

DIPLOMA IN HEALTH SCIENCES (EMS) PROGRAM HANDBOOK

This handbook provides an overview of the policies, and procedures related to the Diploma in Health Sciences (EMS) and also provides helpful advice for student success in the program. Students in the program should read the full handbook when they start the program and refer back to it when they have questions. Links to the full JIBC policy and procedure documents are in the text and students are strongly encouraged to follow these links to learn more about these and other related important policies and procedures.

PROGRAM ADMINISTRATION

The JIBC's Diploma in Health Sciences (EMS) program is housed administratively within the Health Sciences Division of the School of Health, Community, and Social Justice. The program's offices are located in the administrative wing at the New Westminster campus. Unless specifically stated otherwise below, all JIBC Policies and Procedures apply to the program and any student admitted to the program or enrolled in any of the program's courses.

CONTACT

In person or via mail:

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SITUATING JIBC'S CAMPUSES ON TRADITIONAL TERRITORIES OF FIRST PEOPLES

The staff supporting the online Diploma in Health Sciences work out of JIBC's New Westminster campus. We respectfully acknowledge this campus is located on the traditional and unceded territories of the Qiqéyt (Qayqayt), xʷməθkʷəy̓əm (Musqueam), and Coast Salish Peoples.

JIBC has campuses in New Westminster, Maple Ridge, Pitt Meadows, Victoria, Kelowna, and Chilliwack. JIBC, along with many Canadian institutions, organizations, and governments, acknowledge the First Peoples on whose traditional territories we are situated.

Acknowledging territory shows recognition of and respect for Indigenous Peoples of both Canada and the world. It is recognition of their presence both in the past and the present. Recognition and respect are essential for building healthy, reciprocal relations which is key to reconciliation with First Peoples. JIBC is committed to establishing healthy relations and supporting reconciliation so we acknowledge the lands and traditional territories of Indigenous Peoples where our campuses are located.

PROGRAM STAFF

Your Program Assistant is Swashna Prasad. Your Program Manager is Ben Coulas. Please email emsdiploma@jibc.ca any time with questions.

PROGRAM DESCRIPTION

The Diploma in Health Sciences (EMS) is a 60-credit program which combines JIBC's highly respected Primary Care Paramedic (PCP) program with practical and relevant academic foundation coursework. The combination of a strong academic foundation with paramedic training positions our graduates at the leading edge of emergency medicine. It is the first academic credential in the Health Sciences Division paramedic education pathway.

WHAT YOU WILL LEARN?

Courses in the academic component help students expand their knowledge and career options. Student who complete the program will have the opportunity to learn about:

- The functioning of the human body as a coordinated, homeostatic, reproducing organism, while looking at the major human body systems
- The causes, manifestations, diagnoses, and treatments of anatomical and physiological disorders and diseases
- The key principles of pharmacology, including the characteristics and use of drugs used with the various body systems and common medication profiles
- Effective and critical communication comprehension strategies
- Classical and contemporary ethical theories and decision-making frameworks as they apply to personal, community, and professional contexts
- The tools, strengths, and limitations of social science research and methodological approaches and how to analyze data and apply statistical concepts and tools
- Mastering dispute resolution skills, developing the ability to use these skills and processes contextually and to adapt them as needed to different circumstances
- The fundamental tools for communicating effectively at an academic level
- The strategies and techniques used for evidence-based practice
- How to explore a topic related to current processes, systems, and practices in the field of emergency medicine

PROGRAM FORMAT

The **PCP courses (30 credits)** are delivered online and in-person at a JIBC campus location. More information on the PCP program can be found on the [PCP website](#).

The **EMS Diploma academic courses (30 credits)** are offered fully online and scheduled regularly throughout the year following the JIBC semester-based academic calendar. Students can complete the online courses on their own schedule by registering for individual courses.

Important:

HLSC-2299 Capstone Project is designed as the final course in the EMS Diploma program. **All other courses in the diploma program are prerequisites for HLSC-2299.** Students need to have successfully completed, received transfer credit (TOC) or prior learning assessment (PLA) credit, or be in progress at JIBC in all the prerequisite courses to be eligible to register for the Capstone. TOC and PLA applications can take 6-8 weeks to process, it is recommended that students submit TOC and PLA applications with all supporting documentation (including official transcripts mailed from the issuing institution directly to JIBC and course outlines) as early in the program as possible and a minimum of eight (8) weeks prior to the course start date if they have completed equivalent courses at another institution to avoid disappointment. More information about TOC and PLA is provided later in this document.

Important:

HLSC-2214 Pathophysiology is a course that many students feel requires more study time than other courses in the program. It is strongly recommended that:

- Students complete BIOL-2203 and HLSC-2215 prior to enrolling in HLSC-2214, and
- Students who are working full time and/or have other commitments consider only taking HLSC-2214 in a semester.

We recommend students complete ENGL-1100 Academic Writing as soon as possible when they start the program. This course provides an academic foundation for all other program courses. It is also a required prerequisite for the RESM-2100 - Research Methods course.

Planned course schedules for upcoming are available on the program website. Contact the program area for help with academic planning.

REQUIRED COURSES (not including 30 credits for the PCP portion of the diploma)

CRES-1150 - Foundations of Dispute Resolution

This course provides an opportunity for creative and critical examination of your dispute resolution beliefs, skills and practices, and further refinement of those skills. Mastering dispute resolution skills requires the ability to use skills and processes contextually – to adapt them as needed to different circumstances. Underlying any process of dispute resolution are assumptions about how human beings understand conflict, why they get involved in disputes, the types of behaviours and communication styles humans engage in and the meanings of resolution. Understanding these assumptions enables learners to assess when adaptations may be needed to meet particular circumstances, and what the disparate effects of particular processes might be on particular disputants.

Prerequisites: None

Credits: 1.5

Passing Grade: Pass or Fail

Important: Please register for CRES-1150 by phone and request the EMS Diploma program discount.

ENGL-1100 - Academic Writing

This course will help students develop academic level composition skills. Learners will be introduced to the study of library resources and the analysis of reading materials. Learners will write preparatory papers from critiques to research papers applicable for an undergraduate academic environment and will learn to summarize and analyze sources. By completing several written assignments, students will increase their confidence in understanding and producing written communication and further develop their writing abilities through planning, thesis and paragraph development, the composition stages, and peer and self-revision. Students will also practice incorporating evidence into their writing to strengthen ideas and promote academic integrity.

Prerequisites: None

Credits: 3.0

Passing Grade: 50 % (Letter Grade D)

ETHS-1100 - Introduction to Applied Ethics

This course will introduce students to classical and contemporary theories of ethics and emphasizes strategies for moral reasoning, critical thinking, and ethical decision-making. The course structure is discussion-based to challenge learners to integrate and apply theoretical perspectives, create personal codes of ethics, and analyze contemporary ethical issues in their roles as citizens, employees and public and community safety professionals.

Prerequisites: None

Credits: 3.0

Passing Grade: 50 % (Letter Grade D)

PSYC-1100 - Introduction to Psychology

This course is designed to provide students with general knowledge about major areas in the field of psychology. As a survey course, the following areas will be emphasized: scientific thinking, research methodology, biological bases of behavior and the organization of the human brain, sensation and perception, consciousness, growth and development, learning, memory, emotions and personality, and psychological disorders. In addition, students will apply these ideas to their experiences of knowing themselves and the world around them.

Prerequisites: None

Credits: 3.0

Passing Grade: 50 % (Letter Grade D)

RESM-2100 - Research Methods

This introductory research methods course is designed for learners who are, or will be, engaged in applied social science research, community-based research (CBR), and policy research initiatives. Social science and community-based research takes place in community settings and engages community leaders and members in the design and execution of the research project. This course will emphasize

the importance of fostering partnerships which involve collaboration among the community, educational institutions, practitioners, and policy makers.

Prerequisites: ENGL-1100

Credits: 3.0

Passing Grade: 50 % (Letter Grade D)

STAT-1100 - Introduction to Statistics

This is an introductory course to statistics. Some of the topics studied will be exploring and understanding data, relationships between variables, looking at discrete and continuous probability distributions, issues of randomness including sampling and sampling distributions, and drawing statistical inference for comparing samples.

Prerequisites: None

Credits: 3.0

Passing Grade: 50 % (Letter Grade D)

BIOL-2203 - Human Anatomy & Physiology

Human Anatomy and Physiology is a continuation of the study of human biology started in the PCP Program. This course is designed to allow the student to explore anatomical and physiological details of the endocrine, digestive, urinary, lymphatic, cardiovascular, respiratory, immune, and reproductive systems. Fluid, electrolyte, and acid-base homeostasis, metabolism, and nutrition will also be covered.

Prerequisite: PARA-1100 (or equivalent)

Credits: 3.0

Passing Grade: 60 %

HLSC-2214 - Pathophysiology

This introductory pathophysiology course focuses on the study of homeostasis and how it is altered by physical, biochemical, microbial, or genetic factors. The course includes etiology, pathogenesis, growth and developmental variations, clinical manifestations, complications, diagnosis, and treatment of selected health challenges. By the end of the course learners will be able to identify, explain, and discuss diseases and disorders in relation to physical presentation in preparation for future courses in medical assessment and treatment.

Prerequisite: PARA-1100 (or equivalent)

Credits: 3.0

Passing Grade: 60 % (Letter Grade C)

HLSC-2215 - Pharmacology

HLSC-2215 Pharmacology is designed to allow health care professionals to build a comprehensive understanding of the principles of medical chemistry, the characteristics and uses of drugs, drug interactions, and common medication profiles. Students will also learn about the legal aspects of pharmacology, drug administration, and dosage calculations, and understand how drugs are used for special populations. Students will use common sources to find information on medications to ensure safe medication use.

Prerequisite: PARA-1100 (or equivalent)

Credits: 3.0

Passing Grade: 60 % (Letter Grade C)

HLSC-2216 - Professional Practice: Evidence-based Practice

In this course, learners will apply the principles of adult education and life-long learning as they explore evidence-based approaches to paramedic practice. Topics covered will include lifelong learning, the role of experience, strategies for learning, the research process, reading and interpreting research studies and trends in research, and evidence-based practice. Participants will identify, critically appraise, and discuss current issues in medicine and prehospital care.

Prerequisite: None

Credits: 1.5

Passing Grade: 60 % (Letter Grade C)

HLSC-2299 - EMS Diploma Capstone Project

In this course, learners will apply the principles of adult education and life-long learning as they explore evidence-based approaches to paramedic practice. Topics covered will include lifelong learning, the role of experience, strategies for learning, the research process, reading and interpreting research studies and trends in research, and evidence-based practice. Participants will identify, critically appraise, and discuss current issues in medicine and prehospital care.

Prerequisites: BIOL-2203 and HLSC-2214 and HLSC-2215 and HLSC-2216 and ENGL-1100 and ETHS-1100 and RESM-2100 and STAT-1100 and PSYC-1100 and CRES-1150

Credits: 3.0

Passing Grade: 60 % (Letter Grade C)

TEXTBOOKS

Textbooks can be ordered through the [JIBC store](#). Please phone 1.604.528.5870 or email The JIBC Store to order and request a shipping estimate. When emailing the JIBC store please include your name, shipping address, book title, and phone number in your order request. Some items can be returned or exchanged within 14 days of purchase with the original receipt and must be in the same condition as purchased. All books are final sale. Contact JIBC store for instructions on how to return an item.

- **Liberal Studies Courses:** ENGL-1100, STAT-1100, ETHS-1100, PSYC-1100 and RESM-1100
 - List of current [Liberal Studies](#) textbooks:
<https://www.jibc.ca/sites/default/files/2020-11/21WI-Liberal-Studies-Textbooks.pdf>
- **Conflict Resolution Course:** CRES-1150
 - Course material will be available to you online however, please verify with the [Conflict Resolution program area](#).
- **Health Sciences and Biology Courses:** BIOL-2203, HLSC-2214, HLSC-2215, HLSC-2216 and HLSC-2299
 - List of current Health Sciences and Biology textbooks are located in the [EMS-Diploma webpage](#) under 'Tuition & Fees' tab.

COURSE READINGS AND RESOURCES

JIBC courses often have external course readings and other web-based media resources to supplement the course material on the Blackboard site. Some of the course material and JIBC Library resources may only be available through the JIBC web platform.

Students are expected to complete all the required readings for each course and should try to also complete any recommended or supplemental readings.

Important:

Every effort is made to maintain active resource links in all online courses and all links are checked at the start of each term. If a student finds that a link to an external resource does not work, they should email the course instructor immediately and let them know about the broken link and where they found it in the course. The course instructor will then correct the link or provide an alternate resource if necessary.

COURSE REGISTRATION

Students may enroll in as many courses as they want (based on course schedules and availability) and should expect to spend a minimum of six (6) to twelve (12) hours per week on required course related activities for each course they are enrolled in. Some courses will require more time than others and it is strongly recommended that students only enroll in one (1) course in their first semester if they are working full time and have other commitments. Most students complete the program taking one (1) to three (3) courses each term. Tentative course offering schedules (subject to change) per semester can be found on the [EMS-Diploma webpage](#) under the “Program Format and Upcoming Courses” tab.

Students should plan their program schedule in advance and keep course prerequisites in mind when planning. This is especially important if students are applying to other programs such as JIBC Advanced Care Paramedic (ACP) program with application deadlines in advance of the program start date. **It is strongly recommended that students planning on applying for a specific ACP intake should reach out to program staff to discuss academic planning, advising, and scheduling when they start the program.**

The Liberal Studies, Biology, and the Health Sciences courses in the Diploma program have now moved to the online registration system. Registration for Biology and Health Sciences courses is restricted to program students who have completed the prerequisite PARA-1100 course. **If you are a newly admitted student you will need to call JIBC registration to register for your first course, following that you will be able to register and pay online for future courses.** If you encounter any issues with online course registration please contact Registration Office directly for support, the program area is unable to register student or collect tuition fees. Students may register for courses in a variety of different ways: by phone, by mail, by fax, or in person.

Newly admitted students need to call JIBC registration for their course, following that you will be able to register and pay online for future courses. Detailed information about how to register can be found on the JIBC website under the Registration tab. <https://www.jibc.ca/registration/how-to-apply>.

Tuition is charged on a course-by-course basis at the time of registration. Students are only charged for the course(s) in which they are registered in a given semester.

Academic Calendar: <https://www.jibc.ca/academic-calendar>

STUDENT ONLINE ORIENTATION

The [Student Online Orientation](#) website is a student's go-to resource for information on the various services and supports available to them while they're enrolled in a JIBC course or program, face-to-face or online. Students will receive an email inviting them to review this orientation, answer questions and enter to win various prizes.

There are five units on the website, each focusing on different areas of student support and educational technology. You can go through the online modules at your own pace. Completing the student online orientation is highly recommended by the Program area. There is no need to login in or be registered in a course to access the website.

ACADEMIC PROGRESSION

Students enrolled in the Diploma in Health Sciences (EMS) program have a maximum of **seven (7) years to complete all program course requirements**. The PCP program portion can be completed in about eight (8) months. Most students complete PCP course work prior to applying for the diploma. The seven-year period begins from the semester when a student is accepted into the diploma program.

Students who do not complete the program within the allowable time period may submit a written request for a one-time **extension of time** to complete outstanding program requirements. In no case will an extension of more than one (1) year be granted. Students who have not completed the program after receiving an extension will be required to re-apply for admission to the program and meet the admissions requirements in place at the time of application.

To maintain an **active standing**, students enrolled in a JIBC program must complete a minimum of one course within that program each year. If a student does not complete a course during any consecutive twelve-month period, the student is considered inactive and may be required to reapply for admission to the program. Certain courses are only offered once a year, so please plan accordingly. Please refer to the tentative schedule of upcoming courses on the [Diploma in Health Sciences \(EMS\)](#) webpage.

A student with extenuating circumstances may request formal leave for a specific period of time. Such requests must be approved by the program manager and will not impact on a student's active status during the time they are away. The program completion timeline will still apply.

Grading schemes vary among courses. Grading for all courses in the program is done in accordance with the current [JIBC Grading Policy](#). All students in the program must maintain satisfactory academic standards in order to progress within the program. Academic progression in this program is in accordance with the current [JIBC Academic Progression Policy](#). The grade required to achieve a pass and/or have the course apply toward program completion is higher than 50% for certain courses.

Important

Students are required to earn a final grade of “C” or better in BIOL-2203, HLSC-2214, HLSC-2215, HLSC-2216 and HLSC-2299 courses in order to pass. Students who earn a final grade of “C-” or lower will be required to repeat the course to meet the graduation requirement.

Students are required to earn a final “Pass” grade in the CRES-1150 course.

For details, please see above, check the course outline, or ask the instructor, once the course has started.

FINAL GRADE APPEALS

Students who believe that their final grade in a course is wrong or unfair should review the JIBC’s [Final Grade Appeal Policy](#) and [related Procedures](#). Students are expected to be aware of all relevant course requirements and seek out information in a timely manner when they become aware of any concerns or discrepancies regarding their grades. It is expected that students first discuss their concerns with their instructor and attempt to resolve their concerns informally before commencing a formal appeal. Students who wish to formally appeal an academic decision may do so under the process outlined in the procedures section. Students are expected to participate fully in the appeal process to ensure full consideration by the Institute.

COURSE WITHDRAWALS AND TUITION REFUNDS

- If a student withdraws prior to the start of a 14-week 3.0 credit course, they receive a 100% tuition refund less any required deposit or commitment fee.
- If a student withdraws within the first two weeks of course they will be eligible for 80% refund less any required deposit or commitment fee with no notation on their transcript.
- After the second week of classes there is no refund for semester-based courses.
- Application fees are non-refundable.
- Please contact [JIBC Registration](#) immediately if you wish to **withdraw from a course**. The time limits for withdrawals and refunds are described in JIBC’s [academic calendar](#), [refunds policy](#), and [fees and refunds policy](#).
- **Different withdrawal and refund policies may apply for the seven (7) week 1.5 credit courses. Please see the links below for more information.**
- Important Links
 - <https://www.jibc.ca/registration/fees-refunds>
 - <https://www.jibc.ca/procedure/refunds>
 - <https://www.jibc.ca/policy/tuition>
 - <https://www.jibc.ca/academic-calendar>

RECOGNITION OF PRIOR LEARNING

Students accepted into certificate, diploma, and degree programs at JIBC are required to complete at least 50% of the program at JIBC. Therefore, for this Diploma in Health Sciences (EMS) program, that equates to 30 credits.

Important

Students are encouraged to apply for recognition of prior learning shortly after being accepted into the program and before the end of their first semester of study. Students may not pre-apply before they are accepted into the program. Students with questions should review the links below and contact the program area with any further questions.

Please read the FAQ's on the [EMS-Diploma webpage](#) for more information if you have PCP certification from a non-accredited institution.

PRIOR LEARNING ASSESSMENT (PLA)

JIBC is committed to meeting the career development and learning needs of its unique and diverse student population. JIBC recognizes that valuable learning often results from work experience or learning outside of the traditional post-secondary system and that valid and reliable prior learning assessment and qualifications recognition can benefit students.

<https://www.jibc.ca/policy/prior-learning-assessment-and-recognition>

<https://www.jibc.ca/procedure/prior-learning-assessment-and-recognition>

Students applying for PLA credits are required to complete and submit the Prior Learning Assessment Application form, with applicable fees, and arrange for the submission of supporting documents. The completed form should be submitted to the registration office. PLA assessment will not commence until all required fees have been received.

Learners are required to show the learning acquired through work experience and/or professional development courses is equivalent to the learning resulting from a course in the JIBC program. As part of this assessment, learners will be asked to complete a challenge process that measures learning through a variety of written evaluation methods such as portfolio review, exams, projects, and/or assignments.

Applicants will be charged a non-refundable one-time fee of \$120 per credit requested (subject to change without notice, please review the current fee on the webpage listed above prior to application for PLA).

TRANSFER OF CREDIT (TOC)

To help students attain their academic and employment goals, JIBC welcomes credit transfer from other post-secondary institutions and other organizations where course or program equivalencies have been established. JIBC works toward developing courses and programs that will be accepted by other post-secondary institutions and other organizations for credit transfer or course equivalency.

<https://www.jibc.ca/procedure/transfer-credit>

<https://www.jibc.ca/policy/transfer-credit>

<https://www.bctransferguide.ca/>

Equivalencies may be established on a course-to-course basis or as a block transfer of credits. Students can submit the TOC application and have official post-secondary transcripts sent from the issuing institution (if not already on file with your program application) directly to JIBC admissions for credit evaluation.

Students may also need to provide detailed course descriptions, it is helpful if these are included with your TOC application when it is sent to JIBC. Students submitting documents from institutions outside Canada may be required to have their documents evaluated by an accredited international credential evaluation service such as <https://www.bcit.ca/ices/>. It is recommended that students choose the option for the most comprehensive credit evaluation to ensure the program area has enough information to review the TOC application.

In order to be eligible for transfer credit, the course(s) or program from other post-secondary institutions must meet the following requirements:

- Courses or programs completed in a ten year period from the date the application and all supporting documentation was received by JIBC. Courses or program past this date may be eligible for PLA.
- Be at the same academic level or higher than the equivalent JIBC course.
- Primary Care Paramedic (PCP) programs must have been accredited through Accreditation Canada at the time a student completed the program. Students who attended unaccredited institutions may apply for PLA. For the program area to assess program or course equivalency for PLA the student will need to provide detailed program information from their PCP training provider for portfolio review and/or successfully complete a written and practical challenge exam.

THOMPSON RIVERS UNIVERSITY - BACHELOR DEGREE PATHWAY

Graduates from the JIBC Diploma in Health Science (EMS) who completed all of the diploma program (current PCP and academic component) courses at JIBC may be eligible to receive transfer credit towards completion of Thompson Rivers University's (TRU) Bachelor of Health Science Degree based on an existing articulation agreement. Up to 57 credits may be awarded for diploma program graduates with an additional 30 credits awarded for completion of the JIBC ACP program (that's almost three-quarters of the TRU degree program!). Students are encouraged to contact TRU for more information about the TRU degree program and articulation pathway.

CONTINUING EDUCATION CREDITS WITH EMALB

The BC Emergency Medical Assistants regulation requires that all licensed BC paramedics complete continuing education (CE) credits each year. Many of the courses in the diploma program are eligible for CE and have been submitted to EMALB by JIBC for preapproval. Students can print a copy of their unofficial transcript through the JIBC student registration system (myJIBC.ca) or request an official transcript through the JIBC registration office to provide to EMALB for proof of course completion. JIBC does not provide letters of course completion or certificates for individual EMS Diploma program courses. More information on this and a list of approved courses and activities can be found on the EMALB website.

STUDENT SERVICES

We believe that effective and supportive student services are fundamental to helping students achieve their educational goals and career aspirations. JIBC student services staff is ready to help students with a wide variety of needs, such as: financial aid, disability services, and counselling.

If students require additional learning support, such as adaptive technology, tutoring, or extra time for exams for a medically-diagnosed reason, please contact Disability Services at 604.528.5884 or 1.877.275.4331 or email disability@jibc.ca. If students require additional support, it is strongly recommended that they contact Disability Services as early in their program as possible in order to ensure they receive the services you need.

The JIBC has a number of services available to online students. This includes services to support students with technology, research, and academic writing skills.

More information is available at www.jibc.ca/student-services.

LIBRARY

The JIBC Library has an extensive collection, both print and online. Visit www.jibc.ca/library for more information on what the Library has to offer students.

ACADEMIC POLICIES & PROCEDURES

Please read the JIBC website (<http://www.jibc.ca/about-jibc/governance/policies>) for additional policies and procedures related to Student Code of Conduct, Academic Integrity, and Final Grade Appeals (among others).