

Emergency Medical Assistants Licensing Board

Continuing Competence Requirements EMALB 2016-14 Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch Contact: keepalicense@gov.bc.ca	Reference Information (Manual, page number, chapter):
	Replaces former policy: n/a
	Date Effective: 2016/2017 Continuing Competence Reporting Period
	Last Update: October 25, 2016
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Keywords	E.g. continuing competence, regulation

1. Policy Rationale & Purpose:

The purpose of this policy is to describe the continuing competence requirements and process for Emergency Medical Assistants (EMA) in BC at the Emergency Medical Responder (EMR) licence category and higher. The EMA Regulation – Continuing Competence, which is the basis of this policy, can be found [here](#).

The continuing competence requirements for EMAs at the EMR category and higher are outlined in Part 4 of the EMA Regulation. In each reporting period, EMAs are required to complete 20 patient contacts and 20 continuing competence credits to maintain their licence. These requirements are in place to ensure EMAs maintain a high level of competent, consistent patient care.

The reporting period is April 1 – March 31 of each year and the deadline for submission is the 30th of April immediately following the end of the reporting period.

[EMACCS](#) is the online platform that allows EMAs to view and record their continuing education and patient contact totals. Each EMA must use EMACCS to record their continuing competence.

This policy also describes the process for those EMAs who do not complete their legislated continuing competence requirements, or miss the submission deadline.

2. Policy Scope

This policy applies to all EMAs at the EMR licence category and higher. It is a condition of the licence and applies regardless of employer, status (medical leave or maternity/ paternity leave), employment status, or residence inside or outside B.C., with the following time limited and specific exceptions, as per regulation:

- An EMA is exempt for the reporting period in which they held a student licence;
- An EMA is deemed to have met the requirements if they have successfully completed a written continuing competence exam for the reporting period; and
- An EMA is deemed to have met the requirements if they have successfully completed a practical continuing competence exam for the period for which the exam was taken and the following reporting period.

3. Policy Statement:

By April 30 immediately following the end of the reporting period, continuing competence requirements must be met by all eligible EMAs. Requirements are met by recording 20 patient contacts and 20 continuing education credits in EMACCS.

During May, in the event the requirement is not met, a notice will be delivered by registered mail to the last known address of each non-compliant licensee. The licensee will have 37 days from the date on the notice to request adjudication. A request for adjudication must be made by email, facsimile, registered mail or regular mail and must be accompanied by adequate supporting documentation satisfactory to the director. A notice will be delivered to the EMA advising either that they *have* or *have not* met the requirements.

In the event an EMA has not met the requirements of adjudication, the director will require the EMA to successfully complete a continuing competence written exam. The written exam may be attempted on one occasion only.

By July 15 immediately following the reporting period for which the exam is to be written, a written exam must be successfully completed. If an EMA *does not* attempt the written exam, the director will refer the file directly to the EMA Licensing Board for possible disciplinary action under Section 7 of the *Emergency Health Services Act*.

In the event an EMA attempts and fails the continuing competence written exam, the director will require an EMA to successfully complete a continuing competence practical exam.

By September 30 immediately following the end of the reporting period for which the exam is to be taken, the practical exam must be successfully completed. The practical exam may be attempted on three occasions only and any failed attempt may result in terms and conditions set on the EMA's licence.

In the event an EMA does not successfully complete any of the above, the director will refer the file to the EMA Licensing Board for possible disciplinary action.

4. Legal Authority:

[Emergency Health Services Act](#)
[EMA Regulation, Part 4 – Continuing Competence](#)

5. Key Stakeholders:

- BC EMAs at the EMR licence category or higher
- BC Emergency Health Services
- Those who employ EMAs

6. Definitions:

"continuing education activity" means a training or educational program, course, seminar or similar activity that is relevant to the knowledge, skills or abilities required of an EMA in the course of practising the profession. The information submitted in support of the activity must include the date, duration, location and description in addition to the knowledge, skills or abilities the EMA attained, enhanced or were supported by the activity. EMA knowledge, skills and abilities are defined in the [National Occupational Competency Profile](#).

"**continuing education credit**" means a credit given by the director, in respect of a continuing education activity. A database of approved courses is maintained within the EMACCS system. In general, one hour of training equals one continuing education credit. For example:

- International Trauma Life Support (ITLS), Basic. 16 credits
- CPR, Level C, initial, 5 credits
- Pediatric Education for Prehospital Professionals (PEPP) (Basic), 8 credits

"**patient contact**" means a contact that an EMA has with a patient in the course of practising the profession where an EMA has provided full patient assessment, including vitals, or direct care to the patient. The information submitted in support of the patient contact must include the date, location and type in addition to the knowledge, skills or abilities applied by the EMA.

Acceptable patient contacts can include the following situations as long as a full patient assessment, including vitals or direct patient care has been completed:

- An off duty EMA providing services under the *Good Samaritan Act*
- Services provided during DND deployment
- Services provided as an OFA under WCB
- Volunteer services provided at music / sporting / community events
- Full patient assessment including vitals where a professional assumes direct patient care or direct patient care assumed from another professional who has provided a full patient assessment including vitals
- Patient Transfers if they include any direct patient care

Unacceptable patient contacts:

- Visual check of a patient and enquiring whether they are ok
- Any patient contact submitted when working in the capacity of driver only
- Any patient contact submitted when working in a lab drawing blood samples
- Any patient interaction that does not full patient assessment, including vitals, or direct patient care.

"**reporting period**" means the period from April 1 of each year to March 31 of the following year.

7. Resources:

- [EMA Licensing Board Website – Continuing Competence](#)

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

Approved: 

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