

ORANGE COAST COLLEGE EMT PROGRAM

DRESS CODE

During your clinical internship you will represent Orange Coast College and the Allied Health Department. You are expected to present a professional, cooperative and pleasant appearance and conduct yourself accordingly at all times. Failure to comply with the dress code will result in your immediate dismissal from the clinical site and may jeopardize your ability to complete your clinical obligations and receive a satisfactory grade.

1. Clean, dry hair that is worn away from the face and off the uniform. If hair is longer than the shirt collar, it must be worn in a ponytail or other appropriate style (consistent with socially accepted standards for your gender) that will remove all hair from the face and neck. Excessive or distracting hairstyles are prohibited. Unnatural hair colors are prohibited.
2. No beards. Mustaches must be neatly trimmed and clean and not extend past the sides of the lips. Sideburns are to be no longer than one inch in length.
3. Attention must be paid to good hygiene. You must be neat and clean and free of foul odors.
4. Proper and appropriate undergarments (bra, underpants, etc.) and socks or hose.
5. Make-up should be worn with moderation. No perfumes, colognes or aftershave as these may be offensive to some patients or trigger allergic reactions. Male students may not wear make-up.
6. Nails must be clean and well groomed. Nails must not exceed the length of one-quarter-inch past the fingertip. Females may wear nail polish that is clear or in nude/flesh tones. Males may not wear nail polish. No acrylic nails are permitted.
7. Jewelry should be left at home. Wedding bands are acceptable. Females may wear small stud earrings, limited to one earring per ear. Males may not wear earrings. Males and females may not wear other visible piercings including, but not limited to, cartilage piercing, ear plugs, nose piercing, tongue piercing, and lip, eyebrow or other facial piercing.
8. Hats are prohibited.

9. Clothing, such as long sleeves, must cover tattoos.
10. Scrubs or other medical uniforms are prohibited.
11. Jeans or denim pants and shirts are prohibited.
12. Sweat suits, sweat pants and sweat shirts are prohibited.
13. No revealing or see-through clothing, beach attire, exercise attire, shorts or cargo pants are allowed. Cargo pants are defined as pants that have any additional pockets along the legs in addition to front pockets and back rear pockets.
14. T-shirts, shirts with writing on them, and tank tops are prohibited.
15. If you wear a belt, it must be a simple black belt, free of adornment.
16. Shirts must be neatly tucked into pants.
17. Attire:
 - Professional looking blue or black **slacks**, which are free of wrinkles and stains. Examples are Dockers® and Dickies®. No cargo pants. No pants that are made from denim, velvet, satin, or are tight or snug are permitted. All pants must be able to button with your shift tucked in.
 - OCC EMT student white polo shirt.
 - Shoes with a closed toe and a closed heel and free of signs of excessive wear. Shoes must be a solid neutral color and not have a heel higher than one inch. Rubber soled shoes are required. No sandals, thongs, or boots are allowed. Athletic shoes are permitted without excessive wear, distracting designs or colors.
 - OCC student ID badge worn on shirt in a visible location, such as by your collar.
 - Watch with a second hand
 - Stethoscope

PROFESSIONAL CONDUCT

1. No gum chewing or smoking while at clinical sites.
2. Appropriate communication is required at all times. Unprofessional language, conversations, jokes, profanity or discussing patients or ethnic groups in a disparaging manner is inappropriate and cause for immediate removal from your shift.

3. Arrive on time, dressed appropriately, and report to the charge nurse or dispatcher.
4. Stay for the entire length of your clinical assignment and leave at the designated time. **DO NOT** stay past your scheduled shift.
5. Observe all clinical rules and policies and procedures. If in doubt - ask your proctor or preceptor.
6. Adhere to patient confidentiality and HIPAA regulations at all times.
7. Assist the hospital and ambulance personnel as assigned.
8. Do not perform any procedures or have patient contact without the supervision of hospital or ambulance personnel.
9. Do not perform any procedure which is outside the scope of practice of an EMT-Basic in California, even if your preceptor remains with you and observes you.
10. Report to your assigned preceptor or proctor if you are leaving for a break and at the end of your shift. Do not forget to have your evaluation completed prior to leaving.
11. In the hospital setting, you are not permitted to leave the emergency department to continue your clinical internship or observe patient care or procedures. The only exceptions include assisting emergency department personnel to transport patients to in-patient units and to accompany emergency department personnel and physicians to a cardiac arrest within the hospital if you are asked to do so. You may not go to the operating room to observe surgeries or travel to other units to observe procedures.
12. No sleeping while at the clinical site.
13. Follow all standard precautions. Wash hands between patient every contact and when changing gloves.
14. No cell phone use.
15. Always explain to the patient that you are a student and gain their permission (consent) to examine them, perform and assist procedures, and ask SAMPLE history questions.
16. Be a patient advocate and respect a patient's modesty and privacy.

IMPORTANT!!

1. **DO NOT** stay past your scheduled time.
2. **DO NOT** schedule additional shifts or ride-alongs.
3. **DO NOT** contact the hospital or ambulance company directly at anytime for any reason.
4. **DO NOT** contact hospital or ambulance personnel at their place of work or at their home at anytime for any reason.
5. **DO NOT** solicit employment for yourself, your friends or family members at your clinical site while you are a student in the OCC EMT-1 program.
6. **Do NOT** leave the emergency department when scheduled at the hospital to go to observe patients and procedures in other areas unless assisting with the transportation of a patient from the ED to their assigned room
7. **Never** be alone with a patient.