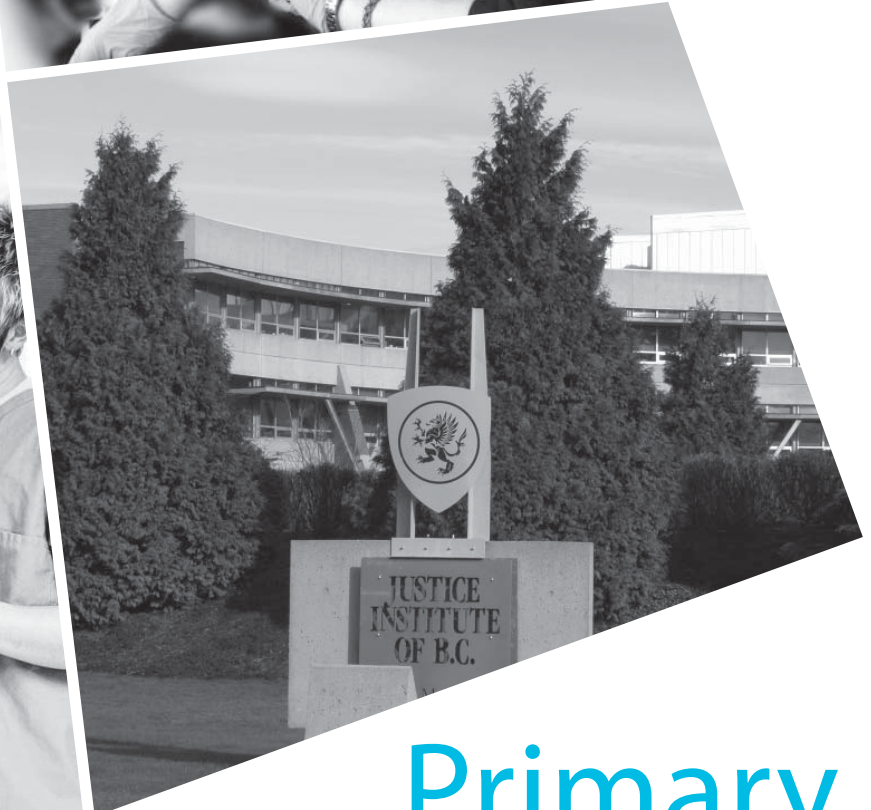




**JUSTICE
INSTITUTE**
of BRITISH COLUMBIA

HEALTH SCIENCES
DIVISION

PARAMEDIC
ACADEMY



Primary Care Paramedic

Certificate Program
Accreditation Canada Accredited Program

FOR INTERNATIONAL STUDENTS

Application Guide



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

PLEASE READ THIS DOCUMENT CAREFULLY

GENERAL INFORMATION

Welcome to the Paramedic Academy

The Paramedic Academy at the JIBC Health Sciences Division is pleased to offer training in paramedicine. The Primary Care Paramedic (PCP) Program is accredited by Accreditation Canada and exceeds the National Occupational Competency Profile (NOCP) requirements of the Paramedic Association of Canada (PAC).

Primary Care Paramedic (PCP) Program

The PCP Program is an entry-level paramedic training program providing the skills and knowledge required to practice as a Primary Care Paramedic. The program focuses on the skills required to assess and manage patients in a pre-hospital care environment. It delivers a strong foundation in anatomy, physiology, pathophysiology and pharmacology to strengthen the decision-making and treatment actions required to care for critically ill or injured individuals in a pre-hospital setting.

Upon successful completion of the PCP Program you will be able to:

- Apply principles of anatomy, physiology, pathophysiology, and pharmacology to the assessment and management of trauma, medical and complex calls.
- Integrate and demonstrate PCP level skills, knowledge and judgement (clinical decision-making and leadership skills) in the assessment and management of trauma, medical and complex calls.

The Full-time format is eight months in duration. It is an intensive program, beginning with a one (1) month online instructor-facilitated Anatomy and Physiology course, followed by the classroom component, which is five days a week for four months. Upon completion of the classroom component, you'll be scheduled for your hospital and ambulance practicum shifts. These shifts are scheduled over a go day period following the classroom component. You'll need to provide open availability (24/7) during this period to allow for scheduling of these practicum shifts.

The full-time program will be offered in New Westminster, Victoria, Chilliwack and Kelowna as well as two to three larger community locations in British Columbia.

Part-time study is called the Distributed Learning format and is delivered over a 17 month period. Independent study, in preparation for the face-to-face weekend workshops, makes up a large component of this program. This program is as intensive as the full-time delivery model; however, it is delivered over a longer period to allow for independent study and assignment completion in preparation for the workshops for those who wish to work during the periods between workshops. Scheduling of each weekend-workshop is normally at two to four week intervals, depending on the class location and requirements of the participants.

The program begins with a six (6) week online instructor-facilitated Anatomy & Physiology course. You'll then participate in 16 weekend workshops (usually Fri-Sat-Sun) spread over 12.5 months. Learners are expected to have the didactic work completed prior to each intensive, hands-on workshop. Additionally, these workshops will include seven evaluation sessions. In between some of the workshops you will be required to attend hospital, care facility, and ambulance placements. Upon completion of the classroom component, you'll be scheduled for your final hospital and ambulance practicum shifts. These shifts are scheduled over a go day period following the classroom component. You'll need to provide open availability (24/7) during this period to allow for scheduling of these practicum shifts.

The distributed learning program will be delivered in various rural and regional sites throughout British Columbia.



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

Certification

Graduates will receive Primary Care Paramedic Certification from the Justice Institute of British Columbia and are eligible to apply for licensure in BC through the Emergency Medical Assistant Licensing Branch. Website:

<http://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/colleges-boards-and-commissions/emergency-medical-assistants-licensing-board/licensing>

Credits from the PCP Program can be applied to the JIBC's Diploma in Health Sciences – Emergency Medical Services (EMS)

Diploma in Health Sciences – Emergency Medical Services (EMS)

30 credits from the PCP Program can be applied to the JIBC's Diploma in Health Sciences – Emergency Medical Services (EMS). Students planning to apply to the Diploma will also require:

- Biology 11 (or equivalent) with minimum grade of "C+"
- Math 11 (or equivalent) with minimum grade of "C"

The Diploma in Health Sciences (EMS) is the preferred prerequisite for the Advanced Care Paramedic (ACP) Advanced Diploma program.



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

APPLICATION FORM AND PREREQUISITE ASSESSMENT

Applicants must submit the Online Program Application Form on Education Planner BC - <https://apply.educationplannerbc.ca/>

The PCP Program Document Submission Form, located at the end of this document, must then be completed and submitted with all supporting documents confirming the mandatory prerequisites are met in person, by mail or by fax to:

Admissions
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, BC V3L 5T4
CANADA

Fax Number: 604.528.5653

Email: pcp@jibc.ca

The onus is on each individual applying to the PCP Program to ensure that all required documentation is submitted. Please include a certified English translation of all documents not written in English.

Mandatory Prerequisites:

- Minimum 17 years of age
- Current JIBC Emergency Medical Responder Certificate/OFA 3 (or equivalent) – can be included in your program of study at JIBC
- Current CPR for Healthcare Providers (HCP) Certificate) – can be included in your program of study at JIBC
- High School graduation (or equivalent)
- English language requirement - www.jibc.ca/procedure/3201-001
- Physically able to perform the required tasks of a paramedic
- Current Immunizations
- Criminal Record Check – for Children and Vulnerable Adults

Here is more information on each prerequisite to help you prepare your application. If you have any questions on any of these requirements please contact us at international@jibc.ca

Emergency Medical Responder Certificate/OFA 3 (or equivalent)

Acceptable credentials are a valid EMR License or EMR Certification within three (3) years or current OFA3 certification. To have other courses reviewed for EMR equivalency please email emr@jibc.ca for information on the review process.

The Emergency Medical Responder (EMR) certification course PARA-1050 is designed to provide participants with the basic knowledge and skills to be able to manage any medical and trauma related emergency and provides the best preparation for students entering the PCP Program. Candidates should be aware that all candidate assessment testing is at the EMR level.

The EMR course offered by the Paramedic Academy is offered in both part-time and full-time formats and includes CPR Level 'C' (HCP) certification. The full-time course is delivered over a three-week period and the part-time delivery is conducted in seven weekend workshops. There is also an accelerated version PARA-1051 for students with previous first-aid or emergency health background. Visit www.jibc.ca/emr for more information.

The EMR course can be included in your program of study at JIBC.

CPR for Healthcare Providers (HCP) Certificate

Applicants must provide documentation that they successfully obtained current certification. It may be necessary for students to update their certification as current certification must be held on the first day of class. Please visit www.jibc.ca/cpd for more information on courses and updates offered by the JIBC. This certification is included in the JIBC EMR course.

The CPR for Healthcare Providers course can be included in your program of study at JIBC.

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Canadian High School (Grade 12) Graduation or Equivalent

All applicants must have as a minimum Grade 12 graduation or equivalent. Grade 12 English (or equivalent) with a minimum grade "C" is also required. Please submit official transcript, as a certificate will not be accepted. <http://www.jibc.ca/procedure/3201-001>

Mature Students

Mature students will be accepted into the program based on the JIBC's Mature Student Admissions Policies and Procedures. A mature student is an individual who does not have BC Grade 12 or Grade 12 equivalence and is at least 25 years of age. Grade 12 English (or equivalent) with a minimum grade "C" and all other admission requirements must be met.

Physically able to perform the required tasks of a paramedic

Throughout the program, during classroom simulations and while on practice education shifts, you will be performing the physical tasks of a paramedic. To work safely and effectively you will require a healthy level of:

- aerobic fitness (e.g., climbing stairs with equipment when elevator not accessible)
- muscular endurance (e.g., performing prolonged CPR on a patient)
- muscular strength (e.g., lifting and carrying patients)
- flexibility (e.g., treating patients on the floor or in difficult to reach situations)

A high proportion of job-related injuries to paramedics occur when lifting patients. Physical fitness is critical to maintaining the wellness of paramedics, and fitness must be incorporated into the overall philosophy of the PCP program and the paramedic profession.

While physical fitness involves the physical capability of an individual to perform different tasks, emotional fitness involves psychological factors and the ability to deal with stress. To tolerate the physical and psychological stress associated with pre-hospital care work, you will require a high level of physical and emotional fitness.

Applicants should self-assess and monitor their physical ability for the program. **No documentation is required.**

Criminal Record Check

To comply with BC legislation all PCP students are required to undergo a criminal record search for people working with children and vulnerable adults through the Criminal Record Review Program completed by the Ministry of Public Safety and Solicitor General. If a relevant record exists the individual will not be able to participate in clinical practice placements and therefore will not be considered for the program. For full details on how to apply visit www.jibc.ca/crc.

Immunizations

Please print off the Immunization Checklist Form at the end of this document and take this to your Doctor or Public Health Nurse to review and complete. A current record of recommended immunizations consistent with the requirements of practice agencies is required. These include:

- Tetanus, Diphtheria, Pertussis Vaccine (within the last 10 years)
- Polio Vaccine
- Measles, Mumps, Rubella Vaccine
- Hepatitis B Vaccine AND serology
- Varicella Vaccine
- Influenza (seasonal)

- Tuberculosis (TB). On admittance to the program, you will be required to provide a negative TB skin test or chest x-ray. The skin test must be done within 6 months of your first hospital placement so please do not have this done at time of application - we will notify you of the deadline date for this.

These immunizations are required for your own protection and the protection of patients and families you meet as a student. If you do not comply with the immunization requirements you will not have access to clinical placements and subsequently the inability to complete the program.



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Notes:

BC Class 1, 2, or 4 Driver's License (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 PCP Program is \$150.00 CAD Payment can be made by Visa, MasterCard, AMEX, cheque, or money order made payable to Justice Institute of British Columbia, and must accompany your application. The application fee is non-refundable and your program application will not be considered until the application fee is paid. Any costs associated with the application and selection process are the sole responsibility of the applicant. The JIBC will not reimburse applicants for any expenses.

Bonus Points:

Applicants who have met the required program admission criteria may be granted additional points in the selective entry process for the following:

- Grade 12 science course (biology, chemistry or physics) minimum grade C
- Volunteer experience (minimum 3 months service) – to obtain a bonus point applicant must submit a letter of reference from the organization
- Completed JIBC EMR course

PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

ADMISSION

Admission to the Primary 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.

Letter of Acceptance (LOA)

Upon acceptance into the program, a Letter of Acceptance (LOA) will be issued by JIBC and sent to you. The LOA allows you to proceed with your application for a study permit. Use the official JIBC Letter of Acceptance to apply to the nearest Canadian Embassy or Consulate for a permit. The letter will state all conditions that must be met prior to final admittance into the PCP program and will contain a fee payment schedule.

Final Confirmation

Upon receipt of your deposit you will be given access to our virtual campus and library resources including information on text book and uniform ordering.

Study Permit

Anyone planning to study for more than six months in Canada needs a Study Permit. If you plan to study for less than six months, but might decide to stay longer, you should apply for a Study Permit before coming to Canada as it is very complicated to apply from within Canada. Citizens of certain countries may also need a Temporary Resident Visa in order to come to Canada for their studies. You can get information about applying for a Study Permit/Visa on the Citizenship and Immigration website: <http://www.cic.gc.ca/english/study/index.asp>.

Criminal Record Check

At this time you should also apply for a criminal record check – children and vulnerable adults

Medical Examination

You will need a medical examination if you will be in Canada for longer than six months, and you come from a designated country/territory for which Canada requires a visa. For more information about medical examinations, please refer to the Citizenship and Immigration website.

Medical Insurance

You must purchase medical insurance during your studies in Canada. If you will be living in British Columbia for six months or longer you must enroll in basic health insurance through the provincial Medical Services Plan (MSP) and pay any applicable premiums.

- MSP Website: http://www.health.gov.bc.ca/insurance/msp_register.html
- MSP Premiums: <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/premiums>



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

Final Documentation

Before commencement of class the candidate must submit the following documents:

- Copy of study permit
- Criminal record check – children and vulnerable adults
- Proof of medical coverage/insurance

Send to:

PCP Program, JIBC Health Sciences Division
715 McBride Boulevard
New Westminster, BC V3C 2P3
Email pcp@jibc.ca Fax 604.528.5715



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

FEES * (ALL PRICING IS IN CANADIAN DOLLARS)

Fees (Non-refundable)

Application Fee	\$ 150.00
*Deposit after successful pre-screening	\$ 500.00

PCP Program Fees

Total Tuition Fee (including deposit)	\$ 13,601.54
JIBC Learner Services Fee	\$171.36

EMR Course Fees

Tuition Fee	\$ 2,425.32
EMR Learner Services Fee	\$ 34.27

Additional Expenses

Accommodation, living expenses, medical insurance	\$variable
Travel to clinical placements	\$variable
Application expenses including criminal record check, visa fees etc.	\$variable
EMR Textbook (approximately)	\$150.00
PCP Textbooks (approximately)	\$400.00
PCP Uniform Equipment (approximately)	\$600.00

*Notes:

Tuition Fees effective April 1, 2018 – March 31, 2019.

All fees are subject to change without notice.

*Deposit after successful pre-screening will be applied to PCP program tuition

Payment Schedule

Payment:	Amount:	Due date
Application Fee	\$150.00	At time of application
PCP Program Deposit	\$500.00	2 weeks from Conditional Letter of Acceptance
EMR Tuition	\$2,425.32	At time of registration
EMR LSF	\$34.27	At time of registration
Balance of PCP tuition	\$13,101.54	2 weeks prior to the start of PCP program (PARA-1100)
PCP LSF	\$171.36	2 weeks prior to the start of PCP program (PARA-1100)

Program Tuition

The tuition fee includes all program costs associated with the PCP Program including hospital and ambulance practice education placements but does not include the costs for textbooks, uniforms, equipment, transportation, living expenses or any additional fees associated with applying to the program. The \$500.00 deposit is due within two weeks of conditional acceptance into the program. This deposit will be credited towards your tuition fees. The balance of the tuition fee, \$13,101.54, and the Learner Services Fee is due a minimum of two weeks prior to the first day of the program (commencement of the PARA-1100 course).

JIBC Learner Services Fee

The Learner services fee is used to enhance student services that benefit students at all JIBC locations. These include library services, technology improvements and student support services.

PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

Payment

Payment in Canadian funds can be made by money order or bank wire transfer.

Submit money order to: JIBC Registration Office, 715 McBride Boulevard, New Westminster, BC V3L 5T4, Canada

Submit bank wire transfer to:

Destination: Royal Bank of Canada, Toronto, Ontario, Canada

Swift code: ROYCCAT2 Sort code: //CC000303280

Beneficiary: Justice Institute of British Columbia

03280-1004860

Royal Bank of Canada, 626 6th Avenue, New Westminster, BC V3M 6Z2

Any bank processing fees are to be borne by the student.

For credit card payment contact the Registration Office at 604-528-5590 or register@jibc.ca

Refund Policy – PCP International Students

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.

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.

EMR Course Tuition

Tuition and Learner Services Fees are due at time of registration. Withdrawals from this course require 7 calendar days notice.

Uniform and Textbooks

Students are expected to be in uniform on the first day of class. Once accepted to the program, applicants will receive information about placing orders for uniforms and textbooks. Students will be responsible for cost of shipping or may order and keep on hold for pick up.

Practice Education Placement

The Program includes a minimum of approximately 200 hours of on ambulance and in hospital placements, which must be completed within 90 days following completion of the classroom portion. Wherever possible practice education shifts will be scheduled in the same training region as the classroom portion of the program, however students may be expected to travel to other regions where shifts are available.

Students must be prepared to accept the financial cost of travel and living expenses associated with attendance at the placement sessions. Ambulance stations and hospitals may not be located on routes that are accessible by public transportation. Students are responsible for making the appropriate arrangements to ensure their ability to attend placement sessions at the assigned sites.

Computer Requirements

Students are required to have access to a computer, with internet access for the duration of the program.

www.jibc.ca/programs-courses/elearning/computer-requirements

Medical Insurance

Students must submit documentation to substantiate adequate medical insurance coverage while they are in Canada.



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

Accommodation, Living Expenses and Transportation

These expenses are entirely borne by the student. The JIBC does not have a student residence; it is entirely the students' responsibility to make their own living arrangements. Information on housing options near our campus locations is available on our website: www.jibc.ca/student-services/housing-hotels.

Program Enrollment

The first course in the PCP Program is the PARA-1100 Clinical Science - Anatomy & Physiology course. Students will be required to complete this online instructor-facilitated course prior to the start of the classroom session. Internet access is required to complete this course. The PARA-1100 Clinical Science course is generally delivered over four (4) weeks. In this time, you must complete all study guide units. The face-to-face classroom evaluation will take place during the first week of in-class training. In the PARA-1100 course learners will acquire a solid base of knowledge in key medical terminology, basic anatomy and physiology, and concepts of pathophysiology. Vital to the practice of paramedical care, PARA-1100 provides an expanded foundation of knowledge used by paramedics, first responders, and clinical practitioners in a wide variety of career settings. **If unsuccessful in this course students will be withdrawn from the program.**

Academic Withdrawal Guideline

There are numerous evaluation points in the PCP Program. These include written evaluations, assignments, practical simulations and clinical placement 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. This may affect your study permit status and your eligibility to remain in Canada.

PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

To Apply:

1. Applicants must submit the Online Program Application Form on Education Planner BC - <https://apply.educationplannerbc.ca/>
2. Complete your Document Submission Form (see following pages) and submit with supporting documents to:

Admissions
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, B.C.V3L 5T4

Fax Number: 604.528.5653
Email: pcp@jibc.ca



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

Document Submission Form

Last Name	First Name	Middle Name	
Mailing Address			
City	Province	Country	Postal Code
Home Phone	Cell Phone	Email	
*Citizenship Status: <input type="checkbox"/> Study Permit <input type="checkbox"/> Other Visa _____ What is your citizenship? _____			
Which JIBC campus would you prefer to attend? <input type="checkbox"/> New Westminster <input type="checkbox"/> Kelowna <input type="checkbox"/> Victoria <input type="checkbox"/> Chilliwack <input type="checkbox"/> Other (please specify) _____ Please check our website for other available locations.			
Are you intending to include the Emergency Medical Responder (EMR) Course in your program of study at JIBC: <input type="checkbox"/> Yes <input type="checkbox"/> No			
STATEMENT OF INTENT Briefly describe why you wish to enrol in this program.			
Continue to next page →			



PRIMARY CARE PARAMEDIC (PCP) PROGRAM – INTERNATIONAL STUDENTS

PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION:

VOLUNTEER EXPERIENCE

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

SECOND LANGUAGE

Are you fluent in a second language other than English?

Please provide details: _____

PLEASE CHECK THAT THE FOLLOWING DOCUMENTS ARE ATTACHED:

Photocopy of Emergency Medical Responder certificate (or equivalent)	<input type="checkbox"/>
Photocopy of CPR for Healthcare Provider certificate	<input type="checkbox"/>
Official Transcript of Canadian Grade 12 Equivalent	<input type="checkbox"/>
Proof of English language requirement	<input type="checkbox"/>
Completed Immunization Checklist Form	<input type="checkbox"/>
Volunteer reference letters – if applicable	<input type="checkbox"/>

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 Primary Care Paramedic Program.

X _____
Signature of Applicant

Date

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.

Immunization Checklist

Student Name (print): _____ Date of Birth: _____
LASTNAME FIRSTNAME INITIAL YYY Y MM DD

The following Immunizations, based on **The Practice Education Guidelines for BC¹** set out by the BC Academic Health Council, are required by healthcare students in BC doing practice education placements.

REQUIRED IMMUNIZATIONS		Dates to be in YYYY / MM / DD format
TETANUS, DIPHTHERIA, PERTUSSIS		
TDP Primary Series	Dates:	
Tetanus and Diphtheria Booster within the last 10 years	Date:	
POLIO		
Primary Series	Dates:	
Booster 10 years after primary series	Date:	
MEASLES, MUMPS AND RUBELLA (MMR)		
Initial Dose	Date:	
Secondary Dose or Booster	Date:	
HEPATITIS B		
Primary Series (may take up to 8 months)	Dates:	
Serology (attach results)	Date:	
VARICELLA (CHICKEN POX)		
History of Disease > 12 months of age	Date:	
OR Varicella Titer	Date:	Results: Positive <input type="radio"/> Negative <input type="radio"/>
If negative, Varicella Vaccine (2 doses)		
Dose #1	Date:	
Dose #2	Date:	
INFLUENZA		
Flu Vaccine (November - March only)	Date:	

You will be required to have a TB skin test and, upon acceptance into the program, will be notified of when to have the test and submit proof. Do not have the test prior to these dates as results will expire.

I certify that this information is accurate and up-to-date.

Student Signature	Date:	
Name of Health Care Provider reviewing this document (print)	Signature of the Health Care Provider	Date:

Health Care Provider or
Physician's Stamp

¹ http://hspcanada.net/docs/PEG/1_3_Immunization.pdf