

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### EMERGENCY MEDICAL ASSISTANTS LICENSING

#### OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

##### EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Emergency Medical Assistants (EMA) Licensing Board under the *Health Emergency Act* (RSBC 1996, c. 182) and the *Emergency Medical Assistants Regulation* (B.C. Reg. 562/2004).

These records document the various licensing and registration functions performed by the EMA Licensing Branch, on behalf of the Board, including the establishment of terms and conditions for licensing; the examination, practical evaluation, registration, licensing, license renewal, and return to work assessment of EMAs; the development of endorsement certification requirements and associated assessment exercises and demonstrations; and the investigation of complaints brought against licensed EMAs.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The Corporate Information Management Branch has reviewed the final dispositions to ensure that records having enduring evidential and historical values are preserved.

This *ORCS* covers records created and received since July 1974, when the Emergency Health Services Commission (EHSC) was established by proclamation of the *Health Emergency Act*. The British Columbia Ambulance Service (BCAS) was charged by the EHSC with responsibility for the day-to-day provision of pre-hospital emergency care services in British Columbia. The licensing of EMAs was initially performed by the Staff Development and Safety Programs department of the Ministry of Health and then by the Inspections Branch of the BCAS. In 1989, the EMA Licensing Board and the EMA Licensing Branch were created in order to separate the functions of regulation, examination and licensing from the BCAS.

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The following summary describes the types of records covered by this ORCS and identifies their retention periods and final dispositions. In this summary, record types are linked to the ORCS by primary and secondary numbers. Please consult the ORCS manual for further information.

- 1)      Policy and Procedures      SO      5y      FR  
            (secondary -00 throughout ORCS)

Throughout this ORCS, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

- 2)      Complaint and investigation case files      SO      7y      FR  
            (secondary 27100-20)

These records document complaints relating to the professional conduct of EMAs, and inquiries and/or investigations into such complaints by the EMA Licensing Board pursuant to the *Emergency Health Act* and the *Emergency Medical Assistants Regulation*.

7y =      The seven-year semi-active retention period ensures the records are available for a reasonable period in the event of a subsequent complaint against the EMA.

FR =      The government archives will fully retain all complaint and investigation case files because they document complaints by the public against EMAs in situations involving serious medical emergencies. The files document the investigation and resolution of complaints, including discipline and punishment for infractions of procedure and policy in the provision of an important public service.

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3) <u>Emergency Medical Assistants Licensing Board study materials</u> (secondary 27200-02)	SO	3y	FR

These records consist of study materials used in preparation for EMA licensing examinations.

FR = Study materials will be fully retained by the government archives because they document the information that EMAs are required to know, and summarize the assessment models, treatment principles, and approved protocols. Some of the information is retained in the *Emergency Health Service ORCS* (schedule 123390), but some is based on other sources not retained elsewhere.

4) <u>Emergency Medical Assistants Licensing Board annual reports</u> (secondary 27000-04)	SO	nil	FR
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These records consist of annual reports of the EMA Licensing Board.

FR = The government archives will fully retain the EMA Licensing Board annual reports because they significantly document the functions and activities of the Board. One copy of each annual report will be boxed for transfer to the archives each year.

5) <u>Emergency Medical Assistants Licensing Board Policy Manual</u> (secondary 27000-02)	SO	nil	SR
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These records document the licensing policies for EMAs in the province of British Columbia.

SR = The government archives will selectively retain the *Emergency Medical Assistants Licensing Board Policy Manual* because it significantly documents government policies for the licensing of EMAs in the Province of British Columbia.

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6) <u>EMA licensing case files - paper</u> (secondary 27250-20)	SO+1y	9y	DE

These records document the licensing of EMA applicants.

10y = The combined 10-year active and semi-active retention period ensures that records are available for the duration of an active license and allows for the re-opening of a file should an EMA re-apply within a 9 year period.

7) <u>First responder licensing case files - paper</u> (27250-50)	CY	9y	DE
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These records document the licensing of police and fire personnel under the First Responder Program.

10y = A first responder license is valid for three years. The 10 year combined active and semi-active retention period ensures that 3 cycles of licensing records are available for each responder. Due to the high-volume of licensed first responders (over 7000), files are to be sent off-site at the end of each calendar year.

8) <u>EMA licensing evaluation case files - paper</u> (27250-30)	SO	7y	DE
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These records document the evaluation of first time applicants as well as re-evaluations of existing licensees. If a first time applicant passes their evaluation, a corresponding EMA licensing case file is opened under 27250-20. In the case of first responders, relevant documents would be added to the First responder licensing case file 27250-50.

7y = The seven-year semi-active retention period ensures the evaluation assessments are available for the duration of the license (three years for first responders and five years for other EMAs).

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9) <u>Out-of-province applicant case files</u> (27300-20)	SO	7y	DE

These records document the approval or denial of EMAs trained and/or registered out-of-province to become licensed in British Columbia. Applicants from outside of Canada must proceed through an assessment process prior to becoming approved for licensing.

7y = The seven-year semi-active retention period ensures the applications are available for a reasonable period should the applicant re-apply.

10) <u>Training agency approval case files</u> (27200-60)	SO+1y	6y	DE
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These records document the approval or denial of agencies to provide training to EMAs.

7y = The combined seven-year active and semi-active retention period ensures that files are available for a reasonable period should the training agency re-apply or if the EMA Licensing Board needs to reference the rationale for revoking the approval.

11) <u>Electronic Records</u>			DE
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The following electronic databases are covered by this ORCS:

Complaint and Investigation Tracking System  
 EMA Licensing Evaluation Tracking System  
 Emergency Medical Assistants Registry System (EMARS)  
 First Responder Registry System (FRRS)  
 Out-of-Province Applicant System

The Information System Overview section provides information about the EMARS and FRRS electronic systems, inputs and outputs and routine back-ups. The Complaint and Investigation Tracking System, EMA Licensing Evaluation Tracking System and the Out-of-Province Applicant System are simple systems; therefore, no information system overviews were developed.

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The EMALB's Intranet and Internet web pages are also covered by this *ORCS* (27000-20 and 30).

Notes under the relevant *ORCS* secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

12) All Other Records

DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed six years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS*, as well as in briefing notes to the ministry executive (*ARCS* secondary 280-03). These records have no enduring value to government at the end of their scheduled retention periods.

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