



INDIAN RIVER STATE COLLEGE

Phlebotomy Program Application Booklet

Spring Program (Blackburn Campus)

For more information

IRSC Information Call Center
1-866-792-4772
www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

EA/EO Statement

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Dean of Northwest Center,*
Equity Officer & Title IX Coordinator
Massey Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
772-462-7101

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PHLEBOTOMY PROGRAM – 50630

(165 clock-hours)

The Indian River State College Phlebotomy program is a certificate program which prepares students for employment as phlebotomists. Students learn skills including effective performance in obtaining adequate and correct blood specimens by capillary or venipuncture; how to prepare blood smears; labeling of specimens; aiding patient comfort during blood draws; sorting and recording of specimens; medical terminology and other related technical skills. The program meets the Department of Health HIV/AIDS education requirements.

PHLEBOTOMY PROGRAM APPLICATION CHECKLIST

Note: Contact the Department Chair of the Medical Laboratory Technology program at 772-462-7534 for more information.

- _____ 1. Meet with an IRSC Academic Advisor to review program requirements and complete the Indian River State College *Application for the Phlebotomy* program at www.irsc.edu and pay the **\$30.00 non-refundable fee**.
- _____ 2. Must be 18 years of age or older.
- _____ 3. Must have a standard high school diploma or GED.
- _____ 4. Request high school or GED transcript(s) and submit to the Office of Student Records. (Must be received by application deadline).
- _____ 5. Attend a Phlebotomy Program Information Session at 3:00 p.m., Health Science Center, Room H-231. See schedule for dates on the Phlebotomy webpage.
- _____ 7. Submit copy of CPR certification valid throughout the program. CPR certification must be BLS or healthcare provider level through the American Heart Association (AHA).
- _____ 8. Phlebotomy applicants are provisionally accepted on a **first-come, first-served** basis, pending successful completion of the checklist items above by the application deadline date.

Do not proceed with drug-background screening or physical until notified.

- _____ a. Mandatory drug screening and a national criminal background check (fingerprinting).
- _____ b. Submit Physical Exam Form complete with immunizations documented (Visit www.irsc.edu. Click on **Programs** and then **Health Science Meta Major**. Go to **Phlebotomy** and select **Health Science Physical and Immunization Form**).
- _____ c. Proof of Personal Health Insurance. **(Prior to registering for HCP O940)**

Satisfactory results of these requirements must be on file in the Health Science Division Office.

Once accepted, **applicants are then notified to register for HCP O750C**, Basic Concepts of Phlebotomy. The program begins in August of every year.

APPLICATION PROCEDURES

Prior to beginning the application process:

1. Read the **Phlebotomy Application Booklet**.
2. Complete and submit the **IRSC Application** for the Phlebotomy program (\$30 fee; keep a copy of your receipt.)

Note: If at any time during the application process you have a change in personal information (name change, address, phone number or emails), submit the changes through MyPioneerPortal and notify the Health Science Division at 772-462-7550.

All applicants will be notified of their status via the email address provided in the Health Science Application. No information is available by telephone. Once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check prior to the first day of class.

PROGRAM COMPLETION

The following requirements must be met for program completion:

1. A minimum of a 76% in all required courses.

CURRICULUM

Refer to the IRSC website at www.irsc.edu. Click **Quick Links** and select **Course Catalog**. Click on Career and Technical Education programs. Scroll down and select **Phlebotomy**.

PROGRAM Expenses

Refer to the IRSC website at www.irsc.edu. Click Programs and select **Phlebotomy** and **Phlebotomy Program Expenses link**.

DRUG SCREENING and CRIMINAL BACKGROUND CHECK

Refer to the IRSC website at www.irsc.edu. Click **Programs** and select **Phlebotomy** and select **Background Check and Drug Screening Requirements** link.

Students will be given specific directions from the Health Science department about how to obtain the background check.

HEALTH RECORD

A completed medial health form must also be submitted and approved by the Program Director. This health record will contain results from a physical examination and laboratory tests including immunization records.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician's assistant or an ARNP must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators.

If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from program. Personal health insurance plan information may be acquired through the Health and Wellness Department. Call them at 772-462-7825 for more information.

ELIGIBILITY FOR REHIRE

Individuals who are ineligible for rehire may make an applicant ineligible for the program.

ESSENTIAL FUNCTIONS

The following are functions that a student is required to have to successfully participate in the program:

- Critical thinking ability sufficient to organize responsibilities and make decisions.
- Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds.
- Communication abilities sufficient for interaction with others in verbal and written form in English.
- Communicate with others in verbal and written form in English.
- Physical abilities to move about freely and maneuver in small spaces.
- Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens.
- Visual ability sufficient to discern colors and perform phlebotomy procedures.

PROGRAM PROGRESSION

Students must complete each course with a “C” (76%) or better in order to progress in the program.