



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

EXAMINATION GUIDELINES FOR REGISTRATION AND RESTORATION OF THE PROFESSIONAL BOARD FOR EMERGENCY CARE

1. INTRODUCTION

All individuals who practice any of the health care professions incorporated in the scope of the HPCSA are obliged by the Health Professions Act, 1974, to register with the HPCSA, such that failure to do so constitutes a criminal offence.

The implementation of the examination is in line with the objectives of the Professional Board for Emergency Care as outlined in Section 15A of the Health Professions Act, 1974 (Act No. 56 of 1974), which entails, amongst others, the control and exercise of authority in respect of all matters affecting the education and training of persons in, and the manner of the exercise of the practices pursued in connection with, any health profession falling within the ambit of the professional board. In terms of Section 15B of the Act the boards may appoint examiners and moderators and conduct examinations and charge such fees in respect of the examinations as may be prescribed.

Please note that the Board has the right to outsource the examinations, and therefore individuals who need to write must contact a University of their choice, that offers the required examinations, and enroll to write the examination.

2. DEFINITION OF TERMS

- i. *Examination*- means a method of assessing the standard and/or the skills and knowledge level achieved by a candidate in a discipline and/or profession.
- ii. *Examiner*- means a person appointed by the Professional Board to ascertain whether the specific outcomes of a qualification and its underpinning programme have been achieved.
- iii. *Invigilator*- means any person who supervises candidates during examinations, including any member of the Board or HPCSA staff member. The primary task of the invigilator is to ensure that the examination rules are adhered to at all times.
- iv. *Misconduct*- means any unacceptable/fraudulent act or deed.
- v. *Moderation*- means the process that ensures that the assessment of outcomes has been fair, valid and reliable.

- vi. *Moderator*- means a person appointed by the Professional Board for Emergency Care or relevant Committee established by the Board for measuring the specific outcomes achieved for registration.
- vii. *Qualification*- means the formal recognition and certification of learning achievement conferred by an accredited provider and signifies and formally certifies the demonstrated achievement of a person by means of a planned and purposeful combination of learning outcomes at a specified level of performance.
- viii. *Re-marking*- means the re-marking of an examination answer sheet/book by the moderator and is subject to the payment of a fee (50% of examination fee) by the candidate.

3. REGISTRATION A PREREQUISITE FOR PROFESSIONS UNDER THE AMBIT OF THE BOARD

Registration is a prerequisite for practicing in terms of Section 17 of the Health Professions Act, 1974 (Act No. 56 of 1974), no person shall be entitled to practice within a Republic any profession registrable in terms of the Act, unless he/she is registered. The professions under the ambit of the Professional Board for Emergency Care are the following:

REGISTER CODE	REGISTER
BAA	Basic Ambulance Assistant
AEA	Ambulance Emergency Assistant
OECO	Operational Emergency Care Orderly
ANT	Paramedics
ECT	Emergency Care Technicians
ECP	Emergency Care Practitioners

4. REQUIREMENTS FOR ADMISSION OF BOARD EXAMINATION

4.1 ERASURE

Basic Ambulance Assistant (BAA), Ambulance Emergency Assistant (AEA) and Operational Emergency Care Orderly (OECO)

One to two years since removal from relevant register – HPCSA approved CPD refresher course with a summative assessment.

Two years and more since removal from relevant register – The applicant will be required to undertake and pass a Board examination at an examination centre (Public or Private University/Higher Education Institutions/Provincial College) before restoration. The examination centres and examination dates will be published annually on the HPCSA website. Once the applicant has paid the prescribed fee the candidate will be allocated to the examination centre by the

Education Committee. The course outline and outcomes will be published on HPCSA website. The applicant can elect to do a refresher course with any training provider of their choice or choose to self-study the outcomes prior to the examination. The examination may include a set of Objective Structured Clinical Examinations (OSCEs), a written theoretical examination as well as a paediatric and adult patient simulation and will be moderated by a PBEC-appointed moderator. Examinations may be attempted twice. Additional attempts will not be permissible.

Where OECOs (who holds active registration within this category) wish to register in the AEA category – HPCSA-approved refresher course with a summative assessment.

Paramedics (ANT), Emergency Care Technicians (ECT) and Emergency Care Practitioners (ECP)

One to two years since removal from relevant register – The applicant will be required to undertake and pass a Board examination at an examination centre (Public or Private University/Higher Education Institutions/Provincial College) before restoration. The examination centres and examination dates will be published annually on the HPCSA website. Once the applicant has paid the prescribed fee the candidate will be allocated to the examination centre by the Education Committee. The course outline and outcomes will be published on HPCSA website. The applicant can elect to do a refresher course with any training provider of their choice or choose to self-study the outcomes prior to the examination.

The examinations may include one set of practical assessments (OSCEs and a simulation - inclusive of a paediatric and adult emergency). One remediation opportunity for each assessment is permissible (i.e. one set of OSCEs and one adult and/or paediatric simulation).

The applicant may be required to submit three critical case reflections whilst conducting supervised clinical practice. These will be assessed by a Board examiner. [*This process would require temporary registration as a student with the HPCSA*].

Two years and more since removal relevant register – The applicant will be required to undertake and pass a Board examination at an examination centre (Public or Private University/Higher Education Institutions/Provincial College) before restoration to the relevant register. The examination centres and examination dates will be published annually on the HPCSA website. Once the applicant has paid the prescribed fee the candidate will be allocated to the examination centre by the Education Committee. The course outline and outcomes will be published on HPCSA website. The applicant can elect to do a refresher course at any training provider of their choice or choose to self-study the outcomes prior to the examination.

The examinations may include a theoretical assessment, a viva voce assessment, a set of OSCEs and an adult and paediatric simulation assessment. This examination will be moderated by a PBEC appointed moderator. All assessments must be passed in one examination sitting. If unsuccessful, one entire additional assessment opportunity may be granted.

The applicant must also submit three critical case reflections whilst conducting supervised clinical practice. These will be assessed by a Board examiner. [*This process would require temporary registration as a student with the HPCSA*].

4.2 ADMISSION FOR BOARD EXAMINATION FOR FOREIGN QUALIFIED APPLICATIONS

An applicant must hold a qualification equivalent to the recognised South African qualification.

The minimum period of education must correspond with the education required from candidates qualifying in South Africa.

An applicant for registration must also submit official documentary evidence of having completed full-time practical training and/or professional experience.

The attached application form, duly completed

- Copies of all degree/diploma certificates or similar academic qualifications certified by an attorney in his capacity as notary public and bearing the official stamp. Copies certified only by a Commissioner of Oaths will not be accepted.
- Original transcripts of record issued by your educational institution indicating course content of each qualification referred to above (copies of original documents will only be accepted if duly certified as outlined above).
- A recent original Certificate of Status (Certificate of Good Standing), indicating that the applicant is in good standing, issued by the foreign registration authority where the applicant is currently registered which has been issued within the preceding three months.
- A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public as indicated above.
- A letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Program (FWMP) of the National Department of Health (Form 176 DOH attached hereto for this purpose). Applications should be directed to the Programme Manager, FWMP, National Department of Health, Civitas Building, 222 Thabo Sehume Street or Private Bag X828, Pretoria, 0001, RSA.

4.3 CANCELLATION OR RESCHEDULING THE BOARD EXAMINATION

Cancellation of an application to sit for the examination must be in writing and e-mailed to: MamoketeM@hpcsa.co.za or MatshidisoMo@hpcsa.co.za

Notification of cancellation to sit for the examination has to reach the Board at least 3 weeks prior to date of the examination, where after the examination handling fee will be forfeited.

4.4 CHANGE OF ADDRESS OR CONTACT DETAILS

If the applicant changes either his/her address or contact details before the examination for which an application has been made, the applicant shall notify the

Board in writing of such change of address or contact details at least 3 weeks prior to date of the examination to ensure that the study material and confirmation of the examination venue are mailed to the correct address.

5. EXAMINATION FEES APPLICABLE TO THE PBEC REGISTERS

REGISTER CODE	REGISTER	EXAMINATION FEE
BAA	Basic Ambulance Assistant	R1 600 per candidate per day
AEA	Ambulance Emergency Assistant	R1 600 per candidate per day
OECO	Operational Emergency Care Orderly	R1 600 per candidate per day
ANT	Paramedics	R1 600 per candidate per day
ECT	Emergency Care Technicians	R1 600 per candidate per day
ECP	Emergency Care Practitioners	R1 600 per candidate per day

6. PAYMENT OF THE EXAMINATION FEE

The proof of payment (deposit slip) must reflect the candidate's surname, registration number and contact telephone number and correct reference number either registration number, initials, surname and Professional Board PBEC (for restoration) or ID or passport number, initials, surname and Professional Board PBEC (for Foreign Qualified candidates).

The Professional Board will not accept responsibility for exclusion of a name of a candidate from the list of candidates due to non-receipt of proof of payment by the HPCSA.

The banking details of the HPCSA are as follows:

HPCSA

ABSA

Arcadia Branch

Account number: 0610-000-169

Branch code: 33-49-45

REF NO:REGISTRATION NUMBER, INITIALS AND SURNAME OF THE CANDIDATE – PBEC

ID/PASSPORT, INITIALS AND SURNAME OF THE CANDIDATE (for Foreign Qualified) - PBEC

The HPCSA has for safety reasons implemented “a no cash on premises policy” and payments have to be made at the bank or through the internet;

Incomplete application forms will not be processed and will be returned to candidates;

Applications received after the closing date will not be considered;

An admission letter issued by the Board, their ID/Passport document to be provided to the invigilator on the day of the examination.

7. BOARD EXAMINATIONS

The South African Qualifications Authority’s (SAQA) framework requires that examinations and/or assessments are based on minimum objective criteria/outcomes. The examination is predicated on minimum competency and ethical standards within the South African context, legislation and international best practice in the profession.

The purpose of the examination is to establish insofar as is possible whether the applicant demonstrates the exit level outcomes that are indicators of professional competence to practice the profession.

8. STRUCTURE OF THE EXAMINATION

Once the application forms have been assessed by the Board, they will be evaluated in order to decide whether the applicant complies with basic education and training requirements for the practice of emergency care in South Africa. The requirement of practical exams will be decided based on the work experience of the applicant. The Board will inform the candidate whether they are eligible to write the exams and whether they are required to do practical exams.

9. ARRANGING EXAMINATION DATES, VENUES AND APPOINTMENT OF EXAMINERS AND MODERATORS

1. The examination dates will coincide with the quarterly Education, Training and Registration Committee meetings.
2. The applicant will be assigned to the nearest examination centre to their place of residence. Once assigned, the examination date, time and venue cannot be changed. Examination candidates who arrive late or who are absent from any part of the examination will forfeit the examination attempt.
3. The Board will determine the examination centres, appoint examiners and moderators at the first Education, Training and Registration Committee meeting every year. The examination dates and exam centres are subject to change during the year. These changes will be posted on the HPCSA website.
4. The minimum requirements for an examiner or moderator would be an ALS. Paramedic/ECT or CCA or ECP qualification if ALS examination, with 2 years academic experience (Reference Form 169A).

5. The examiners once appointed, will set the national Board examination based on the course outcomes.
6. The examination will be moderated by the moderator appointed by Board who will submit a pre-moderation report to the Education, Training and Registration Committee for approval prior to the examination.
7. The examiner examines the candidate and the clinical portfolio and will submit the results to the moderator within 2 weeks of the examination. The moderator will submit the results and the final moderation report within 2 weeks to the Board on Form 293.
8. When all the criteria have been met, the Education, Training and Registration Committee will submit the names of the candidates for approval to be restored to the Board.
9. The examination centre, examiner and moderator will submit claims to the Board at the end of the examination process.

10. SITTING FOR THE BOARD EXAMINATION AND QUALIFYING FOR RE-EXAMINATION

1. The applicant must attain 50% or more in each component of the examination to pass. Failure in any one component will result in an overall fail result.
2. The final examination results will be released by the Board to the candidate.
3. The candidate who fails on the first attempt will be given one opportunity to rewrite at next examination date. If the candidate fails the examination a second time, they must reapply and pay the prescribed fee.
4. Appeals of examination results may be submitted to the Board for further consideration. Proof of payment of the examination fee must be submitted.
5. Successful candidates' names will be added to the register after they have paid the registration/restoration fee.
6. The fees payable for a re-examination is 100% of the examination fee.

11. COMPLAINTS AND/OR REQUEST PERTAINING TO REMARKING THE EXAMINATION

1. Candidates who have any complaints/grievances regarding the examination are at liberty to submit their complaints/grievances *in writing* to the Board within *1 week* after date of the examination.
2. The complaints process aims to be fair to all parties involved with the complaint. All complaints will be treated as legitimate and investigated without prejudice.

3. Complaints will be dealt with promptly, courteously and in accordance with their urgency within the Board's set timeframes. Complaints will be resolved in a maximum of 30 working days where possible. Complaints handling shall be at no charge to the complainant, subject to statutory requirements. However, the normal charges relating to Access of Information requests will apply.
4. Complaints have to be lodged in writing and may be submitted by e-mail to: MamoketeM@hpcsa.co.za or MatshidisoMo@hpcsa.co.za

12. FRAUD, DISHONESTY AND OTHER MISCONDUCT

If it shall appear to the Board that there is credible evidence of the following misconduct and/or fraudulent activities, the Board shall serve written charges on the specific candidate by mail at the last address provided to the Board by the candidate, stating with particularity the facts upon which such charges are based. The candidate's examination results shall be withheld pending the outcome of the investigation:

1. Either by omission or commission falsified the application or proof required for admission to the Board examination or misrepresented the applicant's eligibility to sit for the Board Examination.
2. Either by omission or commission falsified documentation submitted in support of a special request or served such documentation under false pretences.
3. Opened a question paper or reviewed the questions prior to the announcement that the examination has begun, or otherwise violated any of the oral and/or written instructions given by the invigilators in connection with the administration of the Board examination.
4. Memorised questions for the purpose of reporting and/or reported the substance of questions to any person associated with any person or organization engaged in the preparation of the applicants to take the Board examination or otherwise violated the copyright protection to the Board examination materials.
5. Engaged in fraud, dishonesty in connection with the administration of the Board examination.
6. Compromised or disrupted the process for admission to/or administration of the Board examination.

Candidates shall be granted an opportunity to respond to the charges within a period of 21 days after date of the letter which contains the charges. Such a response shall identify with specificity the charges disputed by the candidate, who shall set forth any evidence which can be adduced by the candidate in the contradiction of such charges. The applicant may include in such written response a request that a hearing be held.

In the event of the candidate not submitting a written response within the set timeframe, the Board shall deem the facts presented in the written charges to be true. In the event of the candidate not requesting a hearing and the Board does not on its own accord determine to conduct a hearing, the Board shall make a determination based on the evidence submitted.

The Board shall have the authority to determine a sanction to be applied based on the severity of the allegations/offences and inform the candidate accordingly. Sanctions to be applied by the Board may include but not be limited to:

1. Nullification of the examination taken by the candidate.
2. Disqualification of the candidate from sitting for another examination for a period not exceeding five years from the date of such determination.
3. Invalidation or striking off one or more answers of the examination taken by the candidate, or reduction of the candidate's final score by one or more points.

The Board shall notify the candidate of its decision in writing within a period of 30 days from the date of the hearing of the charges.

The candidate shall be entitled to representation by an attorney at his/her own expense at every stage of the proceedings.

13. SUGGESTED READING MATERIAL

The course outline and outcomes published on the HPCSA website are generic, based on the most recent guidelines, and intended only to guide the candidate and not intended as study notes.