

Emergency Medical Assistants Licensing Board

EMALB 2023-01 Continuing Competence Requirements	Reference Information (Manual, page number, chapter):
Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch	Replaces former policy: Continuing Competence Requirements EMALB 2016-14
Contact: Continuing Competence program area keepalicense@gov.bc.ca	Date Effective: April 1, 2023
	Reporting Period Effective: 2023/24
	Last Update: January 31, 2023
Keywords	Next Review Date: January 2024
	E.g. continuing competence, regulation

1. Policy Rationale & Purpose:

The purpose of this policy is to describe the continuing competence reporting requirements and processes for Emergency Medical Assistants (EMAs) in British Columbia (BC) at the Emergency Medical Responder (EMR) licence category and higher.

Continuing competence reporting periods are always April 1 to March 31 of each year. The continuing competence reporting requirements for EMAs are outlined in [Part 4](#) of the Emergency Medical Assistants Regulation. In each reporting period, EMAs are required to complete and submit, to the Director's satisfaction, 20 patient contacts and 20 continuing education credits using the Emergency Medical Assistants Continuing Competence System (EMACCS).

Continuing competence reporting is required under the Regulation regardless of employment status, medical leave, maternity or parental leave, or residence inside or outside BC.

This policy was developed based on the [Continuing Education Principles](#) using significant feedback from BC EMAs, the Emergency Medical Assistants Licensing Board, and interprovincial policies and legislation.

2. Policy Scope

The continuing competence reporting requirements apply to all EMAs at the EMR licence category and higher.

3. Policy Statement:

The Continuing Competence Reporting Policy is divided into the following areas:

- [Continuing Education Activities](#)
- [Patient Contacts](#)
- [Frequently Asked Questions](#)
- [Extenuating Circumstances](#)

Continuing Education Activities

The Regulation defines a continuing education activity as "a training or educational program, course, seminar or similar activity".

The Director will allocate up to **one credit per hour** for educational activities (to a maximum of 20 credits per activity) if the Director is satisfied that the activity is relevant to the knowledge, skill or abilities required of an EMA while practicing the profession. Some activities including but not limited to precepting/mentoring, instructing, and examining are subject to annual limits as defined in the approved activities list.

Continuing educational activities submitted by the EMA must directly relate to one or more of the following:

- ✓ a service described in Schedule 1 and 2 of the Regulation
- ✓ a matter included within the [EMA Code of Ethics set out in Schedule 3 of the Regulation](#)
- ✓ one or more, “General Competencies”, set out in the [National Occupancy Competency Profile for Paramedics](#) (NOCP), published by the Paramedic Association of Canada, dated October 2011
- ✓ precepting/mentoring EMAs, instructing EMAs, and/or examining during EMALB practical examinations

In addition, continuing educational activities must meet the following criteria:

- ✓ an activity must be a minimum of 30 minutes in duration
- ✓ an EMA must be able to confirm they have attended the activity by providing supporting documentation at the request of the Director

The Director maintains a [Pre-Approved Activities List](#) of continuing educational activities that are assigned pre-approved credits. To avoid duplication, pre-approved activities **may not** be submitted using the “Submit Other Activities” tab in EMACCS.

If a continuing education activity is not on the pre-approved activity list, an EMA may use the “Submit Other Activities” tab to request that the Director approve the continuing education activity for credit(s).

Patient Contacts

The Regulation defines patient contact as “contact that an EMA has with a patient in the course of practising the profession”. An EMA is considered to have met the criteria of a “patient contact” if the EMA provided a **full patient assessment or direct patient care to the patient during the contact**.

It is the position of the Director that a full patient assessment must include a full set of vital signs.

Frequently Asked Questions

Further questions about the continuing competence policy have been accumulated and answered in the [Continuing Competence FAQ](#). Further questions can be submitted directly to the branch via email at keepalicense@gov.bc.ca.

Extenuating Circumstances

EMAs who are unable to complete their continuing competence requirements due to extenuating circumstances beyond their control, specifically illness or injury of the EMA (including PTSD) or a dependent should refer to [EMALB 2023-03 Continuing Competence Extenuating Circumstances](#) for additional information.

Legal Authority:

- [Emergency Health Services Act](#)
- [EMA Regulation, Part 4 – Continuing Competence](#)
- [EMA Regulation, Schedule 3 Code of Ethics](#)
- [EMA Regulation Section 11](#)

4. Key Stakeholders:

- BC EMAs at the EMR licence category or higher
- BC Emergency Health Services
- EMA employers

Reviewed by the Director on: January 5, 2023

Approved:



Date approved: January 2023

Drafted by: Jane Holt/Kim Fiege

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Date	Author	Details