



**JUSTICE
INSTITUTE**
of BRITISH COLUMBIA

HEALTH SCIENCES
DIVISION

PARAMEDIC
ACADEMY

Program Guidelines and Procedures for:

Advanced Care Paramedic (ACP) Advanced Diploma

Primary Care Paramedic (PCP) Certificate

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Academic Progression Requirements

“JIBC recognizes that some programs may require higher than a minimum passing grade of D (50-59%) for progression to further courses and for graduation from that program”. (JIBC Academic Progression Policy)

ACP & PCP:	<p>Students are required to:</p> <ul style="list-style-type: none"> • 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.
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Academic Warning & Academic Probation

ACP:	<p>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 outcomes of evaluation components scheduled throughout the program.</p> <p>Appropriate learning support includes:</p> <ul style="list-style-type: none"> • Instructor feedback • Referral to JIBC Student Learning Support Services • Assistance in development of an Education Plan
PCP:	<ul style="list-style-type: none"> • 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 and develop appropriate learning support strategies. • 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 and a student counsellor to develop an Education Plan. • 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.

Retests

ACP:	<p>When a student does not demonstrate that they have met an acceptable standard in a program evaluation component, they may be provided an opportunity to retest. An Examination Fee of \$150 will be charged for each practical exam retest and \$75 for each OSCE retest. There is no charge for a written exam retest. Only one retest per each exam component is allowed. Fees must be paid prior to retest.</p> <p>The highest grade that a student can receive on a retest is the minimum passing grade.</p> <p>If unsuccessful in a retest the student is required to withdraw from the program.</p> <p>The Program Manager will meet with the student to notify of academic withdrawal and to discuss options for re-admission.</p> <p>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.</p> <p>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 . A formal appeal must be initiated within 10 business days from receiving their final grade.</p>
PCP:	<p>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.</p> <p>The highest grade that a student can receive on a retest is the minimum passing grade.</p> <p>If unsuccessful in a retest the student will be required to withdraw from the program.</p> <p>The Regional Training Coordinator will meet with the student to notify of academic withdrawal and to discuss process for re-application to the program (see PCP program Re-admission Guideline below).</p> <p>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.</p> <p>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 . A formal appeal must be initiated within 10 business days from receiving their final grade.</p>

Academic Attendance

ACP & PCP:	<p>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.</p> <p>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)</p>
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Student Withdrawal

ACP & PCP:	<p>A student who withdraws from the program will receive a course status of “Withdrawn” for that course and subsequent courses in the program.</p> <p>After withdrawal, if the student wishes to complete the program, the student must re-apply to the program and must meet the admission requirements as outlined at the time of re-application.</p>
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Tuition Refund

ACP:	<ul style="list-style-type: none"> • Tuition deposits (\$500) and application fees are non-refundable and non-transferrable. • 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.
PCP (see below for PCP International refunds)	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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:	<p>The following refunds will be provided to International Students in the PCP program:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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.
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Transfer

ACP & PCP	<p>Deposit payment is non-transferable and non-refundable in any circumstances.</p> <p>A new program application is required for each intake.</p> <p>Transfers will only occur at the discretion of the Program Manager in special circumstances.</p> <p>Students should refer to the Refund and Re-admission program guidelines.</p>
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Audit

ACP & PCP:	<p>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 or cohort transfer, and only for courses the student has previously completed and obtained credit for.</p> <p>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.</p> <p>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.</p> <p>Audit students are expected to adhere to scheduled class times except as authorized by the Lead Instructor.</p> <p>Audit students must pay full course fees.</p> <p>Practice Education courses are not available for audit.</p> <p>Students who wish to audit must apply in writing to the Program Manager one month prior to the start of the course; admission is subject to seat availability.</p>
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Re-admission

ACP:	<p>Students that are required to withdraw may request to re-enter the program once without re-applying.</p> <p>Students must re-enter the program with the next cohort (approx. 1 year).</p> <p>Student 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.</p> <p>Students must contact the Program Manager to develop an Education Plan.</p> <p>Course tuition fees will apply.</p>
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	<p>Students who have been unsuccessful in all or a portion of the ACP Program twice, must re-apply to the program and meet all admission requirements including the candidate selection process in place at that time.</p> <p>Students exited due to student misconduct may not be re-admitted to the program.</p>
PCP:	<p>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.</p> <p>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.</p> <p>Student must indicate re-entry point including course audit request as part of their program application on the Document Submission Form.</p> <p>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.</p> <p>Student account must be in good standing for application to be considered.</p> <p>Once accepted to the program, students must contact their Regional Training Coordinator to develop an Education Plan.</p> <p>A student who is re-admitted after academic withdrawal will re-enter the program on Academic Warning status.</p> <p>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.</p> <p>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 and click on cost for re-entry fees.</p> <p>Students who have been unsuccessful in all or a portion of the PCP Program twice must re-apply to the program and meet all admission requirements including the candidate selection process in place at that time. If re-admission to the program is approved these students will be required to retake the entire program starting with PARA-1100.</p> <p>Students exited due to student misconduct may not be re-admitted to the program.</p>

Program Timelines

ACP:	The maximum length of time for ACP Program completion is 4 years.
PCP:	<p>The Full-Time PCP Program, classroom and practice education components must be completed in 12 months from the start of the program.</p> <p>The Distributed Learning Program must be completed in 15 months from the start of the program.</p> <p>The practice education component must be completed within 3 months from the date of the PCP comprehensive final exam for both programs.</p>

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

ACP & PCP:	<p>Students must be available for placement in all practice education settings for the entire duration of the program. All information & processes on Paramedic Practice Placements can be found at https://pe.jibc.ca/paramedicine/</p> <p>Rescheduling or cancellation of any assigned dates will only be permitted for emergency situations and must be approved by the Practice Education Lead – ACP Program, or Regional Training Coordinator – PCP Program.</p> <p>Students are required to be punctual, in uniform with JIBC student ID and EMALB student license for all practice education placements.</p> <p>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.</p> <p>Where possible practice education placements will be scheduled in the students training region. However students will be expected to travel to other regions for placements where capacity is available.</p> <p>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-resources/processes/. 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.</p> <p>Students who fail to do so and do not show up for their practice education placement may incur a \$300 fee per placement.</p> <p>In the event of emergency call 604.528.5751 (e.g. when a student is injured during practice education). This number is NOT to be used for scheduling issues.</p> <p>It is a student’s responsibility to understand and practice within their student licensure scope of practice.</p>
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Practice Education Evaluation

ACP & PCP:	<p>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:</p> <ul style="list-style-type: none"> • 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
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- 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 require students to meet the PAC competency requirements. The student must demonstrate 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