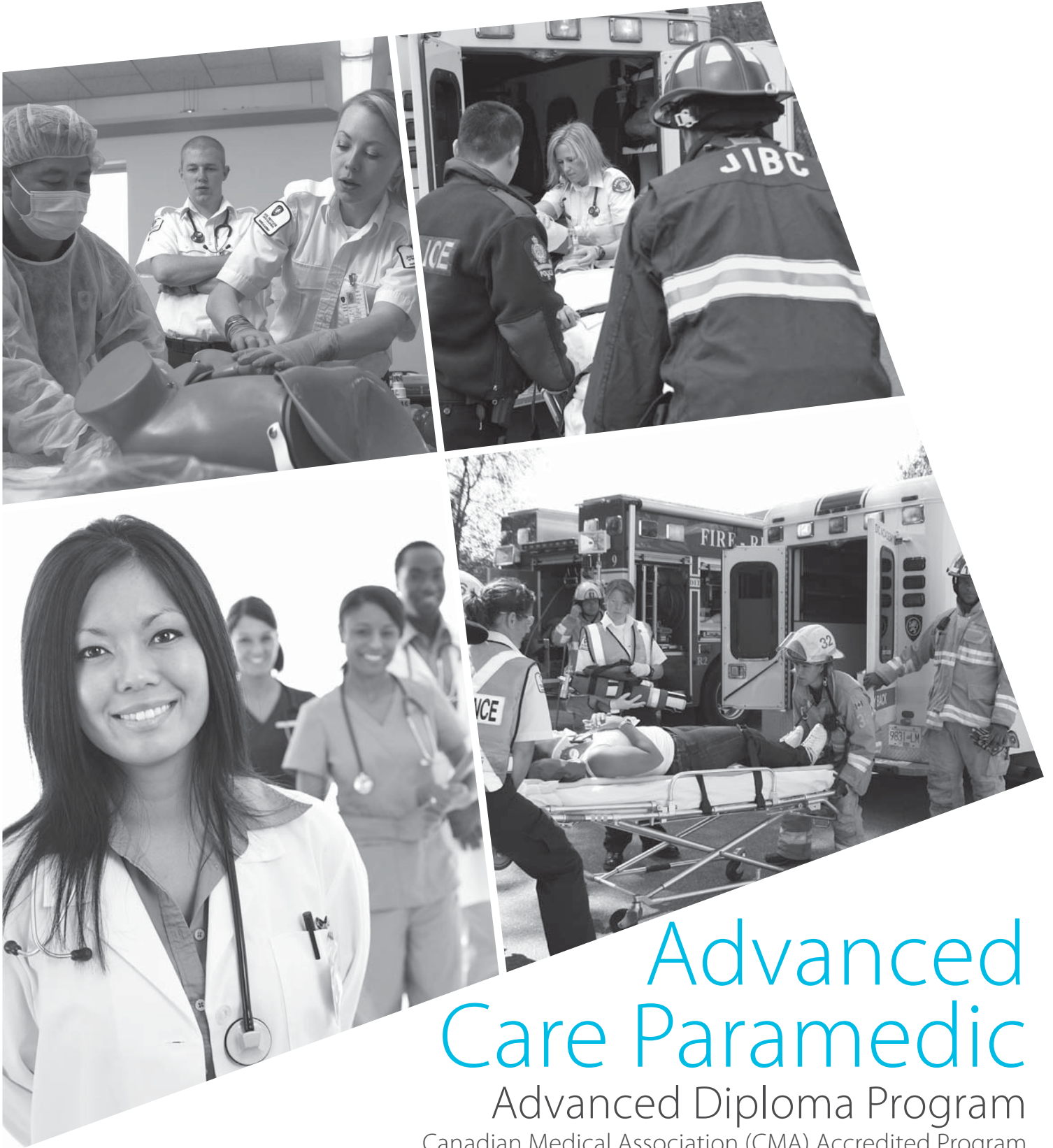




JIBC

School of
Health Sciences

Paramedic Academy



Advanced Care Paramedic

Advanced Diploma Program

Canadian Medical Association (CMA) Accredited Program

Information & Application Package



Dear ACP Applicant,

Welcome, and thank you for your interest in the Advanced Care Paramedic (ACP) Advanced Diploma Program.

To respond to the continual growth and evolution of today's healthcare needs, the JIBC has expanded and reinvigorated the ACP Program. Our aim is to create leaders in healthcare... professionals with a broad vision and understanding as well as an open mind to take on tomorrow's challenges. As a graduate from this accredited program, you will gain those lifelong skills as a trained Advanced Care Paramedic.

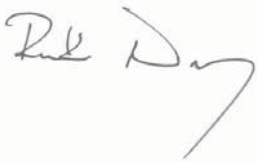
Upon the completion of the Advanced Care Paramedic program, you will be a graduate from an accredited program and receive an Advanced Diploma in Advanced Care Paramedicine from the Justice Institute of BC. This will give you a nationally recognized professional credential and allow you to apply for licensure within British Columbia through the Emergency Medical Assistant Licensing Branch.

The following package contains general information about the ACP Program. It lists the pre-requisites you must have prior to submitting an application, and describes the selection process. An application form and checklist are also included. The checklist has been designed to help you ensure that all required documentation is completed and included with your application form.

Once again, thank you for your interest in the ACP Program. We look forward to receiving your application and trust you will find the program rewarding.

Please read the information in the following package carefully.

Sincerely,



Rick Wong
Program Coordinator, Advanced Care Paramedic Program

JIBC | School of Health Sciences



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

PLEASE READ THIS DOCUMENT CAREFULLY

GENERAL INFORMATION

Welcome to the Paramedic Academy

The Paramedic Academy at the JIBC School of Health Sciences is pleased to offer training in advanced paramedicine. The Advanced Care Paramedic (ACP) Program is accredited by the Canadian Medical Association and exceeds the National Occupational Competency Profile requirements of the Paramedic Association of Canada.

Advanced Care Paramedic Program

The ACP Program is a 60 credit advanced diploma program providing the skills and knowledge required to practice as an Advanced Care Paramedic. Graduates of the ACP Diploma program will be clinically competent, advanced Paramedic Clinicians/Practitioners, who can function in an interdisciplinary environment and who have the communication skills, leadership ability, professionalism and critical judgment skills to contribute to the advancement of the profession of paramedicine. ACP graduates will be able to:

- Meet the ACP competencies and the entry-to-practice requirements of the BCAS as an Advanced Care Paramedic.
- Demonstrate broader knowledge, skills and attitudes in areas such as use of advanced technology, pre-hospital care, clinical decision-making, current treatment methodologies and pharmacology.
- Work collaboratively in non-traditional and inter-professional environments (e.g. Industry, community-based health care, and hospital environments etc.).
- Access other more traditional academic programs and institutions through credit transfer.
- Meet provincial and national employability standards.
- Graduates will be eligible for examination for licensure by the EMALB as Advanced Care Paramedics in B.C.

Location

- The program is based at the JIBC's New Westminster campus.

Program Length

- The ACP Program is an 18-month (3 terms) full-time program

Teaching and Learning Methodologies

- You will participate in online learning activities and facilitated discussions, guided independent study, classroom sessions, labs, practical workshops, and simulations.
- You will attend hospital and ambulance practicums in a variety of settings including clinics and community-based care centres as well as high acuity care facilities such as ER, ICU, CCU, & ORs. The majority of practicum activities take place in the lower mainland (Vancouver & area) as well as some regional centres around the province.

Participation in the Advanced Care Paramedic Program requires access to a computer with Internet capabilities



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

ADMISSION REQUIREMENTS

Admission to the Advanced Care Paramedic Program is contingent on availability of seats, completion of all admission criteria, and applicant ranking as determined by a process of selective admission evaluation.

STEP 1 - APPLICATION FORM AND PREREQUISITE ASSESSMENT

The application process requires the submission of all paperwork confirming the mandatory prerequisites are met. The onus is on each individual applying to the ACP Program to ensure that the package is complete with all required documentation attached.

Mandatory Prerequisites:

- **PCP Certificate**
- **JIBC Diploma in Health Sciences (EMS)** or Equivalent academic and health sciences foundation courses.
- **General Requirements:**
 - Completed IV Insertion Training
 - BLS for Healthcare Provider (CPR C) certification within the last year
 - Criminal record check
 - Completion of a Physical Fitness Assessment
 - Current immunizations
 - Three written professional references

PCP Certificate

PCP certificate from an accredited PCP program or possesses a valid PCP license to practice in any province or territory of Canada with the equivalent of 1 year's full time experience. Or an equivalent training abroad; an equivalency process may be required at the expense of the applicant.

JIBC Diploma in Health Sciences (EMS) or Equivalent academic and health sciences foundation courses

- ENGL100 - Academic Writing (3 credits)
- STATS100 - Introduction to Statistics (3 credits)
- RESM200 - Research Methods (3 credits)
- ETHS100 - Applied Ethics (3 credits)
- CCR150 – Theoretical Foundations of Dispute Resolution (1.5 credits)
- PPC214 - Professional Practice (1.5 credits)
- PHARM215 – Principles of Pharmacology 215(3 credits)
- BIOL203 - Human Anatomy and Physiology (3 credits)
- PATH214 - Pathophysiology (3 credits)
- PSYC210 - Introduction to Psychology 201 (3 credits)

IV Insertion Training

Must have IV Insertion training certification or endorsement.

CPR Level C for Healthcare Providers Certificate

This certificate is required for clinical placement. Applicants must provide documentation that they completed this course within the last 12 months. Please visit www.jibc.ca/programs-courses/schools-departments/school-health-sciences/centre-professional-health-education/courses for more information on courses and updates offered by the JIBC.



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Criminal Record Check

A Criminal Record Check must be submitted as part of the application process. This check must not reveal any previous criminal convictions that would disallow employment as a paramedic in British Columbia. A Criminal Record Check can be obtained by contacting your local RCMP or municipal Police Department. It should be current and validated within 90 days prior to the application. The Criminal Record Check will be forwarded to JIBC. We recommend that you apply for your Criminal Record Check as soon as you start this application process to avoid any delay. If you present your application package as proof of requirement, many police agency will reduce the cost or may not charge. A copy of the receipt issued for the payment of the Criminal Record Check (issued by the police agency) should be submitted with the application or if you are not charged, please have the detachment stamp your application.

Please Note: If submitting your application by fax, please ensure to send your **original** Criminal Record Check by mail as only originals or certified copies will be accepted.

Physical Fitness Assessment

As part of the application package you will need to complete a physical fitness assessment entitled the **Canadian Physical Appraisal of Fitness and Lifestyle Approach (CPAFLA) – 3rd Edition**. This is a national standardized test of fitness designed by the Canadian Society for Exercise Physiologists and is administered only by professionals with a minimum certification level of Certified Fitness Consultants, as determined by CSEP. For more information visit: http://www.csephealthfitnessbc.ca/service_providers.htm . The physical fitness assessment must be within last 9 months of application.

Immunizations

As a student participating in the ACP Program, you may be exposed to different illnesses. Also, hospitals require students to have proof of immunization prior to working in a hospital environment. For these reasons, all participants must be current with common immunizations. Common immunizations include: Diphtheria, Tetanus, Measles, Rubella and Hepatitis B (HBV). It is also recommended that each participant obtain Polio and Influenza immunizations. Contact your family doctor for advice about immunizations that you may require to bring you up-to-date.

Three Written References

Applicants must submit three professional reference letters.

Note:

International students should email acp@jibc.ca for detailed information regarding admission procedures and criteria and an International Student Admissions Package.

BC Class 1, 2, or 4 Driver's Licence (Restricted or Unrestricted)

Although it is not a requirement of this program, students who wish to apply for employment with the BC Ambulance Service are encouraged to obtain their Class 4 Driver's License as soon as possible.

The application fee for the ACP Program is \$75.00. Payment may be made by cheque, money order, Visa, MasterCard, cash or debit card, and must accompany your registration. Cheques must be made payable to the Justice Institute of British Columbia. The application fee is non-refundable your application will not be processed until the application fee is paid. Any costs associated with the application and selection process are the sole responsibility of the applicant. The Paramedic Academy will not reimburse applicants for any expenses.



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

STEP 2 - CANDIDATE ASSESSMENT

Candidates who have met all requirements in step 1 will be required to complete three assessment elements:

- Medical Knowledge Test
- Critical Thinking Ability Test
- Panel Interview

Medical Knowledge Test

This 2 hour test will assess a candidate's level of knowledge relative to the Primary Care Paramedic medical science knowledge needed for entering the ACP Program.

Critical Thinking Ability Test

This short test measures a candidate's ability to identify, gather, analyze and understand information and to reach reasoned and correct diagnoses, conclusions and recommendations, a critical skill for an ACP.

Panel Interview

The panel interviewers have been specifically trained for their role. They will ask behavioural questions that focus on the criteria (knowledge, skills, abilities and personal qualities) that have been identified as relating to success in the ACP program. Interpersonal skill, communication skill, work standards and initiative are some of the criteria focused on.

STEP 3 - BACKGROUND CHECK

The background check step involves contacting individuals, identified by the student in the required reference letters who have personally observed the candidates behaviour in past work situations or related non-work situations.

SELECTION PROCESS RESULTS

The results from each component will be compiled to produce an overall candidate score. This score is then used to create a rank ordering of candidates. ACP program seats are filled by working from the top of the rank order list down. Successful candidates will be contacted and offered a seat in an available class. Unsuccessful candidates will be notified by email and invited to contact us for further feedback along with developmental suggestions should they decide to re-apply in the future.

Candidates should expect to hear back regarding the status of their application to the ACP Program within 4 weeks of their Candidate Assessment Day to allow for all Assessments to be completed.



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

FEES *

Fees (Non-refundable)

Application Fee	\$75.00
Deposit after Successful Pre-Screening	\$500.00

Program Fees

Tuition Fee	\$14,046.42
Textbooks (Approximately)	\$1,000.00
Uniform, Equipment.....	\$ variable

Additional Fees

JIBC Learner Services Fee (LSF).....	\$247.50
Criminal Record Check	\$ variable

Note: All fees are subject to change without prior notice.

Program Tuition

The tuition fee includes hospital and ambulance practicum components but does not include the costs for course material, textbooks, uniforms, equipment, transportation, living expenses or any additional fees associated with applying to the Program. The \$500.00 non-refundable deposit must be paid within five working days of acceptance into the program. This deposit will be credited towards your tuition fees. A second installment of \$5,742.40 is due six weeks prior to the start of the program.

Payment Schedule:

Term 1	
Deposit	\$500.00
Tuition	\$5,742.40
Learner Services Fee	\$112.50
Term 2	
Tuition	\$4,682.82
Learner Services Fee	\$75.00
Term 3	
Tuition	\$3,121.20
Learner Services Fee	\$60.00

Fees quoted are for Canadian Citizens/permanent residents only; International Applicants please contact acp@jibc.ca for further details.

JIBC Learner Services Fee

As part of a commitment to improving the quality of services for our students, the JIBC charges a Learner Services Fee (LSF) of \$5.00 per course credit. For more information contact the Registration Office at 604.528.5590 or toll-free 1.877.528.5591.

Program Withdrawal Guidelines

In the event that a student wishes to withdraw from the program following enrolment and payment of fees the following withdrawal guidelines will apply:

- The application fee and program deposit are non-refundable in any circumstances.
- Students who withdraw a minimum of 6 weeks prior to Term I will be refunded 100% tuition & LSF minus deposit & \$50 administration fee.
- Students who withdraw from 6 weeks prior to 2 weeks into Term I will be refunded 50% tuition & LSF minus deposit & \$50 administration fee.
- After the first two weeks in any term there is no refund of tuition paid for that term.



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

Uniform

Students are expected to be in JIBC uniform by the first day of class. Uniforms are available from the JIBC Store.

Scrubs

ER scrubs are required and are available through the JIBC Store

Practicum Travel

There are no guarantees that students will be placed in their home communities for practicum shifts. Practicum sites are determined by the availability of sites and ability to provide an appropriate volume and variety of patient contacts for students to meet program practicum and clinical competencies. Students must be prepared to accept the financial costs of travel and living expenses related to undertaking these practicum shifts.

CompTracker

During the program you will be required to use CompTracker, a web-based competency tracking program. CompTracker enables students, instructors, and preceptors to communicate and track their progress on a daily basis. Students are required to have access to their own computer, with internet access for the start of class. For specifications on the program requirements, please visit: www.studentlogbook.com/requirements . If there are any questions regarding supported software or hardware, please contact www.studentlogbook.com/support BEFORE purchasing new computers.

EMA Licensing Board Fees

Each province has its own licensing regulations and fees and students are encouraged to review requirements for the province in which they wish to practice. In British Columbia upon completion of the program you must also successfully complete a formal evaluation conducted by the Emergency Medical Assistant (EMA) Licensing Board. Please visit their website at www.health.gov.bc.ca/ema for full details and fees.

Financial Assistance

Students enrolling in the ACP Program may be eligible for various forms of student financial assistance, such as the Emergency Medical Assistant (EMA) Education Fund Award and the JIBC General Student Bursary, and we encourage all students to apply. For more information please visit http://www.jibc.ca/studentServices/financial_assistance.htm or contact the Financial Aid & Student Awards Advisor at financialaid@jibc.ca or 604.528.5762 (toll free 1.877.528.5591).

Administration Fees

NSF Cheques: A \$30.00 service fee applies to all cheques returned "NSF".

WorkSafe BC Coverage

The JIBC provides WorkSafe BC coverage to students while participating in the hospital and ambulance practicum. **This coverage does not extend to any other components of the program.**

Academic Withdrawal Guideline

There are numerous evaluation points in the ACP Program. These include written evaluations, practical scenario examinations and field evaluation. Each evaluation is designed to ensure students meet the Paramedic Academy's accepted standard of performance. Failure to meet acceptable standards can result in a student's removal from the program.



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

PLEASE CONSIDER THE FOLLOWING WHEN SUBMITTING YOUR APPLICATION:

- 1. Incomplete applications will not be accepted.
2. All questions must be answered in full and all required documentation must be attached.

IDENTIFYING DATA

Form with fields for: Have you taken a course at the Justice Institute of BC before?, JI Student Number, Provincial Education Number, Date of Birth, Gender, Last Name, First Name, Middle Name, Mailing Address, City, Province, Country, Postal Code, Evening or Home Phone, Day Phone, Email, Cell Phone, Pager, Citizenship Status, etc.

THE APPLICATION FEE FOR THE ACP PROGRAM IS \$75.00. THIS FEE IS NON-REFUNDABLE. FEE PAID BY:

Cheque [] VISA [] MasterCard [] AMEX [] Cash [] Interac [] Other []
(Cheque must be payable to the Justice Institute of BC)

Credit Card Number / / / Expiry Date Month Year

Cardholder Name: Signature: Please print clearly

*The Justice Institute of British Columbia respects your privacy. Personal information that you provide is collected pursuant to federal and provincial privacy legislation. It is collected for the purpose of administering admissions, registration, education programs, financial assistance and awards, graduation and advancement, and for the purpose of statistical reporting to government agencies. If you have questions, please contact the Office of the Registrar at 604.528.5590 or toll-free 1.877.528.5591.



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

EDUCATION

High School Name		Year Graduated	
Additional Comments (if any)			
College/University			
Program Name(s)		Level Achieved (Degree, Certificate, Diploma)	
College/University			
Program Name(s)		Level Achieved (Degree, Certificate, Diploma)	
Additional Comments (if any)			
Vocational/Trade/ Technical			
Program Name(s)		Level Achieved (Degree, Certificate, Diploma)	
Additional Comments (if any)			
Other Certificates/Licences (Please list along with any additional comments)			

ACADEMIC FOUNDATION COURSES				
Original transcripts are required.				
Required Courses	Institution	Course Name	Course Number	Date completed
ENGL100 - Academic Writing (3 credits)				
STATS100 - Introduction to Statistics (3 credits)				
RESM200 - Research Methods (3 credits)				
ETHS100 - Applied Ethics (3 credits)				
CCR150 – Theoretical Foundations of Dispute Resolution (1.5 credits)				
PPC214 - Professional Practice (1.5 credits)				
PHARM215 - Pharmacology 215 (3 credits)				
BIOL203 - Human Anatomy and Physiology (3 credits)				
PATH214 - Pathophysiology (3 credits)				
PSYC201 - Introduction to Psychology 201 (3 credits)				



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

EMPLOYMENT DATA

Current Employer			
Position Title			
Address		City, Prov.	
Contact Name, Title		Contact Phone No.	
Date Employed From		Date Employed To	
Job Duties			

Previous Employer			
Position Title			
Address		City, Prov.	
Contact Name, Title		Contact Phone No.	
Date Employed From		Date Employed To	
Job Duties			

PCP CERTIFICATE

PCP Program completed _____ (college/institute completed)
Years of Experience _____
Licence No. _____
Estimated number of patient contacts in previous year: _____
Details of Patient Contact: please attach a description of the volume and types of professional patient contact you have had in the past three years. These may include ambulance calls and/or experiences in clinical settings.
Completed IV Insertion training <input type="checkbox"/> (include photocopy)

CPR C for Healthcare Provider Certification	(Include photocopy)
Date Certification Issued:	

Criminal Record Check	(Include photocopy of payment receipt)
Date of Record Check:	



ADVANCED CARE PARAMEDIC (ACP) PROGRAM

Immunizations	(Include photocopies)		
Diphtheria:	Date:		
Tetanus:	Date:		
Measles:	Date:		
Rubella:	Date:		
Hepatitis B (HBV):	Date:		
Immunizations (Recommended)			
Polio	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Influenza:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	

VOLUNTEER EXPERIENCE

Community/Volunteer Experience _____
Date Volunteered From _____
Date Volunteered To _____

MEDICAL DATA

Do you have any medical disabilities, which may prevent you from performing some or all of the duties of a Paramedic?

Please provide details:

ADDITIONAL LEARNING SUPPORT

The JIBC provides additional learning support for students, such as adaptive technology, tutoring, extra time for exams or captioning. If this is something you require, please contact the Coordinator of Student Counseling and Advising at 604 528 5884 or disability@jibc.ca or for more information, call Student Services at 604 528 5590 or Toll-free 1.877.528.5591

I declare that all statements made in this application are true and correct and I understand that any misrepresentation of material facts herein may cause forfeiture of my rights to successfully complete the Advanced Care Paramedic Program.

X _____
Signature of Applicant

Date



Your Application MUST include the following:

<input type="checkbox"/> Completed Student Application Form (legible)	<input type="checkbox"/> Copy of IV Insertion training certificate or license endorsement
<input type="checkbox"/> Photocopy of PCP Licence or Certificate	<input type="checkbox"/> Three reference letters
<input type="checkbox"/> Original post-secondary transcripts	<input type="checkbox"/> Photocopy of CPR C for Healthcare Provider Certification (issued within the past 12 months)
<input type="checkbox"/> Receipt for payment for Criminal Record Check	<input type="checkbox"/> Photocopy of immunization records
<input type="checkbox"/> \$75.00 Application fee	<input type="checkbox"/> Physical Fitness Assessment

Failure to complete the application in full, and submit all documents required, may result in delays in the processing of your application. Please note we are unable to return any documents.