

Emergency Medical Assistants Licensing Board

EMALB 2023-02 Continuing Competence Reviews	Reference Information (Manual, page number, chapter):
Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch	Replaces (in part) former policy: Continuing Competence Requirements EMALB 2017-01
Contact: Continuing Competence program area keepalicense@gov.bc.ca	Date Effective: April 1, 2023
	Last Update: February 3, 2023
	Next Review Date: January 2024
Keywords	E.g. continuing competence, regulation, review

1. Policy Rationale & Purpose:

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

The continuing competence review requirements for EMAs are outlined in [Part 4 Section 23 \(1\) and \(2\)](#) of the Emergency Medical Assistants Regulation BC Reg 210/2010 (the 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 system developed for the purpose (EMACCS). These requirements ensure ongoing safe, ethical, and competent practice by EMAs. At the Director's request, an EMA must produce documentation in support of the annual submissions made over the preceding three years.

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

- [Submission Reviews](#)
- [Definitions](#)

2. Policy Scope

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

The requirements apply regardless of the EMA's employer, status (medical leave or maternity/parental leave), employment status, or residence inside or outside BC.

EMAs will not be subject to continuing competence reviews for periods during which continuing competence reporting requirements **did not apply i.e.**, the period during which an EMA held a student licence or the reporting period during which an EMA's initial licence was issued.

3. Policy Statement:

Each year the Licensing Branch will be conducting reviews of randomly selected EMAs to confirm their continuing competence submissions for the three previous years.

At the Director's request, an EMA must produce documentation in support of their three previous annual submissions made in EMACCS. Examples of acceptable supporting documentation are included in the definitions section of this document.

Submission Reviews

An EMA must retain documentation respecting the content of and participation in all continuing education credits claimed for at least three years after the last day of each reporting period.

If the Director requests an EMA's continuing competence submission documentation, the EMA must respond within the allotted timeframe of the request.

The EMAs response must include the following documentation:

- Certificate of participation in or verification of attendance for all continuing education activities that the EMA submitted for the requested reporting years that includes the activity name, activity dates and the length of the activity. For example, certificates, transcripts, employer/facilitator, or instructor verification
- Verification from the EMA's employer or volunteer agency via email or mail confirming the volume of patient contacts submitted in EMACCS for the requested reporting period.

Please Note: If an EMA's employer/past employer refuses to grant the EMA a letter verifying patient contacts, please provide the contact information for the person or position who refused the verification to EMA Licensing and the employer/past employer will be contacted by EMA Licensing.

If the EMA does not respond to the Director's request by the deadline assigned, the Director will refer the EMA's file to the EMA Licensing Board for possible disciplinary action. If an EMA is found to have submitted continuing education activities or patient contacts which cannot be substantiated, the Director will refer the EMA's file to the EMA Licensing Board for possible disciplinary action.

Definitions

EMACCS – means the Emergency Medical Assistants Continuing Competence System, 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.

Exempt – If an EMA's continuing competence status in EMACCS shows as exempt that means the EMA is not required to report continuing competence for that reporting period.

Reporting period – means the period from April 1 of each year to March 31 of the following year.

4. Legal Authority:

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

5. 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:



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Revised by: Kim Fiege/Jane Holt

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Date	Author	Details