

HCC EMS Code of Conduct

Attendance and Tardiness

Attendance at all classroom, skill sessions, and hands on training is mandatory. **Tardiness will not be tolerated.** This will include when reporting to any duty location (classroom and clinical rotations.)

Teamwork and Personal Effort

- It is one of the primary goals of HCCS to instill a commitment to teamwork among its EMS students. Therefore, the students shall cooperate, support and assist each other whenever necessary.
- The student's best effort is expected at all times.

Courtesy

- Students shall always exhibit courteous behavior and professionalism toward all staff, instructors, members of the EMS service, Hospital staff, and other individuals they encounter.
- Students will initiate a polite greeting to all individuals they encounter and they will respond appropriately to any greeting directed to them.

Respect for Others

- Respect will be shown to all members of the Instructional staff.
- Respect will be shown to all civilians and to fellow students.
- Disrespect or abusive language toward any individual or group shall be considered insubordination.
- Students shall respect the rights of all individuals and will not engage in discrimination, oppression, or favoritism.
- Cell phones will remain on silent cell phone and ear plugs shall not be worn during class or clinical times. Cell phones that ring during an exam will result in the student being asked to leave the room and a score of zero will be awarded. During testing times students will not look at any electronic device.

Appearance

All EMS students shall adhere to the uniform regulations set forth in the Code of Conduct

Uniform Regulations

This section establishes specific regulations for wearing uniforms and related equipment. EMS students shall wear only those uniform items officially sanctioned by the HCCS EMS training.

Official Uniform and Equipment

Students must purchase uniform for classroom and clinical use. The style and manner in which any uniform or equipment item is worn, carried and/or used shall be designated in this Code of Conduct.

The official uniform of an HCC trainee shall consist of the following:

- Uniform pants
- Blue HCC EMS T-shirt
- Uniform long-sleeved shirt or short sleeved shirt with an HCC EMS Program Patch
- Black socks at least mid calf high. No anklets, I do not want to see skin.
- All leather Black Belt. No metal belt buckles.
- Black shoe or boot must be all black.
- ID Tag
- Watch with a second hand, your cell phone will not work for this.
- Lab jacket with an HCC EMS Patch (proper length) will need this for clinical.

Uniform Maintenance

Students shall be responsible for keeping all uniform articles clean and in good repair. Uniform shirts are to be kept clean and pressed.

Uniform pants will be kept clean and pressed. They will be plain bottom leg, hemmed no shorter than to the top of the back of the shoe. Pants will be worn at the natural waist line, not on the hips, with the HCC uniform belt.

Lab jacket will be clean and pressed for each clinical rotation

Name Tags

Students shall wear the issued name tag affixed to the front of the uniform shirt. Students shall wear name tags at all times when wearing the uniform.

Personal Appearance and Grooming Standards

This section establishes standards governing the maintenance of a professional image by all students. These standards will apply to both men and women unless otherwise specified. These standards are for both classroom and clinical settings.

- No excessive cologne
- No excessive perfume
- No excessive make-up
- No cartilage piercings shall be worn in class or clinical settings
- Men must cleanly shaven

Hair and Grooming Standards of Male Members:

Hair will be clean, neat, well trimmed, and properly combed at all times, except under adverse conditions. Hair will not contain excessive amounts of grooming aids such as grease, creams, oils, and sprays.

Hairstyles shall be within the following restrictions:

- Hair on top of the head shall not, when combed, picked, blown or teased, exceed 2" in height.
- Hair in front shall be groomed so that it does not fall below the eyebrows.
- Men with longer hair must pull the hair back during all skills and clinical rotations.
- Hair may be dyed, tinted or frosted in colors naturally occurring in human hair.
- **Facial Hair: no beards, goatees, or mustaches are allowed. Members must be otherwise clean-shaven when reporting for class and clinical**
- Sideburns
 - will be kept neatly trimmed

- shall not be flared, bushy or a similar style (such as "muttonchops")
- shall not extend lower than one-third the way down from the top of the ear, and shall end in a clean horizontal line.
- All personnel will have fingernails that are clean and neatly trimmed so as not to extend more than 1/2" beyond the fingertip. Nails are not to interfere with the efficient operations of HCC equipment and patient care
- No earrings, visible body piercings, or tongue piercings/rings are permitted.
- No necklaces or bracelets are allowed.
- Tattoos must not be visible during class sessions or clinical rotations

Hair and Grooming Standards of Female Members:

Hair will be neat, clean, well trimmed, and properly combed at all times except under adverse conditions, such as during an emergency. Hair will not contain excessive amounts of grooming aids such as grease, creams, oils, and sprays.

Hairstyles shall be within the following restrictions:

- Hair must be pulled back during all skills and clinical rotations
- Hair may be dyed, tinted, or frosted in colors naturally occurring in human hair.
- Hair should not fall below the eyebrows.
- All personnel will have fingernails that are clean and neatly trimmed so as not to extend more than 1/2" beyond the fingertip. Nails are not to interfere with the efficient operation of HCC equipment and patient care. Overlay, such as acrylic or solar or other "false" nails shall not be worn during clinical rotations due to infectious disease concerns.
- No earrings, visible body piercings, or tongue piercings/rings are permitted.
- No necklaces or bracelets are allowed.
- Tattoos must not be visible during class sessions or clinical rotations

Underclothing

Blue HCC EMS T-shirts shall be worn as part of the uniform. The T-shirt sleeves shall be no longer than the uniform shirtsleeves.

Other appropriate personal underclothing shall be worn.

Application of Standards

Should any question arise pertaining to the standards set forth in this section, the judgment of the EMS Faculty will stand as a final decision and the trainee will take whatever action is necessary in order to comply.

I have read the Code of Conduct and will adhere to the Code of Conduct. I also understand that if I violate the Code of Conduct I will be sent home and all hours missed will be made up per the 1501 Syllabus.

Student Signature

Print Student Name

Lead Instructor Signature

Date