Campus</td>
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<td>Warrington Campus</td>
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<tr>
<td>Testing Centers</td>
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<td>Pensacola Campus</td>
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<td>Warrington Campus</td>
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<td>Financial Aid</td>
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<tr>
<td>Warrington Campus</td>
<td>484-2349</td>
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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 Allied Health Phlebotomy Program

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<thead>
<tr>
<th></th>
<th>Applicant’s Check list of Forms/Requirements</th>
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<tbody>
<tr>
<td>1.</td>
<td>Application to College</td>
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</table>
| 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 |
| 6. | Retain a copy for personal use of all forms submitted |
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.

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

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

August 24, 2011