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.

Standards of Conduct
According to its policy on student conduct, Houston Community College views college-level students as adults who subscribe to a basic standard of conduct, which requires that they not violate any municipal, state or federal laws. Therefore, no student may disrupt or otherwise interfere with any educational activity being performed by a member of the college district. In addition, no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars.
**Threatening or Violent Behavior**

Students are prohibited from making threats or engaging in violent activities. Examples of such behavior consist of, but are not limited to, the following:

- Intentionally, recklessly, or negligently engaging in verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.
- Stalking or willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, harassed, molested.
- Engaging in a physical altercation or fighting
- Causing physical injury to another person
- Sexual assault

Such behaviors will not be tolerated and may be grounds for expulsion. A student who poses a threat to him/herself or others will be subject to disciplinary action which may involve a mental health leave of absence.

*Refer to more information on Student Code of Conduct and Discipline on website www.hccs.edu*

**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.

Sleeping during ambulance rotations will **NOT** be tolerated. Student will be sent home by the preceptor (or other designee) with the service.
**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 or low cut running socks.
- All leather Black Belt. No metal belt buckles**.
- Black boots ONLY/ MUST be all black (NO shoes or sneakers).
- HCC EMS Student 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.**

** ITEMS MUST BE PURCHASED FROM LONESTAR UNIFORM

**Uniform Maintenance**
Students shall be responsible for keeping all uniform articles clean and in good repair.
Uniform shirts / pants are to 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 or earings 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 - 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 Clothing
A plain long sleeve blue or black shirt can be worn under the blue HCC EMS T-shirts as needed in cold weather.
A plain black or blue jacket – without a hood – can be worn as needed in cold weather – when doing so the ID badge must be placed so it is visible to the instructor.
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.

Religious Accommodation
Requests for religious accommodation must be made in writing to the religious accommodations officer and should be accompanied by a certification from an official document the prospective student’s religious organization provides verifying the need for the request.

We will make reasonable accommodations for a cadet’s religious observance or practice if it does not impose an undue hardship on the conduct of course business or create an undue hardship for the institution.

Religious Accommodation Officer:
Johnny Sessums, Director PSI – 713-718-8363