

## Emergency Medical Assistants Licensing Board

<b>EMALB 2023-03 Continuing Competence Extenuating Circumstances</b>  <b>Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch</b>  <b>Contact:</b> Manager, Branch Operations <a href="mailto:keepalicense@gov.bc.ca">keepalicense@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, 2023
	<b>Last Update:</b> March 11, 2025
	<b>Next Review Date:</b> January 2024
<b>Keywords</b>	<b>E.g. continuing competence, CME</b>

### 1. Policy Rationale & Purpose:

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 British Columbia. The Director cannot exempt an EMA from meeting continuing competence requirements regardless of the circumstances. However, this policy allows the Director to allocate credits based on an EMA's assessment, diagnosis, treatment (including counselling), and rehabilitation regarding the underlying condition.

The Regulation does not allow for a license to be put on hold (inactive) during extenuating circumstances. EMAs must meet the continuing competence requirements outlined in EMALB 2023-01 Continuing Competence Requirements.

The purpose of this policy (2023-03) is to enable EMAs to meet their continuing competence requirements through this alternate means and assist in preventing them from getting caught up in an ongoing shortfall cycle when extenuating circumstances exist.

### 2. Policy Scope

This policy applies to 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.

**NOTE:** The Director **will not** grant credits under extenuating circumstances for consecutive reporting periods.

### 3. Policy Statement:

The evaluation process under this policy is as follows:

- The EMA must self-identify as unable to complete their continuing competence requirements due to illness or injury by contacting [keepalicense@gov.bc.ca](mailto:keepalicense@gov.bc.ca).

- The EMA will be contacted by the Manager, Branch Operations to discuss what activities the EMA has participated in, including research on the assessment, diagnosis, treatment (including counselling), and rehabilitation regarding the nature of the illness or injury.
- The Manager will make a recommendation to the Director regarding the allocation of credits.
- The EMA will be advised of the decision. The EMA should retain a record of that decision for three years to provide to the branch in the event they are randomly selected for a continuing competence review in the future.

**NOTE:** If the EMA has not completed activities pertaining to the illness or injury, the Regulation does not permit the Director to allocate credits where no educational activity has taken place.

**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 Partners:**

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

**Reviewed by the EMA Licensing Branch Director on:** January 5, 2023

**Approved:**



**Date approved:** January 5, 2023

**Drafted by:** Jane Holt/Kim Fiege

## Change Index

Date	Author	Details
March 11, 2025	KF	Updated to reflect that consecutive reporting periods will not be accepted for extenuating circumstances.