



**DIVISION OF HEALTH SCIENCES • P.O. BOX 668, MOORHEAD, MS 38761 • PHONE (662) 246-6503**

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.*

## PHLEBOTOMY APPLICATION PACKET

The information in this packet allows you to apply for the Phlebotomy Program at Mississippi Delta Community College. Additional information about this program and other Health Science Programs can be obtained from the MDCC Website at [www.msdelta.edu](http://www.msdelta.edu).

**Please note that the application deadline for this program is November 30, 2022.** This means all application materials (application, transcripts, and ACT scores.) must be received and on file by that date. Students are encouraged to submit all application material well in advance of the deadline. Turning in an application on the last day may result in the application being incomplete. **Incomplete applications will NOT be reviewed for admission into the program.**

The Phlebotomy program offers convenient evening classes on the Moorhead campus along with a clinical component performed at an affiliated clinical site. ***Students must make time for clinical requirements (100 hours) to be completed during day shift hours (usually 6 a.m. through 4 p.m.) during the regular workweek, NOT weekends or night shift hours. Days and times vary with clinical sites.***

**Please be advised that the Phlebotomy program is NOT covered by Financial Aid.** Students will be responsible for the cost of the program. See the attached "Cost Estimate" for more information on costs.

### **MINIMUM ADMISSION REQUIREMENTS FOR PHLEBOTOMY:**

Applicants must:

- Meet all general admission requirements for MDCC
- Be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- Have a minimum ACT score of 18 if entering college for the first time OR a minimum ACT score of 16-17 and have completed at least 12 semester hours with a "C" average or better on courses approved by the Phlebotomy program faculty
- Have completed a biology course within the past 5 years, either in high school or college, with a grade of "C" or better. This requirement may be waived for applicants who have been employed in a health care capacity providing patient care for at least 6 months within the past 5 years. A letter from the employer is required for this requirement to be waived.
- Must be 18 at start of program

### **DIRECTIONS TO APPLY:**

**1. Mail all application documents to:**

Wendy Hayes  
Health Science Office Coordinator  
Mississippi Delta Community College  
P O Box 668  
Moorhead, MS 38761

- 2. ALL Applicants must **FIRST** log on to the MDCC website at [www.msdelta.edu](http://www.msdelta.edu) to submit an online application for admission/readmission to the school. Please click the **APPLY** button on the home page of the website and complete all required fields. No applicant will be considered for admission into a Health Science Program**

without first applying to MDCC. You may receive future correspondence from the Office of Admissions regarding your admissions status to MDCC.

- a. If you attended MDCC previously, but are not currently enrolled, you will need to complete this step first.
  - b. **If you are currently enrolled at MDCC, you DO NOT need to do this step.**
3. E-Script or mail OFFICIAL transcripts to the MDCC Office of Admission. **All transcripts must be on file by November 30, 2022.**
  4. **Submit ACT scores to the MDCC Office of Admission.** (*\*NOTE\* ACT scores are NOT recorded on transcripts from colleges or universities. It is the student's responsibility to submit these scores.*)
  5. Complete the attached "Application for Phlebotomy Program". Fill out ALL information. Do not leave any question blank.
  6. It is the applicant's responsibility to verify that all necessary information has been received. This may be done via email at [whayes@msdelta.edu](mailto:whayes@msdelta.edu). If all information is not received by the deadline, the applicant will not be considered for admission into the program.
  7. All applicants will be notified by email of conditional acceptance or non-acceptance after the application process is complete. Notification of conditional acceptance will include information regarding a required orientation in January. Please do not call regarding acceptance or non-acceptance as it will not be discussed over the phone per FERPA regulations

### **SELECTION PROCESS:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale (see sample rating scale attached), which includes ACT scores, GPA, healthcare work experience, and applicable previous degrees earned from an accredited college/university. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program.

All applicants will be notified by letter of their conditional acceptance or non-acceptance into the program. The conditional acceptance letter will include specific information regarding all requirements that must be completed prior to admission. Admission is tentative based on:

- Prior to clinical, students must satisfactorily complete AHA-BLS Provider CPR taught during the Phlebotomy program
- Satisfactory criminal background check performed by our office
- Acceptable pre-admission drug screen performed by our office
- Health Exam form completed and signed by a licensed health care provider indicating satisfactory health
- A 2-step TB skin test is required for all new entering students. The 2<sup>nd</sup> step must be completed within 21 days of 1<sup>st</sup> step.
  - The exception to this is if a returning student has had a negative TB skin test within the last 12 months. This student will only require a 1-step TB skin test.
- A stamped/signed Form 121 Immunization Record must be submitted. Shots required include:
  - Tdap booster within the last 10 years
  - Series of 3 Hepatitis B vaccinations
  - Series of 2 MMR vaccinations
  - Proof of Varicella immunity (either by series of 2 Varicella vaccinations OR Positive Varicella Titer)
  - Flu vaccination (given during flu season before October 1<sup>st</sup>)

### **COVID Vaccination**

Mississippi Delta Community College is not mandating the COVID vaccinations. However, all Health Science programs require satisfactory completion of the clinical component as outlined in the program's curriculum and handbook. If the clinical facility mandates vaccination and rejects a student's requested exemption the student will not be allowed in their facilities. This will affect the student's ability to complete the Health Science program. NO accommodations will be made to ensure a student obtains rotations through selective clinical facilities due to unvaccinated status. Therefore, unvaccinated students may not be able to complete clinical course requirements. MDCC will follow clinical facilities' guidelines as it applies to vaccination and vaccination exemptions at all times.

### **STUDENT RESPONSIBILITIES**

Students who are accepted into the program must:

- attend mandatory Health Science orientation session
- be aware that, in addition to the regular college fees, Phlebotomy Technician students will incur expenses for such items as scrubs, books, supplies, liability insurance, accident insurance, physical examination, Hepatitis B vaccination series, background check, accident insurance, and CPR certification and national certification examination fees. Fees are not limited to these listed.
- be responsible for their own transportation to the college campus and clinical agencies

### **PROGRESSION:**

Students are required to maintain a "C" average (grade of 75) or better in both academic and clinical aspects of the program to obtain course credit and receive a certificate of completion.

### **READMISSION OR TRANSFER:**

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the phlebotomy program.



## The First Step to Apply for the Phlebotomy Program is to Apply to MDCC!

Please follow the instructions below to apply!

1. Scan the QR code below or visit [www.apply.msdelta.edu](http://www.apply.msdelta.edu).
2. Complete the Online application.
3. Important information will be sent to you by email, **please provide a current email address.**
4. Provide official transcripts from High School and ALL Colleges attended.
5. Once all documentation has been received, you will be a member of the Trojan Family!



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**MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
APPLICATION FOR PHLEBOTOMY PROGRAM**

**DIRECTIONS:** Complete all of the following applicable information. Your application will be considered incomplete if blanks are left.

<b>Legal Name:</b>	_____			
	Last	First	MI	(Previous Names)
<b>MAILING Address:</b>	_____			
	Street Name or PO Box	City	State	Zip
<b>SSN:</b> _____	<b>Date of Birth:</b> _____	<b>Age*:</b> _____	<b>Gender*:</b> _____	<b>Race*:</b> _____
<small>(*Optional – Data is used for statistical purposes only)</small>				
<b>Cell Phone:</b> _____	<b>Home Phone:</b> _____			
<b>Email Address:</b>	_____			

<b>YES</b>	<b>NO</b>	<b>1.</b> Have you taken the ACT? If yes, what is your score? _____ Year Taken? _____
<b>YES</b>	<b>NO</b>	<b>2.</b> Do you plan to retake the ACT? If yes, when? _____
<b>YES</b>	<b>NO</b>	<b>3.</b> Have you ever attended Mississippi Delta Community College? If yes, are you currently enrolled? _____
<b>List ALL College(s)/Institutions Previously or Presently Attended. Include any attendance at MDCC.</b> <i>* Any schools not listed by applicant will be deemed fraudulent*</i>		
_____		
<b>YES</b>	<b>NO</b>	<b>4.</b> Have you obtained any type of Certificate or Degree from an accredited College? IF Yes please list the college and type of Certificate/Degree awarded: _____
<b>YES</b>	<b>NO</b>	<b>5.</b> Have you ever attended a program for Medical Laboratory Technology or Phlebotomy? If yes, which one(s) and where? _____
<b>YES</b>	<b>NO</b>	<b>6.</b> Have you ever attended another Health Science Program at MDCC or another school? If yes, which one? _____
<b>YES</b>	<b>NO</b>	<b>7.</b> Do you plan to apply to another Health Science Program at MDCC this year? If yes, which one(s)? _____ If accepted, which is your 1 <sup>st</sup> choice: _____ 2 <sup>nd</sup> choice: _____
<b>YES</b>	<b>NO</b>	<b>8.</b> Have you ever been employed in a health care setting? If yes, please explain. _____
<b>YES</b>	<b>NO</b>	<b>9.</b> Have you ever been convicted of, plead guilty or no contest to any charge(s), or are charges pending against you for a felony or misdemeanor, other than minor traffic violations, in any state or jurisdiction? If yes, please explain: _____
<b>YES</b>	<b>NO</b>	<b>10.</b> Have you ever been convicted of a felony, or plead guilty or no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense, listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult? If yes, please explain: _____ <i>(Health Care Institutions may, at their discretion, refuse clinical experience. Being unable to attend clinical at some clinical facilities may result in a student's failure to progress in their program of study. Please request a personal appointment if you may have a disqualifying offense.</i>
<b>YES</b>	<b>NO</b>	<b>11.</b> Have you ever been denied licensure/certification, had disciplinary action or is action pending against you by a board of nursing or any other regulatory agency or certification organization in any state or jurisdiction? If yes, please explain: _____

<b>YES</b>	<b>NO</b>	<b>12.</b> Have you ever been disciplined by the state or federal regulatory agency or national certifying agency? If yes, please explain.
<b>YES</b>	<b>NO</b>	<b>13.</b> Do you understand that if accepted into the Phlebotomy Program you will be required to undergo a pre-admission drug screening performed by our office? <i>**See our Substance Use Policy found on our website**</i>
<b>YES</b>	<b>NO</b>	<b>14.</b> Do you understand that if accepted into the Phlebotomy Program you will be required to be fingerprinted by our office for a Healthcare Criminal History background check? <i>**See our Background Information Policy found on our website**</i>
<b>YES</b>	<b>NO</b>	<b>15.</b> Do you understand the functional skills/abilities that are considered essential for the practice of Phlebotomy listed below? <i>These include: vision, speech and hearing, fine motor functions, and psychological stability. **See our Standard Functions for Progression for Phlebotomy**</i>

**ALL APPLICANTS SHOULD BE ADVISED OF THE FOLLOWING:**

1. Any statements made on this application which are false and known to be false by the applicant at the time of making such statements, shall be deemed fraudulent and subjects the applicant to disciplinary proceedings.

I certify that the information on this application is true and accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Nakeshia Fipps, Associate Dean of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Nakeshia Fipps, Associate Dean of Student Services, 662.246.6444 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.*

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY PROGRAM**

**COST ESTIMATE 2022-2023**

Please Note:

This estimate is meant to be used only as a guide to students, parents, and sponsors. The figures are based upon previous school year averages and are not binding to the college or the program.

In addition to these estimates, students will incur expenses related to travel necessary for clinical laboratory experience. All students are responsible for their own transportation to class and healthcare agencies utilized in the program's curriculum. All costs are approximate and subject to change without notice and tax is not included.

Additional fees for a physical examination and immunizations are NOT included in the cost estimate and are covered at the student's expense.

Tuition (\$160/hour x 5 hours)	\$800.00
Textbooks	120.00
Liability Insurance	15.00
Accident Insurance	15.00
Uniforms (3 sets @\$70 per set)	210.00
2 Fluid Resistant Lab Coats	20.00
Registry Exam	135.00
Drug Screening	55.00
Criminal Background	60.00
Duplication Fee	25.00
Lab Fee	15.00
CPR	10.00
Misc. Fees	40.00
<b>Total</b>	<b>\$1,535.00</b>

## FOR INFORMATION PURPOSES ONLY

*Student does not need to complete and return this form. This form is used for information purposes only so the student knows how students are rated for admission into the program.*

### MISSISSIPPI DELTA COMMUNITY COLLEGE PHLEBOTOMY Sample Rating Scale for Admission

	Score		Point Scale	Points Earned
<b>ACT score</b>		16-17	1/2	
		18-21	1	
		22-24	2	
		25 or >	3	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>PBT Grade Point Average in Relevant Course Work Approved by Program</b> (Based on 12 hours or more)	*	2.5 – 2.99	1/2	
		3.0 – 3.49	1	
		3.5 – 3.74	2	
		3.75 – 4.0	3	
<b>PBT Program Approved Credit Hours Courses with a “C” or higher</b>	**	12-17	1	
		18-25	2	
		26-35	3	
<b>HIGH SCHOOL (scores used only for entering freshman, no college credit, graduation within 5 years)</b>				
Bio I/II	Date	90- >	1	
Science		90- >	1	
Math		90- >	1	
Allied Health		90- >	1	
<b>Previous Degree Awarded (Highest)</b>				
Requirements for consideration: Degree must be of Science or Health Care emphasis awarded from an accredited college/university.	Associate	Year:	1/2	
	Bachelor	Year:	1	
	Masters	Year:	1 1/2	
<b>Health Care Background/Experience</b>				
Work experience (as a Phlebotomist)	Describe		1	
			<b>TOTAL SCORE</b>	

\* See MLT and PBT course check sheets (available on the MDCC website)

## NOT TO BE COMPLETED BY STUDENT



MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY TECHNICIAN

**Standard Functions for Progression**

The following standard functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Phlebotomy program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Standard functions for Progression.

In order to successfully complete the Phlebotomy program, an applicant/student must be able to do the following:

***Standard Observation Requirements***

In order to perform phlebotomy duties, the individual must be able to meet the following requirements:

- **Vision** – The Phlebotomy Technician student must be able to read test order requisitions, discriminate colors, and record information.
- **Speech and Hearing** – The Phlebotomy Technician student must be able to communicate effectively and sensitively in order to elicit information. The student must be able to assess non-verbal communication and must be able to transmit the information to all members of the health care team.
- **Fine Motor Functions** - The Phlebotomy Technician student must manifest all the skills necessary to manipulate instruments and equipment. The student must be able to perform phlebotomy safely and accurately.
- **Psychological Stability** – The Phlebotomy Technician student must demonstrate the emotional health required for full utilization of the applicant's intellectual abilities. The student must be able to recognize emergency situations and be able to take the appropriate action.