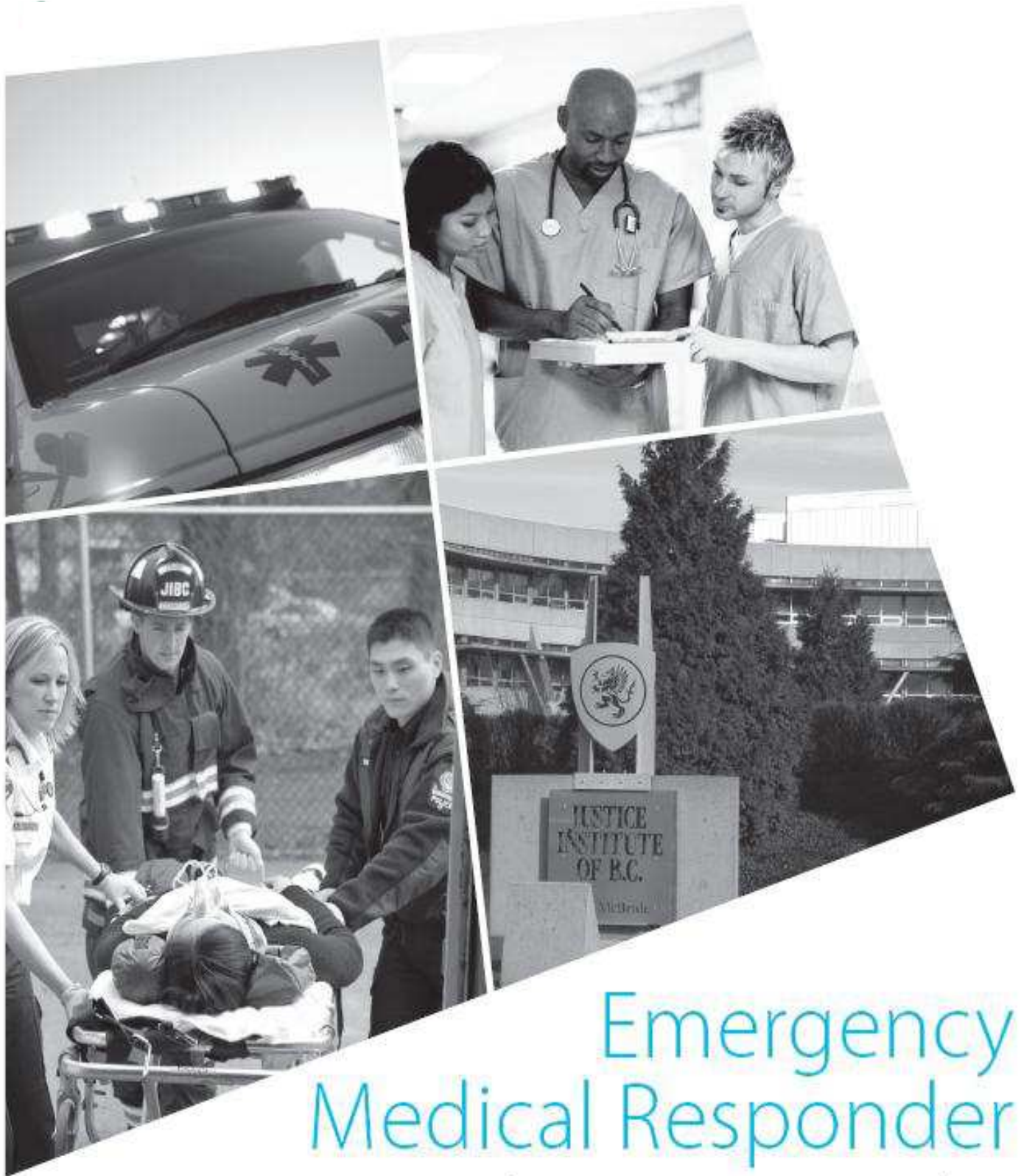




JIBC

School of
Health Sciences

Paramedic Academy



Emergency Medical Responder

Information & Registration Package



715 McBride Boulevard
New Westminster, BC
Canada V3L 5T4

TEL 604.528.5422
FAX 604.528.5518

www.jibc.ca

Dear Applicant,

Welcome, and thank you for your interest in the Emergency Medical Responder Course. Emergency medical response is an exciting and dynamic field that is challenging, rewarding and internationally respected. The Emergency Medical Responder (EMR) Course will not only provide you with the skills, knowledge and confidence necessary to begin a career in Paramedicine, but will also enlighten you with the opportunity to explore various medical and essential service careers.

Many of our graduates continue their training and find employment within ambulance services, fire departments, police organizations as well as many allied health professions including health and safety, nursing, and medicine.

Graduation from the EMR course certifies candidates as an Emergency Medical Responder meeting the Paramedic Association of Canada's national standard and exceeds the skills and knowledge of traditional occupational first-aid courses.

The following package contains general information about the EMR course as well as information on how you can accelerate your training if you have a background in first aid or health care.

The registration package lists the pre-requisites you must have prior to submitting your application and a checklist is also included to help guide you through the process.

Thank you for your interest in the EMR course. I look forward to having you as a part of our School of Health Sciences and trust you will find the course rewarding as you begin your new career as an Emergency Medical Responder.

Please read the information in the following package carefully.

Sincerely,

Jodie Marshall
Program Manager | Paramedic Academy
JIBC | School of Health Sciences

CANADA'S *leading*
PUBLIC SAFETY
EDUCATOR



Paramedic Academy
Emergency Medical Responder
Registration Information

Registration Package: Table of Contents | Important Contact Details

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COURSE REGISTRATION FORM IS LOCATED AT THE END OF THE DOCUMENT

Important Contact Details

JIBC Student Services & Registration: 604-528-5590 | register@jibc.ca

JIBC School of Health Sciences: 604-528-5590 | sohs@jibc.ca

JIBC Financial Aid & Awards: 604-528-5762 / 1-877-275-4332 | financialaid@jibc.ca

JIBC School of Health Sciences International Department: 604-528-5590 | sohsinternational@jibc.ca

British Columbia Ministry of Health – Emergency Medical Assistants Licensing Board: 250-952-1211 | emalbgeneral@gov.bc.ca



Paramedic Academy

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Registration Information

1. GENERAL INFORMATION

Welcome to the School of Health Sciences | Paramedic Academy

The Paramedic Academy at the Justice Institute of British Columbia is pleased to offer training in emergency pre-hospital care. The Emergency Medical Responder (EMR) Course is an entry-level medical course that trains candidates to respond to life-threatening medical conditions and traumatic emergencies among many others. The EMR course is systematically designed to progress learners through all aspects of pre-hospital care; this includes various treatment guidelines, medical protocols, and drug administration, but also focuses heavily on enhancing situational management skills, confidence and communication within the context of emergency medical care.

As students' progress through the course, they will be introduced to essential concepts of medicine and first-aid while establishing a fundamental foundation in medical terminology, human anatomy, physiology, pharmacology and clinical science. Specific assessments, medical protocols and interventions taught within the EMR curriculum include:

Course Curriculum Overview

- Physical assessment, with signs and symptoms interpretation and patient history taking techniques
- Airway management using airway adjuncts (OPA/NPA) and breathing management with respiratory devices.
- Cardiopulmonary Resuscitation and Cardiac Arrest Management (CPR Level C – HCP Certification Included)
- Automated and Semi-Automated External Defibrillation (AED) procedure and guidelines
- Acute coronary syndrome symptom relief protocols using Nitroglycerin and ASA
- Assessment and treatment of diabetic emergencies with capillary blood sampling and glucose administration.
- Respiratory emergency management and treatment with Salbutamol / Ipratropium Bromide (Metered Dose Inhalers)
- Allergy assessment and treatment including anaphylactic emergency intervention with Epinephrine (Epi-Pen)
- Emergency seizure management and seizure disorder assessment and treatment
- Pain Management protocol with analgesic therapy using nitrous oxide gas.
- Traumatic emergency management, soft tissue injury treatment and advanced hemorrhage control
- Fundamental First-Aid Skills and Occupational Health and Safety Rules and Regulations
- Basic vehicle extrication, motor vehicle accident management and spinal immobilization
- Mass Casualty Incident Training, hazardous materials awareness and special rescue considerations
- Emergency childbirth training, pediatric assessment and treatment with basic life support skills

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2. CONTINUING EDUCATION | CAREER INFORMATION

CERTIFICATION – Information on EMR course outcomes

- Upon successful completion of the EMR course, graduates will be issued a certificate of completion from the JIBC
- CPR-HCP certificate (Health Care Practitioner level)

PCP APPLICATIONS – Information on PCP & Diploma programs; pre-requisites

- EMR certificates are valid for application to the PCP and Diploma programs, up to 3 years from the final day of class. The JIBC recommends applying to the PCP program within the 3 years' time-frame to maintain skill and knowledge levels

PROVINCIAL LICENSURE APPLICATIONS – Information on how to gain employment as an EMR

- Certificates are valid for Provincial Licensure Applications up to 12 months from the evaluation date
- **To practice as a licensed Emergency Medical Responder in British Columbia, you must also successfully complete formal evaluations conducted by the Emergency Medical Assistant (EMA) Licensing Board. Students are advised that it is fully the responsibility of the student to enroll and register for these requirements – the JIBC is a separate organization from the EMALB. Please visit their website at <http://www.health.gov.bc.ca/ema/> for details.**

YOU CANNOT PRACTICE AT THE EMR LEVEL WITH A CERTIFICATE ONLY.

3. ADDITIONAL EDUCATIONAL INFORMATION

In addition to receiving EMR Certification from the JIBC, students will also receive:

- 6.5 JIBC Post-Secondary Credits – Transfer credit varies by receiving institution.
- Ministry of Education – 4 Credits towards Secondary School Graduation

Please note – Successful completion of the EMR course meets one of the mandatory prerequisite criteria to apply for the Primary Care Paramedic and Diploma in Health Sciences Program – Provincial EMR licensure is not required prior to program application

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4. EMR COURSE CATEGORIES

EMR100 - Emergency Medical Responder Course: *required for applicants with little to no previous medical training.*

The EMR course is 105 hours in length and requires approximately 35 hours of independent study (14 hours of pre-read)

- **Full-Time** format – 15 Days – Monday to Friday: 8:30 AM-4:30 PM over 3 weeks
- **Part-Time** format – 14 Days – Saturdays and Sundays only: 8:30AM – 5:00PM for 7 weekends.

EMR120 - Emergency Medical Responder Accelerated Course: *available for applicants meeting the listed entry requirements.*

The EMR course is 56 hours in length and has approximately 35 hours of independent study (14 hours pre-read).

- **Full-Time** format – 8 Days – Typically Tuesdays to Fridays: 8:30 AM-4:30pm over 2 weeks
- **Part-Time** format – 8 Days – Saturdays and Sundays only: 8:30AM - 4:30PM over 4 weekends.

To qualify for the EMR120 Accelerated Course, you must have recent and valid certification in one of the following:

- Occupational First Aid Level 3 (OFA3) Certificate
- First Responder Level 3 (FR3) License (with spinal immobilization and AED endorsement)
- Previously Certified as an Emergency Medical Responder (*within the last 3 years*)
- Advanced Medical First Responder (AMFR) Level 2
- Wilderness First Responder (WFR) – Advanced Wilderness First Aid (AWFA) – 80 hour minimum
- Training not listed above may be approved for entry, but must be requested in writing to the JIBC prior to course registration. Typically, various approved courses comprise approximately 80 Hours at the **advanced pre-hospital care level**. Please contact JIBC Student Services for further clarification on the approval process.

NOTE – Certification that has expired within the last 6 months will still be accepted for enrolment for the EMR120 Accelerated course.

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5. PRE-REQUISITES | PROOF OF IDENTIFICATION

EMR100 (Emergency Medical Responder) course has no prerequisites – however, candidates must be at least 16 years old.

EMR120 (Emergency Medical Responder Accelerated) course requires students to be at least 16 years old **AND provide:**

- **PROOF** of previous training or certification deemed acceptable for enrollment into EMR120. *(As listed above)*
- **IMPORTANT** – Students in the EMR120 course are required to produce proof or verification of their previous training and/or certification on the first day of class. Students who are unable to provide proof or do not meet acceptable criteria (denoted above) will not be permitted to continue their training, and will NOT be issued a refund or transfer. **It is therefore vital that students ensure they are eligible for enrolment PRIOR to registering for the EMR120 course.** Please see the above list of approved courses, or contact us to have a course that is not listed assessed for eligibility as a prerequisite.

Note: On **DAY 1** of the EMR100 & EMR120 classes, you will need to present **1 form of Government Identification** to the class instructor to ensure our class registration records are accurate. Failure to do so may result in removal from the EMR class with no full or partial refunds made available. This is to ensure that students in-class

6. INTERNATIONAL STUDENTS | LANGUAGE REQUIREMENTS

- International students are classed as '**NON-CANADIAN RESIDENTS**' e.g. Non-Permanent Resident / No study or work VISA. International students can register for the EMR course by calling the JIBC Registration Dept. at 604-528-5590 will enable you to speak with support staff. You can also contact the JIBC Registration Dept. via email at register@jibc.ca
- You can also contact the JIBC via the International Office at sohsinternational@jibc.ca where support staff will assist you with enquiries involving the program areas or other Canadian requirements for study / employment.
- It is **highly recommended** that all students have English language abilities **at, or above, the High School 'English 10' level.**
- The EMR course curriculum contains complex anatomical and pathophysiological information and refers to medical terminology throughout the curriculum. Comprehension and use of the English language in a reading, writing and auditory context is vital.
- For 'English as a Second Language' (ESL) students, or students who do not feel comfortable with their current English language capabilities, it is greatly encouraged for you to contact the **JIBC Student Services at 604-528-5590** prior to registration to determine an appropriate plan. If you are an international applicant and are unsure of your language level, please contact sohsinternational@jibc.ca for assistance.



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7. COURSE FEES | CANADIAN RESIDENTS | INTERNATIONAL APPLICANTS

CANADIAN RESIDENT FEES				
Course Code	Course Title	Tuition	Learner Services Fee	Total
EMR100	Emergency Medical Responder	\$1493.76	\$31.82	\$1525.60
EMR120	Emergency Medical Responder - Accelerated	\$902.03	\$21.22	\$923.25
INTERNATIONAL APPLICANT FEES – EMR100 ONLY				
EMR100	Emergency Medical Responder	\$1960.05	\$31.82	\$1991.87

International Applicants requesting prior learning and recognition assessments (PLAR) should note that equivalency recognition will only be offered to relevant PRE-HOSPITAL CARE education and/or experience.

- 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. As part of a commitment to improving the quality of services for our students, the JIBC charges a Learner Services Fee (LSF) of \$5.20 per course credit. For more information, contact Student Services at (604) 528-5590.
- Payment may be made by cheque, money order, Visa, MasterCard, cash or debit card, and must accompany your registration. Cheques must be made payable to the Justice Institute of BC. A \$30.00 service fee will be charged for all NSF cheques. Course registration will not be completed until the tuition and JIBC Learner Services fees are paid.
- Students receiving funds through a third party donor must ensure course fees are paid in full **1 WEEK prior to day 1**. If funds are not processed by this point, students may be asked to re-register for a subsequent course and a \$50.00 transfer fee will be required.
- Currently there are no bursaries available awarded by the JIBC for the EMR course. Students who wish to consult with the JIBC Financial Advisors can contact the JIBC Financial Aid & Awards office. Email: financialaid@jibc.ca | Phone: 604-528-5762 / 1-877-275-4332

NOTE: All fees are subject to change without notice. Courses may be cancelled due to insufficient enrollment.

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8. ADDITIONAL FEES | COURSE MATERIALS

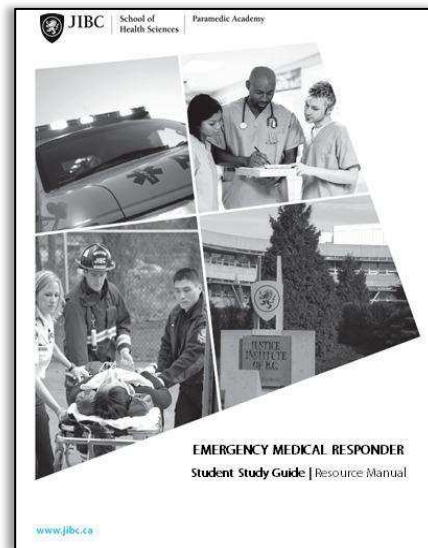
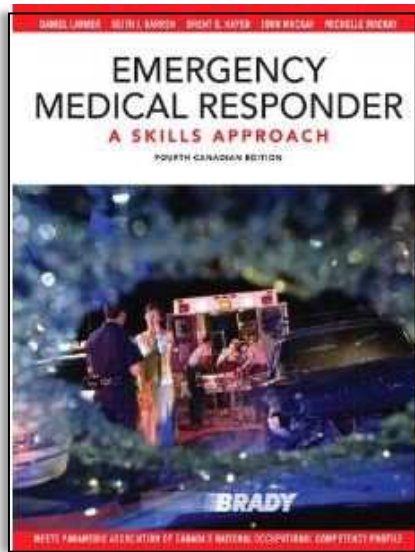
Students are responsible for independently purchasing the course textbooks through the JIBC bookstore:

- Course Textbooks cost \$140.95 (EMR Text Book) | \$35.00 (EMR Study Guide) plus taxes and shipping

It is the student's responsibility to acquire the following textbooks which are used for course pre-readings, in-class and for daily study activities. Note: Students **must** have the EMR textbooks prior to the start of the course to complete the required pre-reading assignments:

1) *Emergency Medical Responder: A Skills Approach. Fourth Canadian Edition, Published 2014. K. Karren et al. ISBN-13: 978-0132892575*

2) *JIBC Emergency Medical Responder Student Study Guide: School of Health Sciences, Paramedic Academy*



The books can be ordered through JIBC's Store. To order, call, fax, email, or visit the JIBC Store. JIBC Store Email: jistore@jibc.ca | Phone: 604-528-5870 | Fax 604-528-5701 | | Store is located in the New Westminster Campus

ONLINE RESOURCES

- Students will be sent a welcome email upon successful enrolment into the course containing instructions on how to begin preparing for their studies. This email also includes a username and password to access the EMR Online Student Campus. If you are unable to login within this period, or do not receive a welcome email within 7 days of your course start date, please contact JIBC Student Services immediately at 604-528-5590.

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9. REGISTRATIONS | TRANSFERS & WITHDRAWALS | REFUNDS

Register Online:

- To register online, visit the Emergency Medical Responder section of the JIBC website (www.jibc.ca) and select 'Register Online'. You will be directed through the registration system to complete all required information and submit payment securely online.
- Currently online registration is unavailable for international applicants. For enquiries into the processing of international fees, contact sohsinternational@jibc.ca

Register by Phone, Mail or in Person:

- To register over the phone, call 604.528.5590 or mail your completed package to:
 - Justice Institute of BC Student Services Office,
715 McBride Boulevard
New Westminster
V3L 5T4
- If you prefer, you may also drop off your completed package in person to this office.

Registration Deadline:

- Registrations are accepted up to 14 days prior to each course start date – occasionally, if seats are available we allow late registrations; for inquiries regarding registering for the course within 14 days of a start date, please contact the JIBC Student Services at 604-528-5590 or register@jibc.ca
- Note: Pre-reading of course materials **must** be undertaken prior to day 1 of the course. The JIBC will not be held responsible if course textbooks are not delivered in time for day 1.

Transfers & Withdrawals | Refunds:

- Students can apply for refunds, transfers and withdrawals if written notice is received **21 days prior to a course start date**. All transactions, including full refunds, will incur an administrative fee of \$50.00, with no exceptions.
- Students requiring course transfers/withdrawals due to extenuating circumstances must contact JIBC Student Services in person or via phone at 604-528-5590. Any transfer/withdrawal requests (based on extenuating circumstances) made **after the 21 day notice period** must be accompanied by a letter detailing the request.

PLEASE NOTE – NO FULL OR PARTIAL REFUNDS ARE ISSUED FOR ANY WITHDRAWAL OR TRANSFER REQUESTS WITHIN 21 DAYS OF A COURSE START DATE.

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10. REGISTRATION CHECKLIST

- The following checklist is designed to assist you in the completion of your registration package. Please note that this page does not have to accompany your submission. If you have further questions or require additional assistance with the registration process, please contact JIBC Student Services at 604.528.5590 or email register@jibc.ca – please visit us online at www.jibc.ca (Search ‘EMR’).

The following instructions will assist you in the EMR registration process:

- 1) Determine which version of the course you are eligible for: **EMR100** (Full Course) or **EMR120** (Accelerated)
- 2) Determine which class date and location you would like register in (*Visit the course calendar online or call us at 604.528.5590.*)
- 3) Register Online via our website, or complete the attached Course Registration Form with the following information:
 - Complete all required personal information fields. Your ‘Welcome letter’ will be emailed to you – **Please ensure your email address is clear and legible.**
 - Choose which course you are registering in (EMR100 “Emergency Medical Responder” or EMR120 “EMR-Accelerated”)
 - Fill-in the appropriate Class Start Date, Course Format (Full-Time or Part-Time), and Location and payment details.
- 4) Acquire the EMR course textbooks
- 5) Begin the pre-read and register for access to the JIBC Blackboard Online Campus (www.elearn.jibc.ca) once the online access instructions have been received.

IMPORTANT REMINDER – Students enrolling in the EMR120 course are required to produce proof or verification of their previous training and/or certification on the first day of class. Students who are unable to provide proof or do not meet acceptable criteria (denoted above) will not be permitted to continue their training, and will NOT be issued a refund or transfer. It is therefore imperative that students ensure they are eligible for enrolment PRIOR to registering for the EMR120 course. For a complete list of courses that are approved, see the EMR120 section, visit us online, or contact us for inquiries regarding approval requests for courses that are not-listed.

SUBMITTING YOUR APPLICATION

- If you are submitting a hard-copy of your registration package, it should be submitted to the JIBC Student Services Office (*address provided on registration form*). For contact information or registration-specific inquiries, please call 604.528.5590 or email register@jibc.ca. Once your application has been received and approved, you will receive a confirmation email and letter in the mail. If you have not received anything from the JIBC within 7 days of your selected course start date, please contact us immediately.

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11. PHYSICAL REQUIREMENTS | STATEMENT OF FITNESS

- There is no formalized physical testing or fitness requirement to enroll in the EMR course, however, students are required to complete a general ‘Statement of Fitness’ form on the first day of class. A sample copy of this form is included in this package as a reference; however, you are **not required** to submit it with your registration form. Please read through the form carefully to ensure you meet all criteria – if you have any questions, concerns, or feel you do not meet the criteria, please contact us **prior** to enrolment.

STATEMENT OF FITNESS (Sample Only)

- Students will be required to complete a ‘Statement of Fitness’ on the first day of class identical to the one below. Please carefully read through this sample form to ensure you meet the standards to participate in emergency medical responder training. If you answer ‘YES’ to any of the following questions, contact us to discuss your specific circumstances. Please note – this is only an example form for your reference, students do not need to complete this form or include it with the registration package.

To your knowledge, do you have evidence and/or history of any of the following medical conditions:			
Insulin-dependent diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Seizure disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communicable disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Respiratory disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heart disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Multiple sclerosis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you experienced any psychological or emotional episodes which could preclude you from performing the duties of an occupational first aid attendant			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you experienced any problems in the previous 12 months, related to the overuse and/or addiction to alcohol,			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any uncorrected visual impairment that would prevent you from assessing a scene from a distance, performing minor wound care, removing small slivers, removing small particles from the eye, and/or assessing a patient for pallor and contusions?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any uncorrected hearing impairment that would prevent you from hearing a summons for first aid, hearing and assessing a patient’s breathing, distinguishing if there is distressed breathing, and/or verbally communicating with a patient?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any physical condition that would limit you from carrying 22.5 kg (50 lbs.) traversing rough terrain such as steep banks, steep excavations, or high elevations to render first aid?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered ‘YES’ to any of the above questions, you must contact us prior to registration at (registration@jibc.ca). You may be required to provide a medical certificate that must be completed by a Physician prior to approval for EMR course registration			

PERSONAL INFORMATION AND RECORDS

- The British Columbia Ministry of Education has extended its student numbering system, called the Personal Education Number (PEN), into the post-secondary system. In future, each post-secondary institution will be able to issue a PEN number to each student who has not already been assigned one. In order to issue a number we must collect information on date of birth and gender. The information will be used only for measuring participation in post-secondary education, for registration purposes and for program research and evaluation. For the latter, any personal information disclosed will be in non-identifiable form. This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and is required in order to process each student’s application.



Paramedic Academy Emergency Medical Responder Registration Information

Please Print (Please register as you would like your name printed on a certificate).

Have you previously attended JIBC? Yes No Student Number (if known) _____

Surname	First Name	Middle Initial	Previous Name
Address		City and Province/State and Country	Postal Code/Zip Code
Home Phone	Business Phone	Cellular Phone	Date of Birth (YYYY/MM/DD)
E-Mail			

NOTE: Our primary method of correspondence with you will be via email. It is, therefore, essential that you complete this field.

Please check this box if you do not want to receive future mailings about JIBC programs

Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female	Citizen Status: <input type="checkbox"/> Canadian	<input type="checkbox"/> Permanent Resident/Landed Immigrant
		<input type="checkbox"/> International Student	<input type="checkbox"/> Visitor/Other Visa
If you wish to declare that you are an Aboriginal person, please specify:			
<input type="checkbox"/> Status Indian/First Nations	<input type="checkbox"/> Non-Status Indian/First Nations	<input type="checkbox"/> Métis	<input type="checkbox"/> Inuit
Disabilities or Special Requirements: _____			

Course Information			
Course Number (check one)	<input type="checkbox"/> Emergency Medical Responder (EMR100) <input type="checkbox"/> Emergency Medical Responder - Accelerated (EMR120)		
Location	Tuition Fee	\$	
Course Format (Full Time or Part Time)	Learning Services Fee	\$	
Start Date	Total	\$	

Payment Information	
<input type="checkbox"/> Cash (in person only)* <input type="checkbox"/> Debit Card (in person only)* <input type="checkbox"/> Money Order or Cheque (Payable to JIBC)	
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express *Indicates available at New Westminister Campus only	
Credit Card Number	Credit Card Expiry Date: _____ Month _____ Year
Cardholder's Name	Cardholder's Signature: _____

By completing this registration package and making payment for an EMR course, you acknowledge that you have read this information package and agree to the terms and conditions of the Transfer, Withdrawal and Refund guidelines (Page 3 of this package). Please contact us for further details or inquiries.

Send your completed registration package to the address below - or contact Student Services directly:

JIBC Student Services, 715 McBride Boulevard, New Westminister, BC, V3L 5T4, Canada

Registration Tel: 604.528.5590 Toll Free: 1.877.528.5591 Fax: 604.528.5653 Email: register@jibc.ca

Note - most JIBC Courses are HST exempt - except those that are not part of a program or course series. GST# 107554735