

## Emergency Medical Assistants Licensing Board

<b>Special and Remote Sessions</b> <b>EMALB2013-04</b>  <b>Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch</b>  <b>Contact:</b> Exam Administrator Email <a href="mailto:getanexam@gov.bc.ca">getanexam@gov.bc.ca</a>	<b>Reference Information (Manual, page number, chapter):</b>
	<b>Replaces former policy:</b> N/A
	<b>Date Effective:</b> April 1, 2014
	<b>Last Update:</b> January 17, 2018
	<b>Next Review Date:</b> January 2019
<b>Keywords</b>	E.g. examinations, regulation, licensure etc.

### 1. Policy Rationale & Purpose:

The EMA Licensing Branch maintains a regular practical examination schedule that includes up to seven locations throughout BC. There are instances where candidates are unable to travel to regular examination sessions for examinations because they are located in rural or remote communities. These communities often have an urgent need to fill a shortage for EMAs.

### 2. Policy Scope

This policy applies to the British Columbia Emergency Health Services Corporation (BCEHS).

### 3. Policy Statement:

The EMA Licensing Branch will only consider requests from BCEHS 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 by a BCEHS district supervisor or BCEHS executive to the branch at [getanexam@gov.bc.ca](mailto:getanexam@gov.bc.ca) at least 4 weeks prior to when the practical examination session is 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 sessions 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 certificates of course completion and request for evaluation 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 scheduled 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

**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