DRESS-CODE PROTOCOL

Preamble

To increase the professional image of the clinic, to afford it accreditation by organizations for the standards of healthcare delivery recognized at national and international level, to reduce the risk of staff abuse from patients (type-2 violence), to reduce the spread of nosocomial bacteria in the community, and to promote increased harmony in inter-professional relationships, on October 6th, 2019 Cranston Ridge Medical Clinic adopted a specific clinical uniform as its official dress-code for all his employees and contracted workers. The dress-code of CRMC comprises:

1. The CRMC official colour-coded uniform
2. The CRMC official ID badge
3. A portable Meemoo or Mynimo 130db panic alarm
4. Stethoscope
5. Clinical Nurse Watch

No jewelry, with the exclusion of a wedding ring, is allowed to any staff member of CRMC for the purpose of personal safety and infection control. Any other piece of equipment or decoration must be approved by the Clinical Manager or Medical Director on a case-by-case basis.

1. CRMC OFFICIAL COLOUR-CODED UNIFORM (Compulsory item)

1.1. Amendments and rectifications

Given the logistic difficulties experienced by Allheart® (USA) to guarantee timely and accurate delivery of uniforms to CRMC during the 2020 COVID-19 pandemic, CRMC has permanently ended all contracts with Allheart® (USA) and stipulated a new agreement with UNIVERSAL WORKWEAR® (Calgary) to provide officially approved uniform models for all members of staff at the clinic.

As a result, uniforms issued by Allheart® will continue to remain valid and accepted for use at the clinic until a replacement is needed. All new uniforms must be produced by UNIVERSAL WORKWEAR® in Calgary. No other uniform makes or model, but the ones mentioned in the agreement between CRMC and UNIVERSAL WORKWEAR®, will be valid for use at Cranston Ridge Medical Clinic.

1.2. Current Uniform Features

As an additional step to guarantee the authenticity of the uniforms used by CRMC staff, all uniforms of CRMC will bear the official CRMC logo on the right chest. In addition, the clinical role of the member of staff will also be embroidered right below the official logo. The only official roles/titles approved for embroidery by CRMC are:

1.2.1. Clinical Manager
1.2.2. Family Physician
1.2.3. Nurse Practitioner
1.2.4. Registered Nurse
1.2.5. Physiotherapist
1.2.6. Psychologist

1.2.7. Clinical MOA

1.2.8. Any other role must be pre-approved by CRMC board and added to the official list and a new protocol must be produced and uploaded on the CRMC official website under the accreditation standards section.

1.2.9. The use of roles/titles by members of staff of CRMC must conform with relevant provincial legislation.

1.2.10. A combination of two roles/titles will be allowed in accordance with provincial legislation, when required, on a case-by-case basis depending on the contracted duties of the individual member of staff.

1.3. Regulations for the Correct Use of the Uniforms

1.3.8. All practitioner whose name appear on a regulated profession register in Alberta or who are in possession of a medical or nursing degree will be required to wear a Navy-Blue uniform.

1.3.9. All other members of staff will be required to wear a Royal-Blue uniform.

1.3.10. All students working at CRMC under agreement between CRMC and their individual college or university are required to wear their official scrubs/uniforms. No exceptions are allowed.

1.3.11. All temporary Registered Nurses on the CEP-IEN and/or other Nursing programs at CRMC are allowed to wear their own RN scrubs of any colour they wish to wear.

1.3.12. When a university or college does not provide their students (with the exception of NP students) with their official scrubs/uniforms, the student is required to wear a uniform of their own, which must be Royal-Blue. Navy-Blue uniforms will not be allowed for students under any circumstance.

1.3.13. The uniform must be changed daily, and only a newly washed and pressed uniform may be worn each day.

1.3.14. All members of staff must ensure that their uniform and their body do not smell of tobacco products, foods, or any other unpleasant or disturbing smell. Abundant use of deodorants is obligatory for all members of staff without exception.

1.3.15. Uniforms may be worn only and exclusively by current members of staff of CRMC. No exceptions are allowed.

1.3.16. Uniforms may be worn by staff members inside the clinic and adjacent pharmacy, and for the journey from home to the clinic, and from the clinic back home.

1.3.17. Members of staff are prohibited from wearing their uniforms in any other occasion and in any other location without previous written authorization by the Clinical Manager or the Medical Director. No exception will be granted in any circumstance for social gatherings and locations where food is handled or sold, such as but not exclusive to grocery stores.

1.3.18. Members of staff are allowed to visit other business in the Cranston Corner complex, where the clinic is located, and only if they cover their uniforms with a jacket. The jacket must remain closed (buttoned or zipped) at all times when the member of staff is outside CRMC.

1.3.19. Members of staff are not required to cover their uniform with a jacket when visiting Cranston Smart Drug Mart, while the Agreement on Free Circulation of People (AFCP) between CRMC and CSMD remains in force.

1.3.20. CRMC official uniforms remain the property of Cranston Ridge Medical Clinic; they may be confiscated at CRMC's discretion only and must be returned to CRMC if found lost on in the case of a member of staff leaving the clinic permanently.

2. CRMC OFFICIAL ID BADGE (Compulsory item)

2.1. The CRMC ID badge is the only accepted document of identification of employees and contracted personnel. No other means of identification will be accepted for the purpose of work duties in the clinic (i.e. identification tags sewn on the uniform as in the past).

2.2. No services can be provided by any member of staff at CRMC without visible and unrestrictedly legible official staff ID badge. No exceptions allowed.

2.3. Current ID Badge Features

CRMC official ID badge presents with a Navy-Blue top background half and with a remaining white bottom half.

2.3.1 The name and professional role/titles of the bearer are reported on the top Navy-Blue part together with the flags of the countries where the language spoken by the member of staff has originated.

2.3.1.1 Staff members who speak any other language in addition to English, will have a Union Jack added to the badge preceding any other flag in order to reassure patients that he/she is able to speak English fluently as required by CRMC and relevant professional and provincial regulations.

2.3.2 The official CRMC logo will appear alone on the white bottom half of the ID badge.

2.3.3 A digital picture resembling the current connotates and facial features of the bearer of the ID badge will be present on the left side of the document crossing between the blue and white background.

2.3.4 Starting on September 1st, 2020, a semi-transparent CRMC logo will be added to the bottom left corner of the picture; the digitalized signature of the bearer will be visible under the picture.

2.3.4.1 On the bottom right corner of the front of the ID badge, a QR code will contain:

2.3.4.1.1 The name and professional title (when applicable) of the bearer

2.3.4.1.2 The academic and professional qualifications of the bearer

2.3.4.1.3 The professional role of the bearer in CRMC

2.3.4.1.4 The professional college of registration and license number (when applicable)

2.3.4.1.5 The start date when the bearer started to work at CRMC (month and year)

2.3.4.1.6 The languages in which the bearer offers services at CRMC

2.3.4.1.7 An encrypted personal alphanumeric signature. This signature is recorded only and exclusively in

the personal electronic file of the bearer detained on a non-internet-connected server accessible exclusively by the Clinical Manager. This signature changes with every new modification to the bearer's work contract. After each new modification, a new electronic encrypted alphanumeric signature is generated, and subsequently, a new ID badge is required, with the previous one automatically becoming invalid.

2.3.4.2 On the bottom posterior portion of the ID badge, a magnetic stripe also contains the encrypted personal electronic alphanumeric signature of the bearer of the badge.

2.3.4.3 As an additional safety measure, the front of the ID badge will bear a security hologram.

2.3.4.4 The old badges will remain in force for another 12 months after the entry into force of this protocol (until August 2021) and will be progressively replaced during this period. Once a new badge is issued, the old one must be always returned to the Clinical Manager for destruction and pulverization.

2.3.4.5 Loss or damage of the personal ID badge must be immediately reported to the Clinical Manager. The cost related to the re-issuance of a new ID badge will be deducted automatically from the bearer's wages on the following monthly payment.

2.4 *Regulations for the Correct Use of CRMC ID Badges*

All CRMC ID badges remain the property of Cranston Ridge Medical Clinic; they may be suspended or confiscated at CRMC's discretion only and must be returned to CRMC if found lost on in the case of a member of staff leaving the clinic permanently.

2.4.1 The ID badge must be used inside the clinic and inside Cranston Smart Drug Mart at all times displayed on the left chest.

2.4.2 The ID badge may be used for personal identification outside of CRMC only for legal purposes and only when other entities at their discretion recognize its validity for the purpose of confirming the bearer's identity.

3. PORTABLE 130db PANIC ALARM (Compulsory item)

3.1 All members of staff of CRMC must bear with them a Mynimo or Meemoo portable panic alarm that must be used as per the "Violent Attack Procedures Protocol for CRMC". All CRMC-issued panic alarms remain the property of Cranston Ridge Medical Clinic; they may be confiscated at CRMC's discretion only and must be returned to CRMC if found lost on in the case of a member of staff leaving the clinic permanently.

3.1.1 The panic alarm must be hanging from the trousers of the uniform, ready to be forcefully pulled in case of threat or panic to the staff member, or in case of fire, or in case of any other medical or environmental emergency while within the premises.

3.1.2 Cranston Ridge Medical Clinic urges all members of staff to check the correct functionality of their panic alarms daily BEFORE coming to the clinic. This should

never be done while inside CRMC, as all panic alarms triggered inside the premises are to be considered real threats and must warrant an immediate call to 911 for help.

3.1.3 Panic alarms must not be used for any other purpose than to trigger an immediate response to a perceived threat or emergency situation.

4. STETHOSCOPE (Compulsory item)

4.1 A stethoscope must be worn by all members of staff and it is considered integral part of the dress-code of CRMC.

4.1.1 While a Royal Blue CrossCanada® stethoscope will remain the official stethoscope that all members of staff should be utilizing while working at the clinic, CRMC acknowledges the sentimental attachment that physicians and nurses my place on their own personal stethoscope, and will accept the use of any stethoscope that the individual staff members will choose for themselves.

4.1.1.1 All CRMC-issued stethoscopes remain the property of Cranston Ridge Medical Clinic; they may be confiscated at CRMC's discretion only and must be returned to CRMC if found lost on in the case of a member of staff leaving the clinic permanently.

5. NURSE WATCH (Non-compulsory item)

5.1 All staff members at their own discretion may choose to wear a nurse watch on their uniform. The official nurse watch from CRMC is Royal-Blue, plastic gum made, and fully washable. Only the officially CRMC-approved nurse watch may be worn on the uniform.

----------END OF PROTOCOL----------

DATE OF ENTRY INTO FORCE OF THE PROTOCOL: September 1st, 2020

Dawid Karczewski
(Clinical Manager)