



**Justice  
Institute**  
BRITISH COLUMBIA

# **Program Guidelines and Procedures for:**

Advanced Care Paramedic (ACP) Program  
Primary Care Paramedic (PCP) Extended Program

January 2025



**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

Students are required to:

- 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.

Students in the PCP or ACP programs are continuously monitored by program faculty to identify opportunities for additional learning support to foster student success. Students who are unsuccessful in any formally assessed component of the PCP or ACP program will be offered the opportunity to meet with program faculty to receive constructive feedback and support prior to completing a retest. All students who are successful in a retest will be required to meet with program faculty to develop an individual education plan to support their ongoing development.

Student performance in the practical components of the PCP or ACP program is continuously assessed. Students demonstrating trends of unsatisfactory or marginal performance are identified and supported to develop with individualized education plans to support their ongoing development and preparation for formal program assessments

Students who do not receive the minimum passing grade 75% on their retest will receive a grade of Fail for this course and will not be able to progress in the program and will be withdrawn from the cohort. Students wishing to continue in the program should refer to re-admission section in this guideline.

## Retests

When a student does not demonstrate that they have met an acceptable standard in any formal program evaluation component, they may be provided a single 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the student will receive a grade of Fail for this course and will not be able to progress in the program and will be withdrawn from the cohort.

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

## Final Grade Appeal

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 <https://www.jibc.ca/policy/final-grade-appeals>. A formal appeal must be initiated within 10 business days from receiving their final grade.

## Academic Attendance

Students are expected to 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. Any student who misses any program component must inform the program as soon as possible, ideally prior to the session. Students are expected to take responsibility for developing a plan to catch up on missed content and should contact program faculty for support identify content areas and resources.

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 Program:** Withdrawals made after the final withdrawal deadline will result in a failing grade. As the program dates do not follow the JIBC academic calendar, the withdrawal deadline is one month prior to the course final exam date.

**PCP Program:** Withdrawals made after the final withdrawal deadlines will result in a failing grade. Specific withdrawal dates can be found on the JIBC academic calendar. <https://www.jibc.ca/academic-calendar>

A student who withdraws from one course will be withdrawn from the entire term.

Students wishing to continue in the program should refer to re-admission section in this guideline.

## Refunds

JIBC Refund Procedure for Term Courses: Classroom and Online applies:

1. If a student withdraws prior to the start of the course, they receive a 100% refund less any required deposit or commitment fee.
2. If a student withdraws within the first two weeks of class, they will be eligible for 80% refund less any required deposit or commitment fee with no notation on their transcript.

3. After the second week of classes there is no refund for semester-based courses.

<https://www.jibc.ca/procedure/refunds>

## **Audit**

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**

Students who choose to or are required to withdraw from the PCP or ACP program may apply to re-enter the program once. Students must notify the program of their intention to re-enter a minimum of three months prior to their re-entry date, this date will be provided to students as part of the withdrawal process.

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

Returning students will not be required to retake courses in which they have previously passed all assessments and met all requirements. However, they will be provided the opportunity to audit these courses for a fee.

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

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 who have been unsuccessful in all or a portion of the PCP or 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 [pcp@jibc.ca](mailto:pcp@jibc.ca) or [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 under any of the JIBC policies listed below will not be re-admitted to the program.

- Policy 3205 *Student Code of Conduct*
- Policy 3207 *Student Academic Integrity*
- Policy 3213 *Sexual Violence and Misconduct*
- Policy 3203 *Harassment – Students*

### Program Timelines

**ACP Program:** The maximum length of time for ACP program completion is 4 years from the initial start date of the cohort in which the student originally started the ACP program. Re-entry to a later cohort does not reset this time. Any student exceeding this timeline for completion will be required to reapply and start the program again from the beginning.

**PCP Program:** The maximum length of time for PCP program completion is 3 years from the initial start date of the cohort in which the student originally started the PCP program. Re-entry to a later cohort does not reset this time. Any student exceeding this timeline for completion will be required to reapply and start the program again from the beginning.

### Practice Education

Prior to starting PE students must be complete in all post admission requirements including immunizations and criminal record check, all classroom competencies, and all SPECO documentation. Any students incomplete in any of the above areas will be unable to enter practice education and will therefore be unable to progress in the program.

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.

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 Program:** 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.

**PCP and ACP Programs:** 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 require students to meet the PAC competency requirements. The student must demonstrate each competency a minimum of two times.



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## Program Guidelines and Procedures

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's Policy 3205 *Student Code of Conduct*, HSD Student Standards and Expectations, and applicable privacy policies established by JIBC's practice education partners such as BCEHS and Fraser Health Authority.

### **Related Documents:**

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

HSD Student Standards and Expectations