Purpose:

To provide guidelines for students and observers in the wearing of his or her uniform, personal appearance and expectations while obtaining clinical learning experience with West Des Moines EMS. The uniform and appearance of the student or observer provides recognition and professionalism when responding to an emergency or while in public.

Policy:

1. Intoxicants
   - No student under the influence of an intoxicant shall report for clinical learning under any circumstances.
   - No student shall use or consume intoxicants while attending a scheduled shift.
   - No alcohol shall be consumed within eight (8) hours of starting a shift.
   - No student shall report to duty and not be able to perform normally due to the effects of alcohol consumption prior to their shift. Poor attitude, tiredness, feeling ill and slow mental decision making ability due to the effects of alcohol will not be tolerated.

2. Medications

   No student shall report to duty under the influence of medication which impairs their mental ability or decision-making whether prescriptions or non-prescriptions unless approved by a member of the Command Staff.
3. Uniform maintenance
   - All students and observers shall keep uniforms clean and neat in appearance.
   - Shorts and open toed footwear are unacceptable at all times.

4. Wearing of uniform
   - Uniforms shall be worn in a professional manner.
   - The uniform worn shall be the uniform required by the student’s or observer’s educational facility.
   - Shirts will be well pressed.
   - Shoes and belts will be solid black in color.
   - Socks/hose shall be dark in color if visible.

5. Name badge
   A name badge that identifies the wearer by name and by student type shall be worn in a visible manner at all times.

6. Confidentiality
   All students and observers will abide by departmental policies regarding patient confidentiality.

7. Liability Waiver
   All students and observers will complete a Passenger Liability Release form prior to beginning ride time.

8. Overnight Arrangements
   When learning or observing during the night-time hours (2300-0700) all attempts to have a bed available for student or observer sleeping will be made. Due to space limitations a private bedroom or bed are not always available. If a student or observer is uncomfortable for any reasons with sleeping accommodations, it is the student’s or observer’s responsibility to notify the Lieutenant or supervisor on duty. All reasonable attempts will be made to find satisfactory accommodations.

9. Use of Tobacco
   Tobacco use is inconsistent with a professional image for the EMS provider as well as good personal health habits. Therefore, tobacco use, whether “smokeless” (chew or dip) or smoked (cigarettes or cigars) is prohibited except in designated areas located outside of City facilities.
10. Personal Appearance – Male Students and observers

Hair

- The hairstyle shall not be more than medium length and fullness.
- A neat pattern on the rear of the neck shall be maintained, the growth must be neatly trimmed near the collar line and shall not exceed over the shirt or the coat collar.
- The hair will be cut in a neat and proper manner, which does not reflect on, or detract from the wearing of a uniform.

Sideburns

- Sideburns will be neatly trimmed with straight lines.
- The base will be a clean-shaven line and the length of the hair that constitutes the sideburns will be evenly tapered in the same manner as the remainder of the hair on the side of the head.
- The base of the sideburn will not extend downward beyond the line parallel to the ground and drawn horizontally from the bottom of the ear lobe. The forward and rear edges will be maintained at a vertical line and shall not exceed one and one-fourth (1-1/4) inches at the broadest point.
- The growth shall not be more than one-half (1/2) inch in depth.

Mustaches

- The mustache will not extend more than one-fourth (1/4) inch past an imaginary vertical line running from the corners of the mouth.
- The hair from the mustache will not extend over the upper-most edge of the upper lip.
- The hair of the mustache will be groomed in such a manner so as not to present a bushy appearance.

Beard

- Beards are not recommended. If the student chooses to wear a beard he must be able to successfully pass all HEPA mask requirements.
- The beard length will not exceed one-half inch (1/2) in depth and will be groomed in a manner so as not to present a projected bushy appearance.

Jewelry
• Items shall be of a nature which will not detract from the uniform or interfere with the student’s or observer’s duties or cause a hazard to the student.
• No earrings or exposed body piercing will be allowed.

Tattoos

• Tattoos shall be covered up, at all times during clinical learning.

11. Personal Appearance – Female Students and observers

Hair

• Free hairstyles shall not interfere with pt. care or safety of the student/observer.
• In all instances, hair will be worn in a neat manner which does not detract from the wearing of the uniform.

Make-up

• Excessive make-up such as dark, heavy eye shadow, false eyelashes and heavy mascara, which would detract from the uniform, is prohibited.
• Make-up, if worn, shall be moderate and natural appearing.

Jewelry

• Jewelry items shall be of a nature which will not detract from the uniform or interfere with the student’s or observer’s duties or cause a hazard to the student.
• One post earring will be allowed per ear.
• No exposed body piercing will be allowed.

Tattoos

• Tattoos shall be covered up, at all times during clinical learning.