

Emergency Medical Assistants Licensing Board

Candidate Code of Conduct EMALB 2011-01 Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch Contact: EMALB Exam Coordinator Email: getanexam@gov.ca.ca Phone: 250-952-1211	Reference Information (Manual, page number, chapter):
	Replaces former policy: N/A
	Date Effective: July 13, 2011
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Keywords	E.g. examinations, regulation, licensure etc.

1. Policy Rationale & Purpose:

It is in the best interests of all EMA Licensing candidates to co-operatively ensure examinations are conducted in a safe, appropriate and orderly manner in accordance with the Code of Conduct for EMA Licensing Examination Candidates.

2. Policy Scope

This policy applies to all candidates attending BC EMA Licensing examinations.

3. Policy Statement:

By accepting placement into the examination process, all candidates are considered to have agreed to abide by this Code of Conduct. All candidates agree to follow the direction of evaluators who have the right, at their discretion, to stop an examination at any time, require candidates to leave the premises or any other remedy as may be deemed appropriate.

Examination Code of Conduct:

1. Candidates are expected to conduct themselves in a respectful and professional manner and should follow the [EMA Code of Ethics](#) at all times.
2. Any form of cheating, plagiarism, impersonation or falsification of documents will not be tolerated.
3. Without limiting the generality of the above, the following actions are unacceptable:
 - a. Inappropriate communication with another candidate
 - b. Any behaviour or activity which causes disruption to other candidates, patients or evaluators including, but not limited to, talking during written examinations, foul language or threats, gestures and acts of violence
 - c. Being intoxicated through use of alcohol or being under the influence of drugs
 - d. Departure from the examination room without knowledge and permission of evaluator
 - e. Use of any electronic devices including phones, cameras, or other communication or recording equipment
 - f. Copying or otherwise reproducing examinations in any form

- g. Bringing into the examination room books, bags, notes or other material unless prior approval is granted by the EMA Licensing Branch
 - h. Bringing weapons of any kind into the examination centre (e.g. knives, guns, etc.)
4. For the purposes of identification and registration at examinations, candidates are required to produce government, employer or training agency issued photo identification
 5. Candidates should arrive at least 15 minutes prior to the designated examination start time

Practical Examination Dress Code:

Clothing, footwear and related requirements are:

- Footwear must be of closed-toe and sturdy design (e.g., athletic shoes, employer or training agency issued footwear)
- Long hair must be securely tied back
- Long pants or capris covering the knees must be worn (no shorts, skirts or dresses)
- Shirts, T-shirts and blouses must be of a non-revealing and professional nature
- No fragrances may be worn during the evaluation process
- For safety reasons, accessories that may be caught in equipment or which may be hazardous to others are not permitted

The EMA Branch reserves the right to require a candidate to provide medical certification indicating ability to undertake the examination process.

Any concerns or complaints regarding examinations should be immediately brought to the attention of the evaluator and/or EMA Licensing Branch. Please note that all parties involved in a complaint will have the opportunity to respond.

Any violation of this Code of Conduct may be referred to the EMA Licensing Branch/Board for enquiry. Penalties may be imposed by including discontinuation of the examination process, requiring a candidate to attend a different examination site or other penalties as appropriate.

If, due to a violation of this Code, your exam is discontinued, it may be considered to be an “attempt” by the Branch.

4. Legal Authority:

- [Emergency Health Service Act Section 6\(5\)\(a\)](#)
- [Emergency Medical Assistants Regulation Section 2\(ii\)](#)
- [Emergency Medical Assistants Regulation Section 3\(3\)\(a\) and \(b\)](#)
- [Emergency Medical Assistants Regulation Section 9.2\(b\)](#)

5. Key Stakeholders:

EMA Licensing candidates

Reviewed by the EMA Licensing Board on: July 13, 2011

Approved (director name & signature): N/A

Date approved: July 13, 2011

Drafted by: N/A