



<b>Title</b>	<b>Examination Dress Code</b>
<b>Policy Number</b>	<b>EMALB 2008-01</b>
<b>Program Area</b>	<b>EMA Licensing Program</b>
<b>Activities</b>	<b>Examination Sessions</b>
<b>Effective Date</b>	<b>August 1, 2008</b>
<b>Last Review Date</b>	<b>N/A</b>
<b>Next Review Date</b>	<b>June 30, 2009</b>
<b>Program Contact</b>	<b>William Graham, Director, Policy and Planning</b>

### **Policy Statement(s)**

Clothing and footwear worn by all Emergency Medical Assistants licensing applicants during practical examination sessions should be appropriate for the pre-hospital care setting – because practical examinations are simulations of emergency pre-hospital care situations.

### **Rationale**

This policy statement has been developed to address safety concerns and perceived conflicts of interest during practical examinations. Concerns and issues supporting the need for this policy were identified:

- 1) during a review of branch activities conducted by the Office of the Comptroller General,
- 2) in feedback from licensing applicants after examination sessions, and
- 3) in consultation with branch licensing examiners.

### **Scope**

This policy applies to all applicants attending EMA Licensing Board practical examination sessions.

### **Legal Framework**

The EMALB Examination Dress Code is implemented to comply with WorkSafeBC Occupational Safety and Health Guidelines Section 8. (see)

<http://www2.worksafebc.com/publications/OHSRegulation/Part8.asp>

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## Accountability and Enforcement

Any examination session participant not adhering to this policy will be offered the opportunity to change their clothing, or will be required to surrender his / her assigned spot in the current exam session.

If an applicant's assigned spot in the current exam session is surrendered, the applicant will be required to book for a subsequent exam session.

## Guidelines and Standards – EMA Exams Dress Code

Minimum clothing and footwear requirements are:

1. Footwear must be of closed toe design and must provide stable footing for the wearer – (high heeled, open toed or similar fashionable footwear are not considered appropriate footwear).
2. Pants, shirts, tunics and blouses should be of sturdy construction to minimize the risk of rips or tears in the fabric or seams of the garment.
3. Long hair must be secured
4. Long pants must be worn.
5. Shirts, tunics and blouses must be of a non revealing nature and are to be worn with all fasteners (buttons, etc.) done up to no less than the second fastener below the collar – but no lower than 5 centimeters below the top of the collar.
6. No scents (perfumes) may be worn during the evaluation process.
7. Accessories that may be caught in equipment or hazardous to patients are not permitted

## Enquiries or Complaints Process

Any examination participant who wishes to inquire or file a complaint respecting application of this policy should submit their comments in writing to:

Director, Policy and Planning  
EMA Licensing Branch  
PO Box 9625 Stn Prov Govt  
Victoria, B. C.  
V8W 9P1 e-mail at: [Bill.Graham@gov.bc.ca](mailto:Bill.Graham@gov.bc.ca)

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## Communications Strategy

This policy statement will be included in:

- All exam session confirmation e-mails
- All exam date confirmation e-mails
- All template information e-mails
- The Applicant Guide to EMA Licensing Examinations
- The Out of Province Applicants web pages
- The EMA Licensing exam booking web pages
- The EMA Licensing Policy and Procedures Manual in the following areas:
  - Chapter 3, Sections 4, 5, 6 & 7
  - Chapter 4, Section 1
- Via EMA Licensing Branch memo to:
  - BCAS Clinical Education Department
  - The Justice Institute of B. C., Paramedic Academy
  - The Academy of Emergency Training
  - Life Support BC
  - EMP Canada
  - The College of the Rockies
  - Red Cross Canada

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