Emergency Medical Assistants Licensing Board

EMALB2013-04 Special and Remote Sessions

Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch

Contact:
Exam Administrator
Email getanexam@gov.bc.ca

Keywords
E.g. examinations, regulation, licensure etc.

Reference Information (Manual, page number, chapter):

Replaces former policy: N/A

Date Effective: April 1, 2014
Last Update: November 22, 2018
Next Review Date: January 2020

1. Policy Rationale & Purpose:
The EMA Licensing Branch maintains a regular practical examination schedule that includes up to five locations throughout BC. There are instances where candidates are unable to travel to regular examination sessions because they are located in rural or remote communities. These communities often have an urgent need to fill a shortage of EMAs.

2. Policy Scope
This policy applies to the British Columbia Emergency Health Services Corporation (BCEHS) and to those rural or remote communities that are acting on behalf of the First Nations’ Emergency Services Society of British Columbia (FNESS) or in an equivalent capacity as FNESS.

3. Policy Statement:
The EMA Licensing Branch will only consider requests from a BCEHS district supervisor or BCEHS executive or from a rural or remote community acting on the behalf of FNESS in circumstances where there is an urgent need to provide examinations to fill a shortage of EMAs in a region and a regular examination session is not available to candidates. Requesters must provide the branch with specific reasons why candidates cannot attend a regular session.

All requests for special session must be made in writing to the branch at getanexam@gov.bc.ca at least 4 weeks prior to when the practical examination session will be required.

If a special session is approved by the branch, it is the requestor’s responsibility to ensure a facility and the required equipment is available. In addition, it is the requestor’s responsibility to ensure that there is a qualified practitioner/instructor available for tutorials during the exam session. If a qualified practitioner/instructor is not available the branch examiner will not conduct remedial exams during the special session and candidates requiring remedial exams will have to schedule into a regular exam session.

The branch will not examine candidates if it has not received proof of successful completion of a recognized training program and a request for evaluation form. If the branch does not receive the proof of course completion and request for evaluation form from all candidates scheduled for a special session at least 7 days prior to the scheduled session, the session will be cancelled by the branch and candidates will be required to schedule themselves into a regular exam session.
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:
   - BCEHS
   - FNESS

Reviewed by the EMA Licensing Board on: December 19, 2013
Approved (director name & signature): N/A
Date approved: December 19, 2013
Drafted by: Chris Bennett