

Emergency Medical Assistants Licensing Board

Removing a Suspension from an EMA's Licence EMALB2016-13	Reference Information (Manual, page number, chapter):
Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch	Replaces former policy: n/a
Contact: Manager, Branch Operations	Date Effective: June 28, 2016
	Last Update: February 28, 2018
	Next Review Date: February 2019
Keywords	E.g. examinations, regulation, licensure etc.

1. Policy Rationale & Purpose:

The purpose of this policy is to describe the requirements for removing a licence suspension that was imposed by the Board for failing to meet continuing competence requirements.

The purpose of the continuing competence requirements laid out in [Part 4 of the Emergency Medical Assistants Regulation](#) is to ensure that each EMA demonstrates evidence on an annual basis that the EMA has the ongoing practical skills and knowledge to practice competently as an EMA in BC. The annual reporting period begins on April 1st and ends on March 31st.

During the first six months of every reporting period, EMAs that have failed to prove that they have met the continuing competency requirements for the previous reporting period are given three to five opportunities to provide evidence that they have met the reporting requirements and are competent to practice as an EMA in BC. They are:

1. Complete the continuing competence requirements prior to April 30th
2. Request an adjudication within 37 days of date on the notice of shortfall
3. Successfully complete a written exam by July 15th if the director rejected the adjudication request
4. Successfully complete a practical exam by September 30th if unsuccessful at the written exam
5. Board Hearing – at the hearing the EMA may make a submission on their behalf for the Board's consideration

If the EMA fails to successfully complete at least one of the above requirements, their licence is suspended by the Board as a result of the hearing. When an EMA's licence has been suspended by the Board as a result of failing to meet continuing competence requirements for the previous year's reporting period, the EMA is still licensed; however **the EMA may not practice as an EMA until the suspension is removed.**

If the EMA wishes to continue practice as an EMA then they must prove competency to practice in order to remove the licence suspension. If the EMA no longer wishes to practice as an EMA in BC they may [relinquish their licence](#).

2. Policy Scope

This policy applies to all EMAs whose licence has been suspended by the Board for failing to complete continuing competence requirements for the previous year's reporting period.

3. Policy Statement:

If an EMA's licence has been suspended by the Board as a result of failing to meet their continuing competence requirements, the EMA's licence will not be renewed until the licence suspension has been lifted. To remove a licence suspension the following examinations are required to determine that the suspended EMA is competent to practice in BC:

- [apply for the examination process](#)
- successfully complete the online written examination provided by the licensing branch
- successfully complete the practical examination for the licence category
- successfully complete the jurisprudence examination

The EMA has three attempts to successfully complete each of the required examinations: written, practical and jurisprudence. If the EMA has not successfully completed the examination requirements within one year of the licence suspension or successfully completed the continuing competence requirements for the reporting period following the licence suspension, the EMA's file will be referred to the Board with a recommendation of licence revocation.

If an EMA is unsuccessful at the examination process during the licence suspension the EMA will be required to successfully complete a training program recognized by the Board for the level and successfully complete the written examination (for the licence level), practical and jurisprudence examinations within three attempts in order to have the licence suspension removed.

4. Legal Authority:

- [Emergency Health Services Act Section 6 & 7](#)
- [Emergency Medical Assistants Regulation Part 4](#)

5. Key Stakeholders:

- Suspended EMAs

Reviewed by the EMA Licensing Board on: June 28, 2016

Approved: 

Date approved: June 28, 2016

Drafted by: Kim Fiege