



PRIMARY CARE PARAMEDIC PROGRAM

Application Package

May 2009

PLEASE READ THIS DOCUMENT CAREFULLY

GENERAL INFORMATION

Welcome to the AET Paramedic Academy Inc.

The AET Paramedic Academy Inc. and partners offer training in many different areas of pre-hospital care and is pleased to offer this latest training program. The Primary Care Paramedic (PCP) Program meets or exceeds the National Occupational Competency Profile requirements of the Paramedic Association of Canada and the Emergency Medical Assistants Licensing Board of British Columbia.

Primary Care Paramedic Program

The PCP Program is the second level of paramedic training. The 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 patients in a pre-hospital setting.

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

- Demonstrate mastery of the PCP patient assessment model.
- Demonstrate mastery of PCP paramedic skills.
- Demonstrate mastery of PCP procedures and protocols.
- Demonstrate mastery of PCP assessment, interventions, treatments and management of medical and trauma calls.
- Demonstrate the clinical decision-making and leadership skills necessary to manage medical and trauma calls.

The full-time classroom portion of the PCP Program is run over a four to eight month period. It is coordinated as alternating between one week classroom, followed by a week of independent study. The ambulance preceptorship time must be completed within three months following the classroom portion. Three to four weeks is required prior to the program start date for completion of the pre-course study component.

The part-time PCP Program consists of workshops (each comprised of two classroom days), plus clinical and preceptorship time. The ambulance preceptorship time must be completed within three months following the classroom portion. Self-directed study makes up a large component of this program.

Prior to acceptance into the program, prospective students (full and part-time studies) must first meet all admission requirements. There are a maximum of 18 new positions available per class. Registration is ongoing and subsequent classes will be scheduled based on enrollment waitlists.

Successful graduates will receive Primary Care Paramedic Certification from the AET Paramedic Academy Inc and partners. Certified graduates are eligible to apply for paramedic licensure within British Columbia through the Emergency Medical Assistant Licensing Branch.

Participation in the Primary Care Paramedic Program will require access to a computer with Internet capabilities

Clinicals

The PCP Program requires students to successfully complete clinical sessions (organized by AET) in a variety of settings; hospitals, residential care homes and ambulance practicum. These sessions are facilitated by experienced clinicians who integrate classroom and simulation skills into patient care situations.

Evaluation

Throughout the program, students will receive ongoing feedback on their performance within the program. Students will be required to maintain a minimum grade of 70% throughout all aspects of the program. This will encompass quizzes, assignments, clinicals, skill stations, simulations and formal block exams.

Student Handbook

The Academy has a Student Handbook that outlines information, policies and procedures during the PCP Program. This manual is supplied to all registered students in the program.

PCTIA

The AET Paramedic Academy is registered with the Private Career Training Institutes Agency (of BC).

APPLICATION PROCESS

The application process requires the submission of all paperwork confirming the mandatory prerequisites are met. The onus is on each individual applying to the PCP Program to ensure that the package is complete with all required documentation attached.

Mandatory requirements for admission into the PCP Program include:

- Minimum 17 years of age by course completion.
- Current Emergency Medical Responder Certificate (Recommended) or Occupational First Aid: Level III or equivalent
- Current CPR Level C-Pro or HCP certificate
- Canadian Grade 12 diploma (or equivalent)
- Satisfactory criminal record check
- Completion of a Medical Assessment Form.
- Current immunizations

17 Years of Age

All applicants to the PCP Program in British Columbia must be 17 years of age or older by the completion of the program.

Emergency Medical Responder Certificate (Recommended)

The Emergency Medical Responder (EMR) certification course is an entry-level medical responder course that will prepare individuals for employment in a variety of pre-hospital, industrial and first responder settings. The EMR course is designed to provide participants with the basic knowledge and skills to be able to manage any medical and trauma related emergency. The EMR course offered by the *Academy of Emergency Training* includes the CPR –HCP level, and meets one of the mandatory requirements for admission to the Primary Care Paramedic Program.

Confirm with the Academy that any course you are going to take or currently have will meet these requirements. There are programs existing that use the name of EMR, etc... that have not been assessed and approved by the Academy.

Cardiopulmonary Resuscitation (CPR) Level ‘C-Pro’ or “HCP” Certificate

This course provides an overview of Emergency Medical Services, 911 activation, basic anatomy and physiology, signs and symptoms of heart and stroke conditions, legal rights and responsibilities, healthy lifestyles, risk factors, awareness of defibrillation, one and two-person CPR, AED use, artificial respiration for infants, children, and adults, choking emergencies and the recovery position. The Academy of Emergency Training programs follow *Heart and Stroke Foundation of Canada* guidelines. Applicants must provide documentation that they successfully completed this course within the last year.

Confirm with the Academy that any course you are going to take or currently have will meet these requirements. There are programs existing that use the generic CPR course name, etc... that have not been assessed and approved by the Academy.

Canadian Grade 12 Diploma or Equivalent

All applicants must have as a minimum a Canadian Grade 12 diploma or equivalent.

Criminal Record Check

A Criminal Record Check must be submitted as part of the application process. This check must not reveal any previous criminal convictions that would disallow employment as a paramedic in British Columbia. A Criminal Record Check can be obtained by contacting your local RCMP or municipal Police Department. It should be current and validated within 90 days of the application. The Criminal Record Check will be forwarded to the AET Paramedic Academy Inc. You must advise the Academy if you have any changes regarding criminal charges or convictions after you have submitted the Criminal Record Check and/or during your program.

A copy of the receipt issued for the payment of the Criminal Record Check (issued by the police agency) should be submitted with the application.

Medical Confirmation of Fitness

This form is filled out by your medical practitioner. It confirms that you have no medical, physical or psychological challenges that would prevent you from providing pre-hospital care.

Immunizations

As a student participating in the PCP Program, you may be exposed to different illnesses. For this reason, all participants need to be current with common immunizations. Common immunizations include: Diphtheria, Tetanus, Measles, Polio and Rubella. The Tetanus Booster (within the last five years) is required, and we recommend that each participant obtain Hepatitis B (HBV) and Influenza immunizations. Contact your family doctor or public health unit for more information about immunizations. A copy of your immunization record should be submitted with your application.

Note

Any costs associated with the application and selection process are the sole responsibility of the applicant. The AET Paramedic Academy Inc will not reimburse applicants for any expenses. It is also each applicant's responsibility to ensure that they have met all the required pre-requisites and that they have provided photocopies of all documentation.

Application Submission

Once your application is complete and you have compiled copies of all of the necessary paperwork, your application package can be submitted by mail, in person or by courier to:

AET Paramedic Academy Inc.
Paramedic Programs - PCP
#125- 4010 Regent St.
Burnaby, BC, V5C 6N1.

It can also be faxed to the Registration Office at (604) 922-4049.

If you have any questions or concerns, please feel free to contact the Academy at (604)922-2249 or info@firstaid.ca

The application fee for the PCP Program is \$85.00. Payment may be made by cheque, money order, Visa, MasterCard or cash and must accompany your registration. Cheques must be made payable to the AET Paramedic Academy Inc. If your application documentation is faxed, it will not be processed until the application fee has been received. Please note that the application fee is nonrefundable. A \$45.00 service fee will be charged for all NSF cheques and the program application will not be considered until the application and service fees are paid.

FEES

Fees (Non-refundable)

Application Fee	\$	85.00
Deposit after Successful Pre-Screening.....	\$	500.00

Program Fees

Tuition Fee (Full-time or Part-time).....	\$	4210.00
BCAS Clinical (Approximately).....	\$	400.00
Textbooks (Approximately)	\$	300.00
Uniform, Equipment (Approximately)	\$	300.00

Additional Fees

Learner Services Fee.....	\$	100.00
Criminal Record Check.....	\$	variable
Medical Assessment	\$	variable (\$50-\$100)

Note

All fees are subject to change without notice.

Program Tuition

The tuition fee includes all program costs associated with the PCP Program including hospital clinical course components but does not include the costs for textbooks, uniforms, or any additional fees associated with applying to the Program. A \$500.00 non-refundable **deposit must be paid within three working days of acceptance into the program.** This deposit will be credited towards your tuition fees. The balance of **\$3710.00 is due a minimum of 30 days prior to the first day of class.**

BCAS Clinical

While all other Health Authorities provide access to their clinical sites, BCAS charges for student's on-car practicum. As the ambulance service is the only provider and they will eventually become your employer, there is currently no alternative. The on car preceptship is based on averages to demonstrate adequate NOCP competencies but more time may be required based on call volume, types of calls and/or performance. You will be notified if more time is required.

Learner Services Fee

As part of a commitment to improving the quality of services for our students, AET charges a Learner Services Fee (LSF) of \$100. For more information contact the Academy at (604) 922-2249.

Uniform

Students are expected to be in uniform during the PCP program. Once accepted to the program, applicants will receive information about placing orders for uniforms.

Notification Process and Re-application

The Academy will notify successful applicants of their admission into the program after completing the screening process. The screening process will be valid for successful applicants for six months from the date of the notification letter. Unsuccessful applicants will be required to repeat the screening process if they wish to be considered for a future program. Enrollment into subsequent classes will be on a first come first served basis. Acceptance into the Primary Care Paramedic Program should not be considered a guarantee of future employment.

Contact Information

For information on the Primary Care Paramedic Program, you may contact any of the following:

AET Paramedic Academy Inc.
Phone (604) 922-2249
Email: info@firstaid.ca
AET Paramedic Academy Inc, #125 – 4010 Regent St, Burnaby, BC, V5C 6N1