Indian River State College

Phlebotomy Program
Admission & Application for Program

Application Deadline
One week prior to class start date or until class is full.

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu
IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a Top Ten Finalist for the prestigious Aspen Prize for Excellence and has been designated an Achieving the Dream™ college for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College's combination of quality, convenience and affordable tuition. IRSC is designated as the 3rd Most Affordable College in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

Every aspect of IRSC is focused on helping students succeed with small classes, an array of student support services, convenient campuses, and online courses. IRSC offers over 100 programs, including Bachelor’s degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees for in-demand careers after two years of training, short-term certificate programs and Quick Job Training.

EA/EO

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson  
Equity Officer/Title IX Coordinator  
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981  
(772) 462-7156
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The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 1/18.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
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: Necessary forms can be found in the back of this booklet. 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 Indian River State College Application for Admission online at www.irsc.edu.

_____ 2. Must be 18 years of age or older.

_____ 3. Must have high school diploma or GED.

_____ 4. Request high school, former school and/or college(s) to forward transcript(s) to the Admissions Office at IRSC. (Must be received by application deadline.)

_____ 5. Attend a Phlebotomy Program Information Session offered every 3rd Thursday of each month at 3:00 p.m., Health Science Center, Room H-231. Current information can be found on the IRSC website.

_____ 6. Submit Health Science Program Application online and pay the application fee by the application deadline date. Fees are non-refundable.
Phlebotomy applicants are provisionally accepted on a first-come, first-served basis, pending successful completion of the checklist items above by the application deadline and completion of physical exam and background check. Do not proceed with drug-background screening or physical until notified.

_____ a. Submit a non-refundable $100 check payable to IRSC to the Health Science Division Office (Main Campus, Fort Pierce, 3rd floor, H building) to cover 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 & Careers and then Health Science Programs. In the Handbooks/Forms box, select Health Science Physical and Immunization Form.)

_____ c. Proof of Personal Health Insurance. (Prior to registering for HCP V940)

_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 V750C, Basic Concepts of Phlebotomy. The program begins in August of every year.
APPLICATION PROCEDURES

Any candidate who wishes to be considered for the Phlebotomy program at Indian River State College must complete the procedures listed on Page 1 “Application Checklist”. It is the student’s responsibility to see that admission requirements are met. No notices will be sent. Additional program specifics are outlined in this booklet.

NOTE: If at any time during the application process you have a change of address or other personal information, submit this information to the Educational Services Division on any IRSC campus and notify the Health Science Division at (772) 462-7550. This will expedite notification of acceptance status.

Any candidate who wishes to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the checklist on page 1. It is the student's responsibility to see that admission requirements are met. No notices will be sent.

1. Complete an IRSC Application for Admission online at www.irsc.edu for the Health Science program.

2. Complete the Health Science Program Application online at www.irsc.edu and pay the $30 application fee by the program application deadline.
   a. Go to the IRSC website at www.irsc.edu
   b. Click MYIRSC and then Sign in to MYIRSC
   c. Sign in using your Student ID and pin number
   d. Go to Registration (blue menu bar) and select Health Science Application
   e. Place a check mark in the I Agree statement
   f. In the Health Science Program box, select Phlebotomy.
   g. Select Submit. Select OK
   h. Select Pay Fee Now and then PAY NOW
   i. Select process for payment
   j. Select $30 application fee
   k. Enter credit card details
   l. Submit Payment

3. Submit official transcripts from high school and all previous colleges or universities attended to Educational Services by the program application deadline.

All applicants will be notified of their status approximately six to eight weeks after the deadline date through RiverMail. No information is available by telephone. To finalize acceptance, 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](http://www.irsc.edu). Click Programs and Careers and then Health Sciences/How to Apply. Choose Phlebotomy. In the Start Here box, select Guided Pathway.

**PROGRAM COSTS**

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click Programs and Careers and then Health Sciences/How to Apply. Choose Phlebotomy. In the Start Here box, select Expenses.

**DRUG SCREENING**

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click Programs and Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening Requirements.

**CRIMINAL BACKGROUND CHECKS**

Refer to the IRSC website at [www.irsc.edu](http://www.irsc.edu). Click Programs and Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, select Background Check and Drug Screening Requirements.

**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.