



**Justice  
Institute**  
BRITISH COLUMBIA

# **Program Guidelines and Procedures for:**

Advanced Care Paramedic (ACP) Advanced Diploma

Primary Care Paramedic (PCP) Certificate

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**JIBC**

School of Health, Community & Social Justice  
Paramedic Academy

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## Scope

The JIBC Health Sciences Division (HSD) follows JIBC policy with the following approved exceptions, detailed in these program guidelines, for the Advanced Care Paramedic program and Primary Care Paramedic program.

## Academic Progression Requirements

**ACP &** Students are required to:

**PCP:**

- Achieve a final course mark of 75% in all courses.
- Achieve a minimum of 75% on all formal evaluations and assignments.
- Achieve a “pass” rating on all classroom and practice education requirements.

## Academic Warning & Academic Probation

**ACP:** The ACP program does not follow the PCP program demerit point system. Students in the ACP program who may require additional learning support are identified through Global Rating Scale scores and outcomes of evaluation components scheduled throughout the program.

Appropriate learning support includes:

- Instructor feedback
- Referral to JIBC Student Learning Support Services
- Assistance in development of an Education Plan

**PCP:**

- Student academic standing is monitored. A 1.0 demerit point value will be assigned to all failures of weighted written and full call practical exams and a 0.5 demerit point value for segmented call practical exams.
- If a student obtains 1.0 demerit point, they will be given an Academic Warning and must meet with the Regional Training Coordinator or designate to discuss academic progress.
- If a student accumulates 2.0 demerit points, they will be placed on Academic Probation and must meet with the Regional Training Coordinator or designate.
- If a student on Academic Probation achieves passing grades with no demerit points in the next set of exams, they will be taken off Academic Probation status but remain on Academic Warning status to enable the program area to continue to monitor and support.
- If a student on academic probation obtains a further 1.0 demerit points, the student will be required to withdraw from the program.
- A student who is re-admitted after a requirement to withdraw will be admitted on Academic Warning. If the student accumulates a further 1.0 demerit points, they will be placed on Academic Probation. If the student accumulates 2.0 points they will be required to withdraw from the program.
- If a student achieves a pass mark on their final exams but does not achieve a final course mark of 75%, they will be provided with an opportunity to remediate the other



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components of their final course mark in order to raise their overall mark. During this time the student will be placed on Academic Warning status. If following remediation the student achieves a final course grade of 75%, they will progress in the program. If remediation requirements are not met in the timelines given and the final course grade remains below 75%, the student will be required to withdraw from the program.

### Retests

**ACP:** When a student does not demonstrate that they have met an acceptable standard in any program evaluation component, they may be provided an opportunity to retest.

The highest grade that a student can receive on a retest is the minimum passing grade of 75%.

If unsuccessful in a retest, the student is required to withdraw from the program.

The Program Manager will meet with the student to notify of academic withdrawal and to discuss options for re-application to the program.

**PCP:** When a student does not demonstrate that they have met the acceptable standard in any program evaluation component, they may be provided an opportunity to retest. Only one retest per each exam component is allowed. Retest fees do not apply.

The highest grade that a student can receive on a retest is the minimum passing grade of 75%.

If unsuccessful in a retest, the student will be required to withdraw from the program. The Regional Training Coordinator will meet with the student to notify of academic withdrawal and to discuss process for re-application to the program

### Final Grade Appeal

**ACP & PCP:** If the student disagrees with the final grade awarded they are to discuss their concerns first with the Program Manager, in an attempt to resolve their concerns informally within the program area and by agreement, before commencing a formal appeal.

If agreement is not reached, students have the option of making a formal appeal in accordance with JIBC Final Grade Appeals Policy [www.jibc.ca/policy/3303](http://www.jibc.ca/policy/3303) . A formal appeal must be initiated within 10 business days from receiving their final grade.

### Academic Attendance

**ACP** Students must maintain a 90% overall attendance per term during the in person and online classroom portion of the program and must be present for all examinations as well as specified learning activities, such as field trips or specialty days.

Students may also be required to withdraw if they are unable to meet C (clinical setting) and P (field preceptorship) competencies due to missed practice education placements.



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(see Practice Education section below for more details)

**PCP** Students must maintain a 90% overall attendance during the classroom portion of the program (per term for ACP) and must be present for all examinations as well as specified learning activities, such as field trips or specialty days.

Students may also be required to withdraw if they are unable to meet C (clinical setting) and P (field preceptorship) competencies due to missed practice education placements.  
(see Practice Education section below for more details)

### Student Withdrawal

**ACP & PCP:** A student who withdraws from the program will receive a course status of “Withdrawn” for that course and subsequent courses in the program.

After withdrawal, if the student wishes to complete the program, the student must re-apply to the program and must meet all admission requirements as outlined at the time of re-application.

See re-admission guidelines.

### Tuition Refund

**ACP** Tuition deposits (\$500) and application fees are non-refundable and non-transferrable.

**Domestic:**

If a student withdraws prior to the start of an ACP program term, they receive a 100% refund less deposit of that term’s tuition.

If a student withdraws within the first two weeks of an ACP program term, they will be eligible for 80% refund less deposit of that term’s tuition.

After this time there is no refund of tuition.

Students are required to submit a request for withdrawal in writing to the Program Manager in order to qualify for the applicable tuition refund.

ACP international refund not applicable, the ACP program does not accept international students.

**PCP**

**Domestic:**

Tuition deposits (\$500) and application fees are non-refundable and non-transferrable.

If a student withdraws prior to the start of the program, they receive a 100% refund less deposit. Start of the program is the start of the PARA-1100 online course.

If a student withdraws within the first two weeks of the start of the program (PARA-1100 online component), they will be eligible for 80% refund less deposit.

Students who withdraw by the following dates will be eligible for 50% refund less deposit:

- Full-time program: first day of classroom component



- Part-time program: first day of the first face-to-face workshop.

After this time there is no refund of tuition.

**PCP****International:**

The following refunds will be provided to international students in the PCP program:

- Tuition deposits (\$1,500) and application fees (\$150) are non-refundable and non-transferrable.
- If a student withdraws prior to the start of the program, they receive a 100% refund less deposit. Start of the program is the start of the PARA-1100 online course.
- Students who withdraw by the end of course PARA-1100 will receive 80% refund less deposit.
- Students who withdraw by the end of course PARA-1220A will receive 50% refund less deposit.
- After this time there is no refund of tuition.

**Transfer****ACP &  
PCP**

Deposit payment is non-transferable and non-refundable in any circumstances. A new program application is required for each intake.

Transfers will only occur at the discretion of the Program Manager in special circumstances. Students should refer to the Refund and Re-admission program guidelines.

**Audit****ACP &  
PCP:**

Prior to re-entering the program, a student may request to audit one or more previously completed courses. Permission to audit will only be granted to students who have already been given permission to re-enter the program, after a withdrawal and only for courses the student has previously completed and obtained credit for.

Auditing a course means that a student participates in the course but learning is not evaluated for that student and no credit is achieved for the course. The course will appear on the student's transcript with an "Audit" designation in place of a grade.

The student is not required to submit any coursework or write exams. Attendance and participation in activities is to be mutually agreed upon by the Student and Lead Instructor.

Audit students are expected to adhere to scheduled class times except as authorized by the Lead Instructor.

Audit students must pay full course fees.

Practice Education courses are not available for audit.

**Re-admission**

**ACP:** Students that are required to withdraw may request to re-enter the program once without re-applying.

Students must re-enter the program with the next cohort (approx. 1 year). This may be extended to the subsequent cohort with Manager approval.

Students who have been required to withdraw from a JIBC program for medical reasons may be required to demonstrate medical clearance before being re-admitted to the program.

Students retaking a course must complete all components of that course, including attendance, course work and evaluation components, whether or not these components were previously completed. Past completed components will not be accepted.

Students must contact the Lead Instructor to develop an Education Plan. Once the Education Plan has been completed, the plan must be submitted to the Program Manager for approval.

Tuition fees will apply.

Students who have been unsuccessful in all or a portion of the ACP Program twice must obtain permission **PRIOR** to re-applying. Students must send a written request, along with documentation of development completed to support the ability to successfully complete this program, to [acp@jibc.ca](mailto:acp@jibc.ca). Supportive documentation includes transcripts of formal education or training.

If permission is granted, students may re-apply and must meet all admission requirements including the candidate selection process in place at that time. If application is successful, these students will be required to retake the entire program from the start of Term 1.

Students withdrawn due to student misconduct will not be re-admitted to the program.

**PCP:** Students who have been withdrawn from the PCP Program for any reason must re-apply to the program during the application intake period and meet all admission requirements including the candidate selection process in place at that time.

Students who have been required to withdraw from a JIBC program for medical reasons may be required to demonstrate medical clearance before being re-admitted to the program.

Students must re-apply within one year if the re-entry point is for any course after PARA-1100 or may apply at any time to retake entire program.

Student must indicate re-entry point including course audit request as part of their program application on the Document Submission Form.

Students seeking re-admission may apply to any region, however, admission to the PCP program is competitive and the candidate selection ranking process will be followed.

Student account must be in good standing for application to be considered.



A student who is re-admitted after academic withdrawal will re-enter the program on Academic Warning status.

A student may request to audit one or more previously completed courses. Audited courses will be included in determining the re-entry point in the program and re-entry fees will apply.

Re-entry fees are based on course credit and are determined by the re-entry point i.e., course in the program a student re-enters. Visit [www.jibc.ca/pcp](http://www.jibc.ca/pcp) and click on cost for re-entry fees.

Students who have been unsuccessful in all or a portion of the PCP Program twice are required to send a written request for re-admission, along with documentation of development completed to support the ability to successfully complete this program, to [pcp@jibc.ca](mailto:pcp@jibc.ca). Supportive documentation includes transcripts of formal education or training. This request will be reviewed prior to acceptance into the program.

If application is successful, these students will be required to retake the entire program starting with PARA-1100.

Students withdrawn due to student misconduct may not be re-admitted to the program.

## Program Timelines

**ACP:** The maximum length of time for ACP Program completion is 4 years from the initial start date of the cohort to which the student has been accepted.

**PCP:** The full-time PCP Program, classroom and practice education components must be completed in 12 months from the start of the program.

The distributed learning Program must be completed in 15 months from the start of the program.

The practice education component is expected to be completed within 3 months from the date of the PCP comprehensive final exam for both full-time and distributed learning programs.

If a student is re-admitted to the program, they must complete within the timelines of the cohort in which they re-enter.

## Practice Education

**ACP & PCP:** Students must be available for placement in all practice education settings for the entire duration of the program. All information and processes on paramedic practice placements can be found at <https://pe.jibc.ca>

Rescheduling or cancellation of any assigned dates will only be permitted for emergency situations and must be approved by the Program Manager (ACP Program) or Regional Training Coordinator (PCP Program).





Students are required to be punctual, in uniform with JIBC student ID and EMALB student license for all practice education placements.

Practice education placements are scheduled in partnership with PHSA Provincial scheduling and by the Health Sciences Division Practice Education Team. Students are not permitted to schedule their own placements, doing so may result in removal from the program.

Where possible practice education placements will be scheduled in the student's training region. However, students will be expected to travel to other regions for placements where capacity is available.

In the event of illness, injury or exceptional circumstances students are required to contact their Practice Education Lead (ACP Program) or Regional Training Coordinator (PCP Program), as soon as possible. Students are required to follow the absence process which can be found at <https://pe.jibc.ca/paramedicine/student/>. Please complete all necessary documentation required outlined in the absence process. Where an absence lasts for more than five days, a student must provide a medical certificate from a physician.

Students who fail to do so and do not show up for their practice education placement may incur a \$300 fee per placement.

In the event of emergency (e.g. when a student is injured during practice education) students should call the 24-hour emergency line 604.528.5751. This number is NOT to be used for scheduling issues.

It is a student's responsibility to understand and practice within their student licensure scope of practice.

## Practice Education Evaluation

**ACP:** The ACP program uses the Global Rating Scale (GRS) for the Assessment of Paramedic Clinical Competence. The GRS will be used by all ACP Students and Preceptors and the ACP Program will use the results entered on this form to determine if the student has successfully passed each Term's Ambulance Practice Education Requirements.

**ACP & PCP:** The Health Sciences Division at JIBC uses the Paramedic Association of Canada (PAC) definition of competency to determine that a student has successfully completed all program competencies. Competence involves the demonstration of skills, knowledge, and abilities in accordance with the following principles:

- Consistency – the ability to repeat practice techniques and outcomes
- Independence – the ability to practice without assistance from others
- Timeliness – the ability to practice in a time frame that enhances patient safety
- Accuracy – the ability to practice utilizing correct techniques and to achieve the intended outcomes
- Appropriateness – the ability to practice in accordance with clinical standards and protocols outlined within the practice jurisdiction

PAC considers "consistency" to mean that students should perform each specific competency more than once in the required performance environment. The ACP and PCP Programs



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require students to meet the PAC competency requirements. The student must demonstrate each competency a minimum of two times.

Completion of all appropriate documentation is required to achieve a passing grade.

If a student has not satisfactorily met requirements, they will be required to attend up to another four shifts and then a further review is undertaken of student progress.

While on practice education placements students must adhere to JIBC student code of conduct and applicable privacy policy as established by JIBC and practice education partners.

**JIBC Policy** - [www.jibc.ca/about-jibc/governance/policies](http://www.jibc.ca/about-jibc/governance/policies)