

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### SECTION 1

#### EMERGENCY MEDICAL ASSISTANTS LICENSING

#### PRIMARY NUMBERS

27000 - 27500

Section 1 covers records relating to the professional regulation of emergency medical assistants (EMAs) by the EMA Licensing Branch, on behalf of the EMA Licensing Board, in accordance with the *Health Emergency Act* (RSBC 1996, c. 182) and the *Emergency Medical Assistants Regulation* (B.C. Reg. 562/2004). This includes: 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.

NOTE: For records relating to the British Columbia Ambulance Service, see the *Emergency Health Services ORCS* (schedule number 123390).

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PIB = Personal Information Bank  
PUR = Public Use Records  
OPR = Office of Primary Responsibility

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NA = Not Applicable  
w = week m = month  
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SO = Superseded or Obsolete  
DE = Destruction  
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### SECTION 1

27000 – EMERGENCY MEDICAL ASSISTANTS LICENSING – 27500

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27000    EMERGENCY MEDICAL ASSISTANTS LICENSING – GENERAL  
(continued)

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.

The manual will be selectively retained by the Branch staff printing one complete copy of the manual for transfer to the archives when the *ORCS* is approved. After that, staff will print off one complete copy of the manual for transfer to the archives every five years.

-03	Emergency Medical Assistants Licensing Board ad hoc reports (covers reports generated by the Complaint and Investigation Tracking System, Emergency Medical Assistant Registry System, EMA Licensing Evaluation Tracking System, First Responder Registry System, and the Out-of-Province Applicant System)	SO	nil	DE
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NOTE: Any reports required to support the licensing of individual EMAS are classified under the appropriate case file in primary 27250 or 27300.

-04	Emergency Medical Assistants Licensing Board annual reports	SO	nil	FR
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SO =    when no longer required for reference purposes

FR =    The government archives will fully retain the Emergency Medical Assistants 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.

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27000	<u>EMERGENCY MEDICAL ASSISTANTS LICENSING – GENERAL</u> (continued)			
	NOTE: The Health and Human Services Library receives two copies of each annual report.			
-20	Emergency Medical Assistants Licensing Board intranet site	SO	nil	DE
	SO = when the web site is altered, updated or redesigned			
	NOTE: This intranet web site is comprised mainly of static documents and links to other websites. It is used as an information and reference tool to assist EMAs and includes policy and procedure manuals, forms, and frequently asked questions. All documents presented on the web site are classified under appropriate secondaries within this <i>ORCS</i> or the <i>Administrative Records Classification System (ARCS)</i> . Because this is a simple system, an information system overview has not been developed.			
-30	Emergency Medical Assistants Licensing Board public web site	SO	nil	DE
	SO = when the web site is altered, updated or redesigned			
	NOTE: This public web site provides general information about the Board, its policy and procedures, the First Responder Program, and the handling of complaints involving patient care issues. All documents presented on the web site are classified under appropriate secondaries within this <i>ORCS</i> or the <i>Administrative Records Classification System (ARCS)</i> . Because this is a simple system, an information system overview has not been developed.			

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27200    LICENSING - GENERAL

Records relating generally to the licensing of personnel who provide emergency health services, including ambulance attendants and first responders such as fire fighters, police officers, and personnel of other agencies approved to provide emergency health services under the *Health Emergency Act* and the *Emergency Medical Assistants Regulation*. This includes the development of written licensing examinations, study materials, scenarios and skill tests, and the approval of training agencies and first responder instructors/evaluators.

Record types include correspondence, memoranda, reports, applications from training agencies including curricula, course objectives, resources, examinations, and related notifications.

For licensing of EMAs, see primary 27250.

Unless otherwise specified below, the ministry OPR (EMA Licensing Branch) will retain these records for:

CY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO            nil            DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Emergency Medical Assistant Licensing Board study materials (includes protocols, flowcharts and supplementary information booklets)		SO	3y	FR

SO = when revised or replaced, and when no longer required for reference

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27200	<u>LICENSING – GENERAL</u> (continued)			
-20	BCAS protocol discussion case files (includes correspondence, research articles, and draft protocols) (arrange by protocol) (covers input and feedback provided by the EMA Licensing Branch on proposed revisions to BCAS protocols)	SO	3y	DE
	SO = when current protocol is revised and all issues resulting from that revision are resolved, and when no longer required for reference purposes			
	DE = BCAS protocol discussion case files may be destroyed upon permission of the records officer because protocol development and approval files are fully retained in the <i>Emergency Health Services ORCS</i> (schedule number 123390).			
-30	Endorsement discussion/review case files (arrange alphabetically by endorsement item) (covers the review of qualification items that define how endorsements are applied to a given license classification)	SO	3y	DE
	SO = when decision is made and reflected in EMA Licensing Board policy and/or BCAS protocols			
	DE = The endorsement discussion/review case files can be destroyed upon approval by the records officer because the qualification items being reviewed and endorsed are reflected in EMA Licensing Board policy and in the B.C. Ambulance Service protocols that are fully retained through the <i>Emergency Health Services ORCS</i> (schedule 123390).			

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27200	<u>LICENSING – GENERAL</u> (continued)			
-40	<p>First responder instructor program files                      (includes instructor notifications regarding prerequisite checks, certification, and required updates to ensure instructors are qualified; instructor listings, log books, and correspondence)                      (arrange alphabetically by function)</p> <p>6y = First responder instructor certification is valid for three years. The six-year combined active and semi-active retention period ensures that these records will not be of further use.</p> <p>NOTE: Information relating to first responder instructor certifications, certification renewals and certification maintenance are data entered into the First Responder Registry System (FRRS).</p>	CY	5y	DE
-50	<p>Licensing examination development and revision case files                      (arrange in numerical order by license level, then by component type)                      (covers revisions to an exam resulting from changes in protocol and procedures or technology, and correspondence with service providers regarding changes or revisions to examinations)</p> <p>SO = when exam has been approved, used and all issues relating to the development or revisions are resolved</p>	SO	3y	DE
-60	<p>Training agency approval case files                      (includes application for approval, recommendations to the Registrar and EMA Licensing Board, and notification to the Emergency Health Services Commission that the agency does or does not meet licensing requirements)                      (arrange alphabetically by training agency)</p> <p>SO = when approval is denied or revoked</p>	SO+1y	6y	DE

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27200 LICENSING – GENERAL (continued)

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 EMA Licensing Board needs to reference the rationale for revoking the approval.

NOTE: The EMA Licensing Board reviews and grants approval to training agencies. The Emergency Health Services Commission has the ability to impact decisions if aware of other circumstances.

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**27250    LICENSING – EMERGENCY MEDICAL ASSISTANTS**

Records relating to the registration and licensing of emergency medical assistants (EMAs), including BC ambulance attendants and police and fire personnel licensed under the First Responder Program.

This function includes the criminal record checks; final evaluation of candidates trained by an approved training agency; reevaluation of licensed assistants who have not been in active practice at their licensed level for more than six months; certifying additional qualifications or endorsements such as intubations, air evacuation, intravenous (IV), etc.; and registering EMA licensing information on the EMA Registry (EMARS) or first responders on the First Responder Registry System (FRRS) as required by the *Emergency Medical Assistants Regulation* (B.C. Reg. 562/2004).

Record types include correspondence, memoranda, reports and other types of records as indicated under relevant secondaries.

For development and revision of examinations, see primary 27200.  
 For a description of the Emergency Medical Assistants Registry System (EMARS), see the information system overview.  
 For a description of the First Responder Registry System (FRRS), see the information system overview.  
 For out of province applicants, see primary 27300.

Unless otherwise specified below, the ministry OPR (EMA Licensing Branch) will retain these records for: CY+1y    nil    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO            nil            DE

-00	Policy and procedures	- OPR	<u>SO</u>	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

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			A	SA	FD
27250	<u>LICENSING – EMERGENCY MEDICAL ASSISTANTS</u> (continued)				
-02	EMA license photograph negatives - film		CY	4y	DE
	NOTE: This secondary is now obsolete as photographs are now retained in electronic format. Photographs received in hard-copy are scanned and stored electronically.				
-03	EMA license photographs - electronic		CY+4y	nil	DE
	NOTE: EMA licenses are valid for 5 years. EMAs must submit a new photograph when they apply to have their license renewed.				
PIB	-04 EMALB criminal record check consent forms (covers consent forms and correspondence for new license applicants and those renewing their licenses)		CY	5y	DE
	6y = The six-year combined active and semi-active retention period meets the requirements of the RCMP auditors.				
	NOTE: Licensees will be required to submit a new criminal record check every 5 years as per proposed changes to the <i>Criminal Records Review Act</i> (RSBC 1996, c. 86).				
	For administrative convenience, criminal record check consent forms may be filed on the relevant EMA licensing case file under secondary 27250-20 or on the First responder licensing case file 27250-50, rather than under this secondary.				

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			A	SA	FD
27250		<u>LICENSING – EMERGENCY MEDICAL ASSISTANTS</u> (continued)			
PIB	-20	EMA licensing case files - paper (includes Application for License [HLTH 2561], identification photographs, copy of the certificate indicating successful completion of training from the certifying institute, examination results, education transcripts, Intubation [HLTH 2502] and/or Intravenous [HLTH 2573] experience logs, criminal record check consent forms, notices of change of name or address, correspondence, or equivalents) (arrange alphabetically by licensee name)	SO+1y	9y	DE
		SO = upon revocation of the license by the EMA Licensing Board or expiration of license without renewal			
		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.			
PIB	-21	EMA licensing case files - electronic	SO	nil	DE
		SO = upon revocation of the license by the EMA Licensing Board or expiration of license without renewal			
PIB	-30	EMA licensing evaluation case files - paper (includes preceptorship reports, requirements checklists, return to work checklist, completed examinations, assessment tracking reports, correspondence, or equivalents) (arrange alphabetically by licensee surname, then by license type or in the case of first responders, by date received)	SO	7y	DE
		SO = when the evaluation or assessment is complete			

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27250    LICENSING – EMERGENCY MEDICAL ASSISTANTS (continued)

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).

NOTE: This secondary covers evaluations 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.

PIB	-31	EMA Licensing Evaluation Tracking System (electronic database)	SO	nil	DE
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SO =    when no longer required to support the evaluation tracking function

NOTE: This in-house database created in MS Access tracks the evaluation of EMAs. Because this is a simple system, an information system overview has not been developed.

	-40	First responder associations consultation and liaison files (includes correspondence with regional districts and first nations organizations who are responsible for multiple first responder agencies or departments, first responder listings and first responder agency listings) (arrange alphabetically by regional district or agency)	SO	nil	DE
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27250	<u>LICENSING – EMERGENCY MEDICAL ASSISTANTS</u> (continued)				
-50	First responder licensing case files - paper (includes Application for First Responder License [HLTH 2489], copies of certification, criminal record check consent forms, request for examinations, class lists, first responder expiry listings, or equivalents) (arrange alphabetically by responder organization or department)		CY	9y	DE
	10y = A first responder license is valid for three years. The combined 10 year active and semi-active retention period ensures that 3 cycles of licensing records are available for each responder.				
	NOTE: Due to the high-volume of licensed first responders (over 7000), records relating to individual responders are filed together according to their organizational or department affiliation. The high volume also dictates that files be sent off-site at the end of each calendar year.				
PIB	-51 First responder licensing case files - electronic		SO	nil	DE
	SO = when the information is superseded or obsolete				

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27300	<u>LICENSING – OUT OF PROVINCE APPLICANTS</u>				
	Records relating to 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.				
	Record types include correspondence, memoranda, applications for registration, professional experience records, information on basic EMA education and request for transcript forms, verification of EMA registration forms, preceptorship documentation, practical evaluation, and examinations and results.				
	Unless otherwise specified below, the ministry OPR (EMA Licensing Branch) will retain these records for:		CY+1y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
	-00 Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	SO	nil	DE
	-01 General				
PIB	-20 Out-of-province applicant case files (arrange alphabetically by applicant surname)		SO	7y	DE
	SO = when the license is issued, application is denied or the file has been inactive for one year				
	7y = The seven-year semi-active retention period ensures the applications are available for a reasonable period should the applicant re-apply.				
	NOTE: When an applicant is hired by the B.C. Ambulance Service or a first responder agency, and a license is issued, copies of the records documenting completion of the out-of-province application process are filed in 27250-20 or 27250-50.				

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27300		<u>LICENSING – OUT OF PROVINCE APPLICANTS</u> (continued)			
PIB	-21	Out-of-Province Applicant System (electronic database)	SO	nil	DE

SO = when no longer required to support the out-of-province application function

NOTE: This in-house database created in MS Access tracks the status of out-of-province applicants. Because this is a simple system, an information system overview has not been developed.

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