



TITLE

MANAGING UNIFORM STANDARDS

SCOPE

Provincial: Emergency Medical Services

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To define the uniform standard for Alberta Health Services (AHS) Emergency Medical Services (EMS).
- To define the process of uniform issue and replacement.

PRINCIPLES

Uniformed personnel are representative of the AHS organization and the EMS profession. In conjunction with the AHS Code of Conduct, a well-defined uniform standard contributes to positive public perception and confidence in **EMS personnel**.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Initial Allocation of Uniforms

1.1 All Uniformed Personnel:

- a) Upon initial hire, shall receive the basic uniform allotment consisting of:
 - (i) Four (4) t-shirts*

- (ii) Four (4) shirts – a combination of short or long sleeve at the employee's discretion*
- (iii) Four (4) pairs of uniform pants
- (iv) Two (2) uniform sweaters
- (v) One (1) tie
- (vi) One (1) tie bar/pin
- (vii) Two (2) name plates
- (viii) One (1) black leather belt
- (ix) Four (4) pairs of epaulette slip-on insignia as appropriate for job classification
- (x) AHS photo identification

* **Note:** When a **Practitioner** has been issued a ballistic vest the shirt and t-shirt issue will be appropriate to wear with a ballistic vest.

1.2 **Emergency Communications Officer (ECO's):**

- a) Upon initial hire, shall also receive:
 - (i) One (1) telecommunications headset

1.3 **Practitioners:**

- a) Upon initial hire, shall also receive:
 - (i) One (1) high-visibility jacket
 - (ii) One (1) pair winter gloves
 - (iii) One (1) pair of winter/outerwear pants
 - (iv) One (1) pair of winter boots
 - (v) One (1) toque
 - (vi) One (1) summer hat
 - (vii) One (1) stethoscope*
 - (viii) One (1) flashlight and holder
 - (ix) One (1) pair of safety glasses

- (x) One (1) duty bag
- (xi) One (1) pair of scissors and holder
- (xii) One (1) two piece duty belt and four (4) belt keepers
- (xiii) One (1) safety helmet
- (xiv) Footwear as appropriate for work area

* **Note:** For recruit Practitioners who choose to update to the Littman III stethoscope, the Employer will reimburse, on a one (1) time basis, the cost of the department issued stethoscope, upon issue of a receipt.

- b) If requested by a Practitioner and approved by their supervisor, the employer shall supply, on a one time basis, an internal ballistic vest with no **Uniform Allocation Points** deducted.
 - (i) If ballistic vests are requested and issued to a Practitioner, they shall be worn at all times unless the Practitioner is off at a station or assigned to work in a healthcare facility.
 - (ii) Ballistic vest replacement, due to wear, shall occur through the Uniform Allocation Points process.
 - (iii) Ballistic vests with manufacturer defects or those past their expiry date shall be replaced without use of the Uniform Allocation Points process.

1.4 Vehicle Service Attendants (VSA) / Medical Equipment Technicians (MET):

- a) Upon initial hire, shall also receive:
 - (i) One (1) pair of safety glasses
 - (ii) One (1) high-visibility jacket
 - (iii) One (1) pair winter gloves
 - (iv) One (1) toque
 - (v) One (1) flashlight and holder
 - (vi) Footwear as appropriate for work area

1.5 Special Operations:

- a) Uniform needs for specialized teams (e.g., Air Medical, Tactical EMS, Public Safety Unit) will be identified by their respective director.

- b) Ordering of uniforms required and reissuance of specialty items will be coordinated by the supervisor of each specialty area.
- c) Reissuance of specialty items shall be tracked through the Uniform Allocation Points Process administered by EMS Business Standards and Operations Support.

1.6 Wearing of Non-AHS issued items:

- a) Uniformed personnel must have the approval of their supervisor to wear any item not issued by AHS.

2. Replacement of Uniform Items for Non-Management Uniformed Personnel

2.1 Uniform Allocation Points Process:

- a) The replacement of uniforms for uniformed personnel will occur through a yearly Uniform Allocation Points accrual system where EMS personnel are responsible and accountable for their uniform needs.
- b) Points will be allocated April 1st of each year.
- c) Each full time uniformed personnel will receive 400 Uniform Allocation Points per year with a carryover of remaining points from the previous year; to a maximum of 450 points at any time.
- d) Casual uniformed personnel will receive 200 Uniform Allocation Points per year with a carryover of remaining points from the previous year; to a maximum of 250 points at any time.
- e) Job share uniformed personnel will receive 400 Uniform Allocation Points per year with a carryover of remaining points from the previous year; to a maximum of 450 points at any time. These points will be divided between the two employees based on their work arrangement.
- f) Uniformed personnel transitioning from a casual/part time position to a full time position shall be given an additional 200 Uniform Allocation Points.
- g) Uniformed personnel transitioning from a full time position to a casual/part time position shall retain a maximum of 250 Uniform Allocation Points. Transitioning uniformed personnel that have used in excess of 250 Uniform Allocation Points while in a full time position shall have a zero balance until the next allocation.
- h) For recruits, the initial issue of uniforms and equipment, outlined in section 1.0 (above), will be considered their uniform issue for the first year of their employment.
 - If a recruit is hired after January 01 of a given year, they will not receive any Uniform Allocation Points on April 01 of that year.

- If a recruit is hired on or after July 01, but before December 31 of a given year, they will receive one half ($\frac{1}{2}$) of the Uniform Allocation Points as outlined in point 2.1 a) to g) (above) on April 01 of the following year.
 - If a recruit is hired after April 01, but on or before June 30 of a given year, they will receive the full Uniform Allocation Points as outlined in point 2.1 a) to g) (above) on April 01 of the following year.
- i) A maximum of 125 Uniform Allocation Points can be spent on footwear every two years.
 - j) Uniform Allocation Points have no cash value.
 - k) A uniform order process will be communicated annually; it is to be completed and submitted by the specified deadline.
 - l) A distribution process will be communicated by EMS Business Standards and Operations Support.
 - m) A process for returning or exchanging items will be communicated by EMS Business Standards and Operations Support.
 - n) A provincial clothing committee, chaired by EMS Business Standards and Operations Support, will provide recommendations to AHS EMS senior management pertaining to uniform standards, etiquette or items to be issued.
 - o) In the event that uniformed personnel become pregnant and require additional uniform items, two additional uniform shirts and two pairs of pants will be issued at no loss of Uniform Allocation Points.

2.2 Reimbursement of Funds:

- a) Funds expended for the purchase of footwear will be reimbursed, with the following conditions:
 - (i) The footwear purchase must be pre-authorized by the designated uniform coordinator for each zone/area.
 - (ii) The footwear complies with current EMS standards.
 - Black leather
 - Minimum 8" upper
 - Rubber soles
 - Steel or composite toe and shank

- CSA or equivalent approval
 - (iii) The purchase does not exceed to a maximum of \$300 every two years.
 - (iv) The appropriate number of Uniform Allocation Points will be deducted for the purchase.
 - b) Funds to cover the cost of uniform alterations will be reimbursed with the following conditions:
 - (i) The alteration must be pre-authorized by the designated uniform coordinator for each zone/area.
 - (ii) The alterations are completed at an approved facility.
- 2.3 Lost, Damaged or Stolen Issued Items:
- a) It is the responsibility of EMS personnel to report any lost, damaged or stolen items to their supervisor.
 - b) EMS personnel are responsible for replacement of lost items and replacement will be by means of Uniform Allocation Point deductions.
 - c) Damaged or stolen items will be replaced outside the Uniform Allocation Points system as approved by the designated uniform coordinator for each zone/area.
 - d) Requests for replacement of stolen issue items must be accompanied by a police report.
 - e) Replacement fees for AHS photo identification cards are the responsibility of EMS personnel.
- 2.4 Uniformed Personnel Transferring within AHS EMS:
- a) EMS personnel will keep all issued uniform items and no new issuance will occur.
 - b) Accumulated Uniform Allocation Point balances will remain with EMS personnel.
- 2.5 Uniformed Personnel Exiting AHS EMS:
- a) Prior to exiting the employment of AHS EMS, whether by resignation, retirement or termination, EMS personnel will be provided a list of items to be returned to their supervisor.

2.6 Mandatory Replacement:

- a) Supervisors have the right to direct EMS personnel to replace uniform items as necessary.
 - (i) An appropriate amount points shall be subtracted from the EMS personnel's accrual.
 - (ii) If the EMS personnel has no points remaining, their Uniform Allocation Points will be put in arrears until they accumulate the required points.

DEFINITIONS

EMS personnel means all staff of AHS EMS and includes casual and part-time employees, as well as volunteers.

Emergency Communications Officer (ECO) means EMS personnel that perform EMS call taking, dispatching and deployment.

Practitioner means an EMR, EMT or EMT-P registered with the Alberta College of Paramedics.

Uniformed personnel means EMS personnel required to wear uniforms at any time in the performance of their duties.

Uniform Allocation Points means an annual allotment of points, given to each uniformed staff member, used to procure additional uniform items.

REFERENCES

- Alberta Health Services Resources:
 - Alberta Health Services *Dress Code Policy* (#5.11)
- Non-Alberta Health Services Documents:
 - Alberta Occupational Health & Safety Code Part 18 *Personal Protective Equipment*
 - *Respiratory Protective Equipment* 250 (2)

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