

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Information Management Branch. For assistance in implementing *ORCS*, contact your Records Officer.

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

## EMERGENCY MEDICAL ASSISTANTS LICENSING

*Operational Records Classification System (ORCS)*

### I N D E X

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:

- a) all keywords which appear in primary titles;
- b) all keywords which appear in secondary titles;
- c) keywords which appear in primary scope notes;
- d) common synonyms for indexed keywords; and
- e) common abbreviations.

### Cross references:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
	- A -
ANNUAL REPORTS	27000
	- B -
	- C -
COMPLAINT AND INVESTIGATION TRACKING SYSTEM	27100
COMPLAINTS	27100
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	- D -
	- E -
EMA (See EMERGENCY MEDICAL ASSISTANTS)	
EMA LICENSING EVALUATION TRACKING SYSTEM	27250
EMARS (See EMERGENCY MEDICAL ASSISTANT REGISTRY SYSTEM)	
EMERGENCY MEDICAL ASSISTANT REGISTRY SYSTEM (See also the Information System Overview in the ISO Section)	27250
EMERGENCY MEDICAL ASSISTANTS	
- evaluation	27250
- criminal record checks	27250
- licensing	27250
<i>EMERGENCY MEDICAL ASSISTANTS LICENSING BOARD POLICY MANUAL</i>	27000
ENDORSEMENTS	
- discussion and review	27200
EXAMINATIONS	
- development and revision	27200
- final	27200
- index	27200
- study materials	27200
- results	27250

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### SUBJECT HEADINGS

### PRIMARY NUMBERS

- F -

FFRS (See First Responder Registry System)

FIRST RESPONDER REGISTRY SYSTEM 27250  
(See also the Information System Overview in the ISO Section)

FIRST RESPONDERS

- associations	27250
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- evaluation	27250
- instructors	27200
- licensing	27250

- G -

- H -

- I -

INVESTIGATIONS 27100

- J -

- K -

- L -

LICENSING

- emergency medical assistants	27250
- first responders	27250
- out-of-province emergency medical assistants	27300

- M -

- N -

- O -

OUT-OF-PROVINCE APPLICANT SYSTEM 27300

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<u>SUBJECT HEADINGS</u>	<u>PRIMARY NUMBERS</u>
OUT-OF-PROVINCE LICENSING APPLICATIONS	27300
- P -	
PARAMEDICS (See Emergency Medical Assistants)	
PHOTOGRAPHS	
- EMA licenses	27250
POLICIES (See secondary -00 under the appropriate subject primary)	
PROTOCOLS	
- discussion	27200
- Q -	
- R -	
REPORTS	
-ad-hoc	27000
-annual	27000
-assessment tracking	27250
-preceptorship	27250
- S -	
STUDY MATERIALS	
- T -	
TRAINING AGENCIES	27200
- approval	
TRAINING MATERIALS (See STUDY MATERIALS)	
- U -	
- V -	

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SUBJECT HEADINGS

PRIMARY NUMBERS

	- W -	
WEBSITES		27000
	- X -	
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