

Pensacola Junior College



Phlebotomy Certificate Program Admission Packet

Contact Information:

Wilma Duncans-Burnett, Program Contact
850-484-2216
wduncans-burnett@pjc.edu

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

**Pensacola Junior College
Warrington Campus
Allied Health 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); and twelve weeks starting in May (summer 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. During the summer, classes meet Monday through Thursday from 8:00am to 11:00am Monday and Wednesday and 8:00am to 1:00pm on Tuesdays and Thursdays for four 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 PJC student. Apply to the college by submitting a completed PJC 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 PJC. 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 PJC Vocational Grant application. Take the Vocational Grant Application to the Allied Health Department for review by Department Head Dr. Steven Bannow.

There are no entrance exams or prerequisites 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
Current PJC 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. Steven Bannow, Department Head
Phone: (850) 484-2250
Fax: (850) 484-2390
Administrative Assistant
Brenda Brantley
Phone: (850) 484-2250
Fax: (850) 494-2390
Phlebotomy Program Director
Mrs. Wilma Duncans-Burnett
(850) 484-2216

Counseling:

Dr. Judy Floyd
Mr. Al Huffman
Phone: (850) 484-2270
Health Admissions:
(850) 484-2210
Career Counseling
Ms. Jacinta Straus

Financial Aid Assistance:

FA Office: (850) 484-1680
**Educational Opportunity Center
(EOC)**
Beverly Barberi
(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 junior 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?

- A:**
- 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?

- A:**
- Hemodialysis Technician
 - Home Health Phlebotomist
 - Blood Banking

Q: What is the Degree Progression in Phlebotomy?

A: The Pensacola Junior 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 an degree in any Health Care Program at PJC.

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).

PJC's job placement rates for 2003 are 87 percent, 2004 are 66%, 2005 are 83% and 2006 are 91%. PJC 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 Requirement?

A: 2.0 GPA
 18 years of age
 High School Graduate or GED
 Current PJC Student – (current PJC 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: Three Times a year, Spring, Summer, and Fall.

Q: Class Schedule?

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

May, Summer classes are offered Monday through Thursday from 8:00am to 11:30am, Monday and Wednesday from 8:00am – 1:00pm, Tuesday and Thursday for 4 weeks.

Q: Clinical Schedule:

A: At the end of each of the three Phlebotomy class (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 Phlebotomy Field?

A: Salaries start at about \$9.00.

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.

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

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

A: 6 credit @ \$72.21 per credit, in-state
6 credit @ \$288.80 per credit, out-of-state

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.

Orientation

Orientation is usually held a few months before classes start. You will be notified by mail of the orientation date.

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/bor
www.phlebotomy.com

Contact:

Wilma Duncans-Burnett
Wduncans-burnett@pjc.edu
(850)484-2216
Office: 3129

STUDENT CHECKLIST FOR APPLICATION

Date when completed

- _____ Complete and submit the PJC application (\$30) for General admission.
- _____ Complete the Florida Residency Affidavit (if Applicable).
- _____ Request high school transcripts
- _____ Request all college transcripts
- _____ Complete the health-related program application and Submit to Sarah Lewis at the Health Programs Admissions Office on the Warrington Campus.
- _____ Complete test requirements for consideration as an Applicant to the health program of your choice.
- _____ Make arrangements to participate in an admission review session by contacting the Health Programs Admissions Office at (850)484-2210 or email at healthprograms@pjc.edu

PENSACOLA JUNIOR COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT



TO: REGISTRAR

Name of High School, College or University

Address of School

City State Zip Code

Please forward an official transcript of my academic work:

- _____ College Transcript
- _____ High School Record (showing graduation date or date of withdrawal)
- _____ General Education Development Test Scores (GED)
- _____ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to:

**Admissions Office
Pensacola Junior College
1000 College Boulevard
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name _____

Name used when attending the institution listed above _____

Birthdate _____ Social Security Number _____

Date of Graduation _____ Date of Last Attendance _____

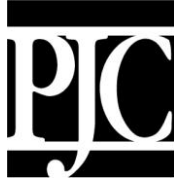
Current Address _____

City State Zip Code

If there is a fee for this service, please bill me at the address shown above.

Student's Signature _____ Date _____

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Name of High School, College or University

Address of School

City

State

Zip Code

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Name _____

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Birthdate _____ Social Security Number _____

Date of Graduation _____ Date of Last Attendance _____

Current Address _____

City

State

Zip Code

If there is a fee for this service, please bill me at the address shown above.

Student's Signature _____ Date _____

You may add in a copy of the PJC Application and the Health Program Application if you would like to have it all copied together in the packet.

**PENSACOLA JUNIOR COLLEGE
APPLICATION FOR HEALTH-SCIENCE PROGRAMS**

Student ID Number Last Name First Middle and/or Maiden

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

Telephone: _____ _____ Email: _____ @students.pjc.edu
Home Number Work/Cell Number

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 (LPN to RN)		May		
	CNA to LPN			Aug	
	Dental Hygiene		May		
	EMS (AAS)	Open			
	EMT	Jan	May	Aug	
	Health Information Management			Aug	
	Medical Coder/Biller			Aug	
	Health Services Management	Jan		Aug	
	Health Unit Coordinator			Aug	
	Licensed Practical Nurse		June		
	Medical Assisting			Aug	
	Medical Office Administration	Jan		Aug	
	Medical Records Transcribing	Jan		Aug	
	Nursing (A.D.) R.N.	Jan		Aug	
	Nursing (A.D.) Weekend/Evening (Paramedic EMT License Required)	Jan			
	Paramedic to RN		May		
	Perioperative Nursing			Aug	
	Phlebotomy	Jan	May	Aug	
	Physical Therapist Assistant			Aug	
	Radiography		Jun		
	Sonography (AAS)	Jan			
	Surgical Technologist			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 PJC informed of my current address and telephone number by submitting a Student Record Change Form at any Student Affairs Office.

Date Signature of Health-Related Program Applicant

PJC HEALTH-SCIENCE PROGRAMS

Application Information

Health Science Program Admission Office: 850-448-2210

Detailed information packets for each program are available at www.pjc.edu/healthprograms

1. Complete and submit the PJC application (\$30.00) for general admission. Have your high school and college transcripts sent to PJC. This will generate your Pirate e-mail account, which will be used extensively during the admissions process. Get familiar with it now.
2. Complete this Application for Health-SCIENCE Programs and submit to the admissions office at any PJC campus. Health-SCIENCE applications will be forwarded to the Health Program Admissions Office on the Warrington Campus. You may also fax this application to our office at 484-2375.
3. Each program has an information packet on our website at: www.pjc.edu/healthprograms. Pay particular attention to the admissions requirements. Contact Health Admissions for assistance in completing the list, (850)484-2210.
4. Complete test requirements for the program. Test fees are: **CPT (re-take (\$10), HOBET (\$30), LPN (\$25), and NLN (\$80)**. All others are free. Call Testing (Pensacola – 484-1987; Warrington - 484-1076) for scheduling assistance.
5. You are strongly encouraged to contact the Health Program Admissions Office to ensure you have completed all requirements (850)484-2210.
6. For help with college admissions, call Warrington Student Affairs at (850) 484-2270 or the Registrar at (850) 484-1600.
7. Keep your address and phone information current with the College: To update your contact info, complete a Student Record Change form with any Student Affairs Office at a PJC campus or center. You may also do this online via your Spyglass account.
8. **Applicants will be required to undergo a criminal background check and a drug test. Pending the results of these two tests, you may not be able to continue in your chosen program. If you have an arrest record, make an appointment with the appropriate department head to see if you can sit for the state licensing examination.** In addition, current health and immunization records must be completed as a condition for attending portions of these programs. You will bear the cost of these immunizations.
9. Seats in health programs are awarded on a 'first-qualified, first placed' system. Once you have met all admissions requirements for your programs, you are moved to the Candidates' List. You are selected for a position in strict chronological sequence off this list.