



Uniform and Personal Standards Policy

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Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

All Trust policies can be provided in alternative formats.

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1. POLICY STATEMENT

- 1.1 This document outlines the Uniform Policy for The East of England Ambulance Service NHS Trust (the Trust). The Trust provides a fit-for-purpose uniform and equipment to enable uniformed employees to carry out their duties effectively and safely, maintaining a professional image to the general public and partner agencies. It is anticipated that common sense should prevail and no-one should present themselves in a manner that is likely to offend patients.
- 1.2 The public and professional image of the Trust stems directly from the appearance, bearing and conduct of its employees. It is essential therefore, that every member of the service is smartly presented at all times especially when in the presence of the general public and representatives of other emergency services and public bodies. The standard required to achieve this, and those required under health and safety legislations, are contained within this policy.
- 1.3 Uniform is initially issued as a full pack of work wear to all operational employees and will be replaced in accordance with Section 7 below.
- 1.4 This policy has been written in partnership by management and staff side.

2. SCOPE

- 2.1 This policy applies to all Trust employees who are required to wear uniform or work wear. For example, Emergency Operations, Non-Emergency Service, Primary Care (including Out of Hours), Ambulance Operations Centre (AOC), Single Point of Contact (SPOC) and Support Services personnel such as Couriers, Make Ready Operatives (MRO) and Scheduling. Every effort will be made to cater for employees whose cultural and religious beliefs do not allow them to fully conform to this policy. Reasonable adjustments will be made for employees who have a genuine medical reason, or for reasons of disability.

3. ACCESS TO THE PROCEDURE

- 3.1 All employees are entitled to access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 3.1.1 Employees and Managers may also wish to consult related Trust policies and publications such as Health and Safety, No Smoking, Infection Control Policy – Section 20, Part A - Employees Clothing and Uniform and Part B - Guidance on home laundering of uniform and work clothing', the Department of Health (DOH) - Uniforms and Work Wear: Guidance on uniform and work wear policies for NHS Employers 2 April 2020 <https://www.england.nhs.uk/wp-content/uploads/2020/04/Uniformsand-Workwear-Guidance-2-April-2020.pdf> and the Department of Health Ambulance Guidelines Booklet 2008 <http://aace.org.uk/wp-content/uploads/2011/11/New-DH-GuidelinesReducing-HCAIs.pdf>. Please refer to and make yourself familiar with the contents of these publications. Specific guidance may also be issued to all employees that require specialist work wear designed to meet statutory requirements relating to Health and Safety and in particular, Infection Control.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.
- 4.2 Responsibility for adherence to this policy lies with all managers and uniformed employees employed by the Trust. Managers are responsible for ensuring the compliance of their employees with this policy and are expected to give advice and guidance when necessary. Managers and employees will adopt a reasonable and common-sense approach to the application of this policy.
- 4.3 Managers, HR employees and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.

4.4 All staff are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust, via the Workforce Directorate.

5. DRESS CODE

Employees may only wear uniform when duly authorised by the organisation and/or appropriate to their training and post within the organisation. For example, only appropriately qualified operational personnel and AOC staff may wear an operational uniform.

5.1 OPERATIONAL AND AOC UNIFORM

5.1.1 Once staff have been issued their uniform in line with the starter pack, all employees are expected to maintain a full set of uniform in a reasonable state of repair and uphold a good standard of personal cleanliness and hygiene.

5.1.2 When on operational duty, employees will only wear uniform that is currently issued by the Trust and that complies with any relevant Health and Safety Instructions. The only exceptions to this are:

- During a transitional period when a new uniform issue is in progress.
- An employee is awaiting adjustments made to issue uniform; appropriate non-porous black footwear should be worn during this period.
- Any other staff group where an agreed dress code applies, such as Hazardous Area Response Team (HART), Chemical Biological Radioactive Nuclear (CBRN), helicopter crew or bicycle paramedics.

5.1.3 Some additional clothing may be inappropriate or unacceptable. For example.

- Care should be taken when wearing scarves during poor weather conditions as they could constitute a Health and Safety hazard.
- Nothing may be worn that could be offensive to another person on the basis of age, colour, disability, ethnicity, national origin, political or social affiliation, race, religion, gender or sexual orientation.

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- 5.1.4 Operational employees should keep a clean uniform available on their base station. Should they need a replacement of other uniform/PPE then the staff member shall return to their base station if they need to change into a spare uniform.
- 5.1.5 Items of uniform issued to employees will not be altered in any manner except where those alterations relate to the size of a garment. It is not permitted to alter High Visibility clothing in any manner.
- 5.1.6 There should be nothing attached to uniforms that employees are not able to clean to the required infection control standards. Rank and other title markings, including badges or epaulettes denoting status will be worn on the uniform as appropriate to the garment and duties being undertaken. All employees must be in possession of a current valid identity card bearing their current first and surname and it should be available to be produced on request. Only badges issued or approved by the Trust may be worn. Examples include but are not limited to those for length of service, Trust volunteering or those representing organisations recognised by the Trust as promoting inclusion. Any badge must have been approved by the Trust IPC compliance lead in consultation with the Director of People Services.
- 5.1.7 Employees shall not wear uniform whilst off duty except when they are representing the service in an official capacity in their off-duty time and/or has permission to do so.
- 5.1.8 Employees wishing to travel to and from work in uniform must wear a jacket or other item of clothing that covers the Trust insignia and/or rank markings. Particular vigilance must be exercised with regard to items which could be used as a means of identity e.g. badges and items such as head gear. High visibility coats and other uniform must not be left on display in private vehicles.
- 5.1.9 Operational shirts in relation to direct patient contact, will be tucked neatly into waistbands with only the collar button undone if the design of the shirt is such. The collar should be folded down and worn as the shirt design is intended.

- 5.1.10 Any clinically trained staff, regardless of their duties, who are wearing operational uniform must adhere to the national policy of bare below the elbows. This includes the removal of wrist watches, stoned rings, bracelets, long sleeves, long nails, nail extensions, gel polish and nail varnish (clear or coloured). When this is not possible e.g. when wearing a high visibility jacket or on religious or medical (which would be agreed via Occupational Health) grounds, then disposable and transparent sleeve protectors must be worn. These are single use and disposable in exactly the same way as disposable gloves. (Comprehensive guidance is available in the revised IPC manual.)
- 5.1.11 The DOH guidance (March 2010) includes an appendix which makes recommendations on issues such as sleeve length for reasons of faith. Requests for long sleeves under these recommendations can be facilitated on an individual basis.
- 5.1.12 Damaged/lost uniform should be reported to your line manager and reported via Datix, so that replacement items can be supplied without delay in line with condemnation policy (Appendix A).
- 5.1.13 In certain circumstances employees may be excluded from the standards of dress and appearance and modifications may be made to the uniform replacement procedure. Including but not limited to; maternity wear for pregnancy, reasonable adjustments for employees experiencing the menopause, if on recuperative or management/specialist duties, medical or reasons of disability. Exclusions and/or modifications should be agreed with the line manager.
- 5.1.14 Managers who respond as part of an on call function, would be responsible for ensuring their clothing is suitable as well as compliant with H&S legislation.

5.2 CEREMONIAL UNIFORM

- 5.2.1 Designated employees may be in possession of Ceremonial uniform, and this may only be worn when representing the Trust on official duties or when a VIP is visiting the Trust. It is acceptable to use smart formal suits as a substitute when Ceremonial dress is not available.

5.2.2 Awards, Orders and Decorations authorised by the Sovereign may only be worn on the Ceremonial Uniform and should be displayed on the left breast above the pocket. The only exception to this is the Royal Humane Society awards which are worn in a similar fashion on the right. These medals should only be worn on those occasions when it is deemed appropriate by either the Trust or other authority i.e. The Royal British Legion.

5.2.3 Medal ribbons may be worn on either the Ceremonial Uniform Jacket or Shirt.

6. OTHER USE OF UNIFORM

6.1 Employees undertaking non-operational duties and visits to outside agencies, organisations and premises should wear normal working uniform including High Visibility Jackets and clothing, if appropriate.

6.2 Specialist equipment used for the decontamination of casualties from a chemical incident must only be worn by those employees specially trained in its use.

6.3 The uniform remains the property of the East of England Ambulance Service NHS Trust at all times. Employees of the Trust will not donate, loan or offer for sale under any circumstances any items to any such person or organisation. Therefore, requests for items of Service uniform that come from people or organisations outside of the Trust should be directed to any Head of department or above, authorising the request.

7. CONDEMNATIONS, RESIGNATIONS AND RETIREMENTS

7.1 All uniform and equipment will be handed in for secure disposal in line with Appendix A.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.1 Appropriate PPE will be issued for the protection of employees whilst undertaking operational duties. It is not permitted for employees to wear Trust issue PPE outside of their Trust duties.

- 8.2 Those employees that are issued with PPE must ensure that they maintain a full set of items which are currently provided for their role.
- 8.3 Employees who are required to attend external incidents must have high visibility clothing available for use in such circumstances.
- 8.4 High visibility clothing should be worn whilst on operational duties where the circumstances present a risk to the personal safety of the employee (such as when walking or working near vehicles, in vehicle manoeuvring areas and when close to or on all roads which are used by moving vehicles) or there is a need to be readily identifiable within large crowd events.
- 8.5 Incident tabards need to be worn at the scene of an incident for role transparency. For example, during poor weather conditions, road traffic collisions (RTC), concerts, football matches etc.

9. HEAD GEAR

- 9.1 Safety helmets approved for use by the Trust must be worn where crew safety may be compromised. EAST clinical staff should wear a green safety helmet or white if they are undertaking the role of incident officer. Paramedics working as part of a specialist resource may have a different design and colour such as the HART team and Air Ambulance clinicians.

For example:

- Major incidents.
- Over ground and underground railway incidents.
- Fire calls.
- Incidents on motorways and major roads or where employees are at risk from moving vehicles and/or flying debris.
- RTC's where the patient is trapped, and the Fire Service has been asked to affect a rescue.
- Incidents on building sites and/or other industrial complexes.
- Places where it is required to comply with Health and Safety notices and policies.
- Firearms/Explosion incidents.

- Aircraft incidents, or incidents requiring and within the vicinity of, a helicopter.
- Chemical incidents.
- This list is not exhaustive.

9.2 Reasonable adjustments should be made, where appropriate, to address operational and Health and Safety requirements. Consideration will be given to cultural and religious beliefs not specifically covered within this document.

9.3 Employees who normally wear religious and cultural headwear will be allowed to do so on duty. If the particular cultural headwear is available through national supplies and is relevant to the individual's needs, then this is what will be supplied. If not, available employees may purchase their own. The colour of the material used must be considered and where appropriate compatible to the Trust uniform. They should be able to be laundered in line with the Infection Control Policy. Further advice can be sought if required from the Trust's religious leader e.g. The Trust Chaplain. Costs may be reclaimed via the expense process.

10. FOOTWEAR

10.1 All Operational employees when engaged on operational duties should only wear the approved footwear as issued by the Trust. Footwear must be clean, polished and in an acceptable state of repair. The Trust will replace footwear from the approved list from the supply department. Any staff with specific medical needs are advised to seek support from their local management and occupational health provider.

11. PERSONAL STANDARDS

11.1 It is essential for all employees to maintain the highest standards of personal hygiene.

11.2 Hands must be clean at all times. Nails must also be kept clean and to a length appropriate to their job role. For example, operational staff involved in direct patient care must not have nails longer than the end of the finger. False nails, gel nails, nail extensions and/or nail

jewellery must not be worn by employees in direct patient care activity.

- 11.3 In the event of an employee becoming unreasonably dirty or contaminated as a result of operational duties then they will be allowed reasonable time to shower and change.

12. HAIR

- 12.1 Hair should be kept clean and tidy. Operational staff with long hair, should ensure it is tied back and secured in an appropriate manner as to prevent it becoming entangled or easily pulled or grabbed by patients.
- 12.2 If hair bands or decorations are worn, they must be in keeping with the uniform.
- 12.3 Hairstyles should not impede the effective use of the service approved Trust safety helmet

13. FACIAL HAIR

- 13.1 Beards and other facial hair including sideburns should be kept at a reasonable length and always neatly trimmed. Reasonable adjustment will be made where there is a religious requirement.
- 13.2 Personnel trained and responding as HART may not wear/grow a beard or extended moustache as these can prevent an effective seal being made when wearing respirators. E.g. employees who have passed FFP3 fit testing, who are clean shaven, must maintain a cleanshaven face for the mask to be effective.

14. COSMETICS

- 14.1 Cosmetic make-up should be kept to a minimum and in keeping with the professional image of the Trust. There will be reasonable adjustment where there is a requirement for cosmetic camouflage.

15. JEWELLERY

- 15.1 This section of the Policy is more specifically applicable to operational employees.

- 15.2 Jewellery should be minimal and must not present a hazard to patients, colleagues or the individual. Employees should be mindful of the potential for such items becoming trapped, entangled or grabbed by a patient. Employees must consider Infection Control issues related to the wearing of jewellery (i.e. soap trapped under rings can cause skin complaints). Rings are a potential cause of infection. Before a shift begins all wrist and hand jewellery must be removed. Clearly the risk increases if they are worn in number or are ornate in design, therefore only one single plain band ring is permitted to be worn.
- 15.3 With the exception of medic-alert and religious bracelets, bangles and bracelets of all types are not to be worn whilst on duty. Where medic-alert or religious bracelets are worn they either need to be pushed up above the elbow or the employee must wear disposable sleeve protectors during patient contact.
- 15.4 Necklaces, including medic alert necklaces, should not be visible, nor should they hang outside the uniform shirt.
- 15.5 Long earrings and hoops are not permitted however employees can wear plain stud earrings.
- 15.6 Any items of jewellery worn should portray a professional image.
- 15.7 The following items of jewellery are not permitted under any circumstances whilst on duty:
- Eyebrow studs or rings.
 - Lip studs or rings.
 - Cheek studs or rings.
 - Tongue studs or rings.
 - Nose studs or rings.
 - Ear tunnels (where possible ear tunnels should be filled with plugs for safety)
- 15.8 The responsibility for damage to or replacement of items of personal jewellery, including watches, worn by employees on duty lies with the employee.

- 15.9 Where religious or cultural requirements necessitate the wearing of a specific piece of jewellery, this may be permitted after a risk assessment has shown that there is no significant risk to health and safety and Infection Control. Any item worn should be as unobtrusive as possible.
- 15.10 All staff employed in a role requires them to have direct patient contact are not permitted to wear wrist jewellery (including watches/sports devices) or any other jewellery that contravenes the bare below elbows requirements during the time they on shift, other than the exceptions stipulated in this policy.

16. GLASSES AND SUNGLASSES

- 16.1 Employees who wear either corrective spectacles or contact lenses should carry a spare pair wherever possible and should also be aware of the potential dangers related to those lenses which react to light especially when driving service vehicles.
- 16.2 Suitable sunglasses can be worn when appropriate. It is important that employees consider removing them when dealing directly with patients, members of the public or cultural groups as they can present an authoritative or aggressive image and act as a barrier to eye contact and thus inhibit effective communication.
- 16.3 It must be noted that glasses and/or sunglasses do not provide protection when eye protection (against splashing) is required. Eye protection (if required as PPE) must be in addition to prescription glasses/sunglasses.

17. ELECTRONIC EQUIPMENT

- 17.1 Employees are reminded about the inappropriate use of personal electronic equipment in the presence of patients, or in the AOC. E.g. personal mobile phones, MP3 players etc. Trust provided mobile phones should be set to an appropriate ring tone.

18. EXTREMES OF TEMPERATURE

- 18.1 It is recognised that front line, support and non-operational staff are all in the course of their duties likely to be exposed to extremes of

temperature. The Trust has taken reasonable measures to improve the support available for the increasing trend of extreme weather staff experience.

18.2 All staff should watch for the Trust communications which will give specific guidance, instruction and updates when appropriate which will help ensure staff are best supported. Non-operational staff are able and advised to dress appropriately for the conditions to ensure their safety and comfort including footwear whilst being cognisant of the Trust image. Staff should not wear long sleeve tops under short sleeved uniforms. Operational uniformed staff are still required to wear the provided uniform, but their safety and comfort is able to be supported by a range of measures included but not limited to.

18.3 Cold weather.

- The use of gloves and hats in conjunction with the 4 season uniformed jackets.
- Additional base layers underneath uniformed trousers and shirt/polo shirt.
- Below 0 degrees the use of long-sleeved base layers – these must be covered with disposable arm sleeves when undertaking clinical practise.
- Additional support such as rotational working during protracted incidents as instructed by an incident commander or the Trusts AOC/ TOC control functions

18.4 Hot weather

- The use of wicking base layer underneath the uniform shirt or polo shirt.
- Ensuring staff have their lightweight hi-vis jacket.
- The Trust will provide additional water in line with the heat wave warning
- Newer ambulances and RRV's are fitted with cool boxes to ensure staff are able to carry cold drink during operational shifts.
- Additional support such as rotational working during protracted incidents as instructed by an incident commander or the Trusts AOC / TOC.
- Staff are advised to use sun cream, where necessary, to avoid the effects of sun exposure.

19. MENOPAUSE

- 19.1 The Trust is committed to the provision of additional lighter weight material for its uniform, to ensure adequate ventilation and that natural fibres are preferable to synthetic material if an employee is experiencing hot flushes and sweating. Women going through the menopause may need to be able to control their temperature. An example of a control measure may be by removing unnecessary layers of clothing; therefore, a risk assessment of Personal Protective Equipment and clothing should be undertaken ensuring IPC and Health and Safety requirements are not breached. Lots 2 General Workwear items are available through the Trusts Purchase ordering process.

20. EPAULETTES

- 20.1 Uniforms have epaulettes including shirts, soft shell/fleece and the road traffic collision (RTC) jacket. Staff will be issued with epaulettes reflecting the common colour coded epaulettes for clinical roles and position of authority.

Staff are also required to wear epaulettes by rank, but only where the member of staff is actively working in an operational, tactical, strategic or ceremonial role.

Senior ranking clinicians attending a RTC should wear an epaulette identifying themselves by the skill grade recorded on the CAD system and also take an officer tabard with them.

In cases where epaulettes are ordered and supplied to support community engagement events, or other specific reasons, must only be used at the time they were intended to be used for and must not be used in any patient- facing operational role.

21. POLICY REVIEW

- 21.1 This policy will be reviewed on an annual basis or amended in the light of new employment legislation, updated infection control advice and/or relevant case law.

Appendix A

Condemnations, Resignations and Retirement

All uniform and equipment will be handed in to the individuals' line manager for secure disposal, on cessation of service with the Trust.

Staff are expected to look after their uniform by keeping it clean and in a good state of repair. However, it is recognised that items of uniform will become worn out through normal wear and tear or sometimes become damaged, lost or stolen in the course of duty. Also, replacements may be required for instance maternity wear for pregnancy and reasonable adjustments for employees experiencing the menopause, In the event of this happening the individual can request that replacement item(s) be ordered and/or provided.

It is also recognised that minor colour variances are acceptable due to the age and wear of individual garments. As new technology and designs are instituted, they will be phased into service, unless otherwise stated, and existing garments will remain in use until stocks are run down.

On occasion, the Police may require items of uniform due to the seriousness of an incident or to assist an investigation. In these cases, a Line Manager should request a replacement from Stores as a matter of urgency if the item is a single issue, i.e. PPE, High Visibility clothing or footwear.

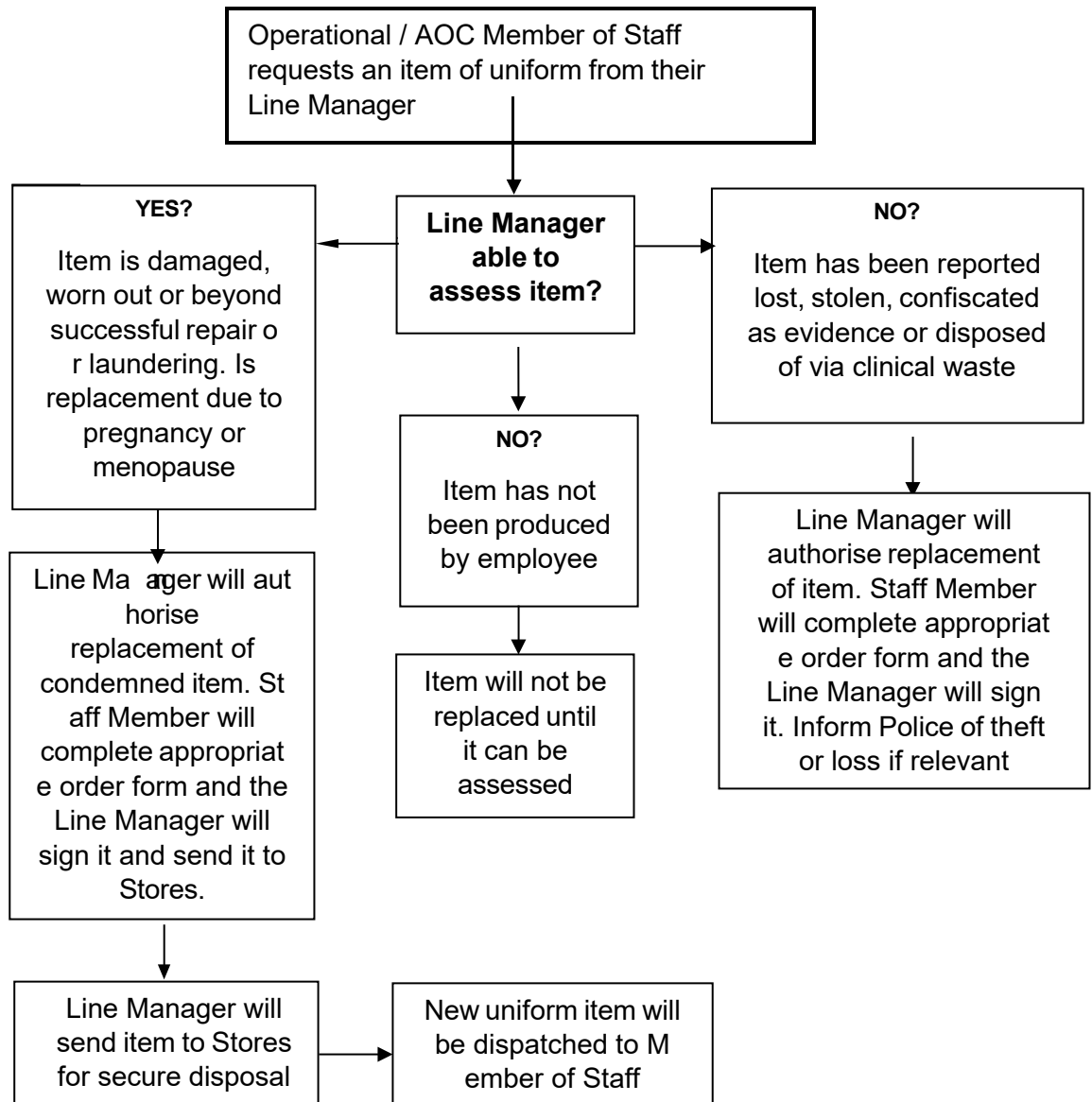
If an item of uniform is believed to require replacing due to:

- Loss or Theft (report via Datix).
 - Damage, rendering it beyond economic repair.
 - Wear and Tear, rendering the item unsuitable or unsafe to use.
 - Soiled beyond successful laundering in line with the IPC Policy.
- These items are immediately deemed clinical waste and must be disposed of within a suitable clinical waste receptacle.

The employee must provide the item (unless lost, stolen, confiscated as evidence or disposed of via clinical waste) to their Line Manager to assess and for approval to order a replacement. The employee will submit an order form for the item and the Line Manager will approve it if the item is deemed due for replacement. The Line Manager will ensure disposal of returned work wear locally in the confidential waste receptacles provided.

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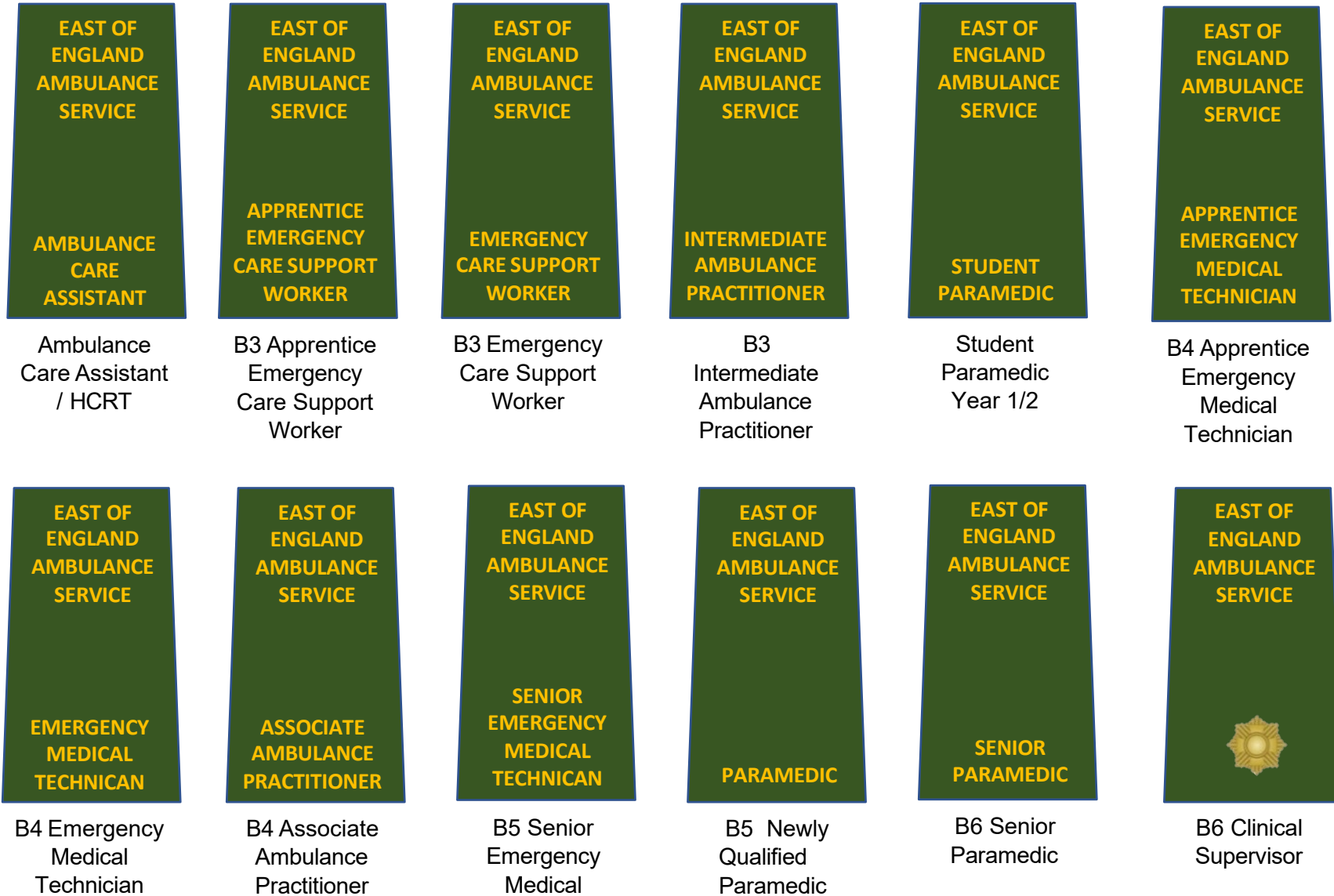
The uniform replacement procedure below will be followed:



Unauthorised requests will not be supplied.

Appendix B RANK, ROLE & EPAULETTE REVIEW (PHASING OUT)

Current EEAST Approach (Still in circulation) – A&E OPS



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B6 Team Leader / Driver Trainer



B7 Manager / Officer



B6 Emergency Care Practitioner



B6 Specialist Paramedic (Urgent Care)



B6 Specialist Paramedic (Critical Care)



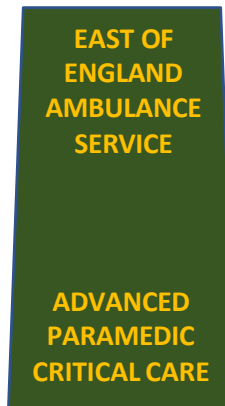
B6 HART Paramedic



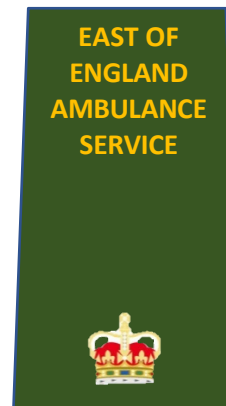
B6 Specialist Nurse



B7 Advanced Paramedic (Urgent Care)



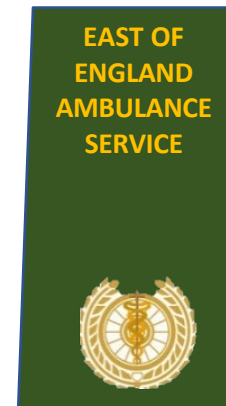
B7 Advanced Paramedic (Critical Care)



B8a Manager / Officer / AGM / Inc non-clinical



8b Manager / Officer / GM / In Non-clinical



B8c Manager / Officer / Head of Department / Consultant Paramedic / Associate Director

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B8d Manager / Officer /
Deputy Director /
Deputy COO



B9/VSM Chief
Operating Officer
/ Director

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Current EEAAT Approach – Ambulance Operations



EOC Call Handler



EOC Dispatcher



EOC Team Leader / Regional DoS Lead



EOC Leader



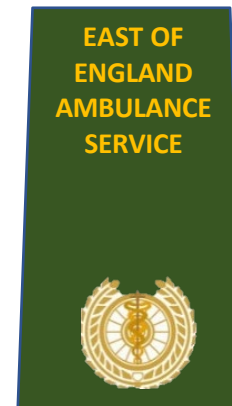
- Training Quality Assurance Manager
- Clinical Coordinator EOC Training & Education Manager
- Duty Manager ECAT Operations
- Manager PVSH Manager Frequent
- Caller Lead



EOC Clinical Operations Manager / Duty Commander



Senior EOC Manager



B8c Head of EOC

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Current EEASt Approach – Non-Emergency Transport Services (PTS)



PTS Patient Transport Driver



PTS Ambulance Care Assistant



PTS Patient Transport Coordinator



PTS Operations Manager



PTS Service Delivery






Manager





PTS General Manager

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Identification of Rank (All Areas): [Only worn if in operational, tactical, or strategic roles].

Epaulette design	Rank/role
	<ul style="list-style-type: none"> • Clinical Supervisors • Clinical Skills Tutor • AOC Team leader • Regional DoS Lead
	<ul style="list-style-type: none"> • HART Team Leader • Driver Tutor
	<ul style="list-style-type: none"> • Leading Operations Manager • Driver Training Officer • Education & Training Officer • Training Quality Assurance Manager • Clinical Coordinator • Clinical Practice Officers • HART Training Manager • AOC Quality Assurance & Education Manager • AOC Training & Education Manager • Duty Manager • PTS Customer Services Manager • Community Response Manager • ECAT Operations Manager • PVSH Manager • Frequent Caller Lead • Advanced MH Practitioner

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Epaulette design	Rank/role
	<ul style="list-style-type: none"> • Assistant General Manager • Senior AOC Manager • Education Manager • Higher Education & Clinical Practice Leads • Sector Clinical Leads • Risk & Compliance Manager • Resilience Manager • Business support manager • AOC Clinical Operations Manager • Lead Community Response Manager • Duty Tactical Commander • PTS Service Delivery Manager
	<ul style="list-style-type: none"> • General Manager • General Manager (EPRR) • Head of Medical Services • Head of Make Ready Services • Head of Research • Support Officer to COO • SOCM – Clinical Services • Head of Tactical Operations and Community response • PTS General Manager • Deputy Heads of Departments
	<ul style="list-style-type: none"> • Head of Sector Operations • Head of Governance • Head of Planning & Performance • Head of Operations Support • Head of Operations (EPRR)

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	<ul style="list-style-type: none"> • Head of AOC • Head of Special Projects & Improvement • Head of Culture & Inclusivity • Head of Strategic Workforce Planning • Head of Clinical Development • Head of Education & Learner Experience • Associate Directors • Head of Non-Emergency Transport Services
	<ul style="list-style-type: none"> • Deputy Chief Operating Officer • Deputy Clinical Director • Head of Operational Projects & Delivery • Deputy Director of Operations Support • Deputy Director – Education & Professional Development • Deputy Director of Strategy • Deputy Director of Culture & Leadership • Deputy Director of Commercial Services
	<ul style="list-style-type: none"> • Chief Operating Officer • Uniformed Director of Service
	<ul style="list-style-type: none"> • Chief Executive Officer / Chief Ambulance Officer

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Approved New Structure: Colours and Scope of Practice Titles – Clinical Roles (Transitioning From January 2023)

N.B can be combined with rank as above



Volunteer
Community
First Responder



Non-Clinical
Driver



All B3 Roles –
ECSW, ECA,
IAP etc.



L4 Paramedic
Student



L5 Paramedic
Student /
Apprentice



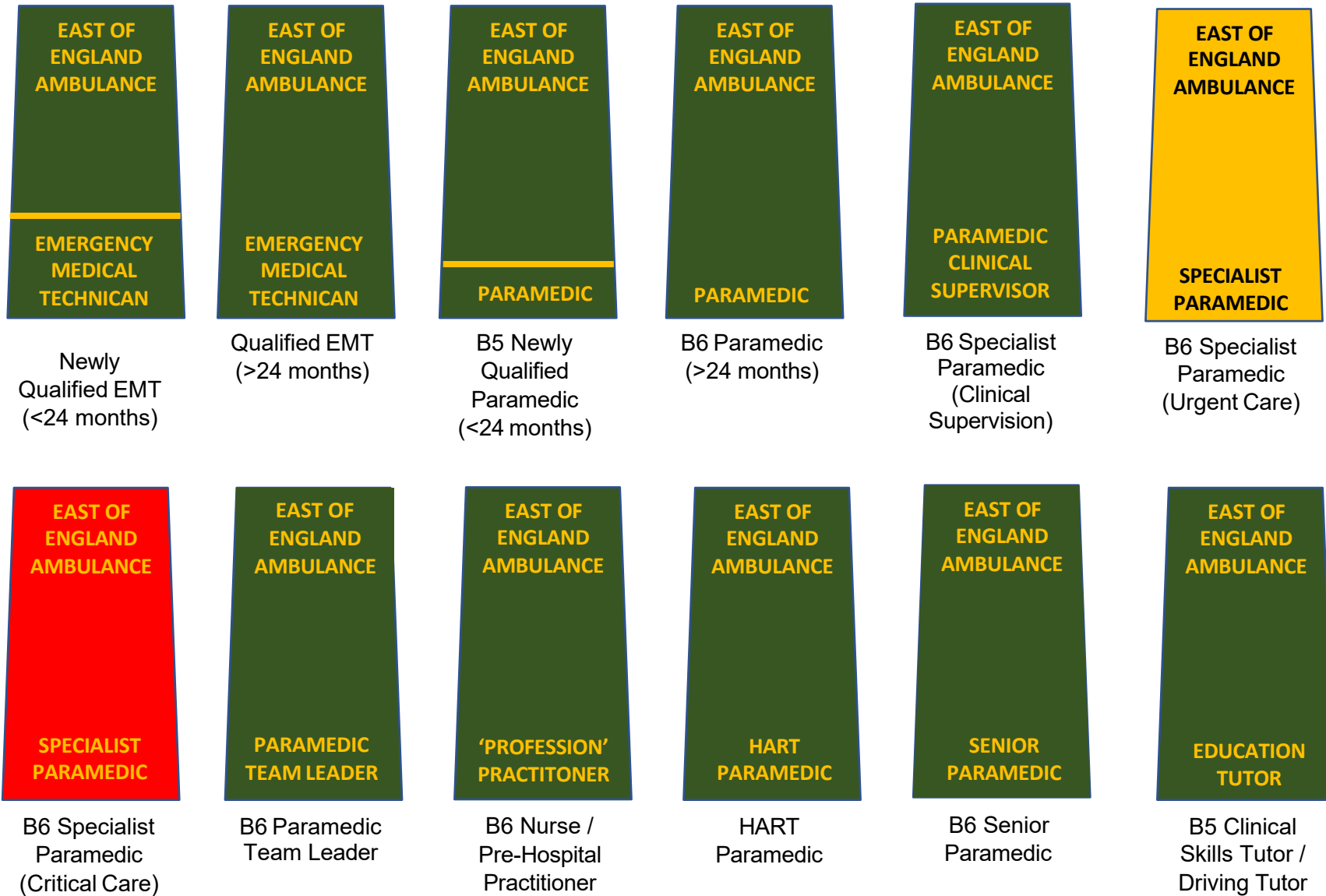
L6 Paramedic
Student /
Apprentice



Student EMT /
Apprentice
EMT



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**EAST OF ENGLAND
AMBULANCE**

**ADVANCED
PARAMEDIC**

B7 Advanced
Paramedic
(other pathway)

**EAST OF ENGLAND
AMBULANCE**

**ADVANCED
PARAMEDIC**

B7 Advanced
Paramedic
(Urgent Care)

**EAST OF ENGLAND
AMBULANCE**

**ADVANCED
PARAMEDIC**

B7 Advanced
Paramedic
(Critical Care)

**EAST OF ENGLAND
AMBULANCE**

**ADVANCED
NURSE
PRACTITIONER**

B7 Advanced
Nurse
Practitioner

**EAST OF ENGLAND
AMBULANCE**

**CONSULTANT
PARAMEDIC**

B8c/8d Paramedic
Consultant, Heads of
Department
Paramedic (Urgent
Care)

**EAST OF ENGLAND
AMBULANCE**

**CONSULTANT
PARAMEDIC**

B8c/8d Paramedic
Consultant, Heads
of Department
Paramedic (Critical
Care)

**EAST OF ENGLAND
AMBULANCE**

**CONSULTANT
PARAMEDIC**

B8c/8d Paramedic
Consultant, Heads
of Department
Paramedic (Without
Specialist Practice)

**EAST OF ENGLAND
AMBULANCE**

**COSNULTANT
MIDWIFE**

Consultant
Midwife

**EAST OF ENGLAND
AMBULANCE**

**CONSULTANT
NURSE**

Consultant
Nurse

Appendix C



Equality Impact Assessment

EIA Cover Sheet																	
Name of process/policy	Uniform Policy																
Is the process new or existing? If existing, state policy reference number	Existing																
Person responsible for process/policy	HR																
Directorate and department/section	Workforce																
Name of assessment lead or EIA assessment team members	EqIA Team																
Has consultation taken place? Was consultation internal or external? (please state below):	HR Policy Sub-Group, Heads of Operation, HR Team, Unison																
The assessment is being made on:	<table border="1"> <tr> <td>Guidelines</td> <td></td> </tr> <tr> <td>Written policy involving staff and patients</td> <td style="text-align: center;">x</td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td>Other (please state) Training programme.</td> <td></td> </tr> </table>	Guidelines		Written policy involving staff and patients	x	Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state) Training programme.	
	Guidelines																
	Written policy involving staff and patients	x															
	Strategy																
	Changes in practice																
	Department changes																
	Project plan																
	Action plan																
Other (please state) Training programme.																	

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Equality Analysis

What is the aim of the policy/procedure/practice/event?

Who does the policy/procedure/practice/event impact on?

Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Who is responsible for monitoring the policy/procedure/practice/event?
PEOPLE SERVICES DIRECTORATE

What information is currently available on the impact of this policy/procedure/practice/event?

1. Maternity Leave Policy
2. Special Leave Policy
3. Adoption Leave Policy
4. Business Travel Policy
5. Standards of Business Conduct Policy (Conflicts of Interest)
6. Secondary Employment Policy
7. Flexible Working Arrangements Policy
8. Paternity Policy
9. Annual Leave Policy
10. Professional Registrations Policy
11. Recruitment and Selection Policy
12. Driving Standards Policy and Procedure
13. Sickness Absence Management Policy
14. Policy for Complaints and Compliments
15. Freedom to speak up: Raising Concerns (Whistleblowing) Policy for the NHS

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? **No**

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:

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Race	<input checked="" type="checkbox"/>	Religion/belief	<input checked="" type="checkbox"/>	Marriage/Civil Partnership	<input checked="" type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>
Age	<input checked="" type="checkbox"/>	Gender re-assignment	<input checked="" type="checkbox"/>	Pregnancy/maternity	<input checked="" type="checkbox"/>

Please provide evidence: The Policy should have a positive impact on the above characteristics

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:

Race	<input type="checkbox"/>	Religion/belief	<input checked="" type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence: Sikh people are at a disadvantage due to their religious requirement of wearing/carrying a Kirpan (sword), Muslim people are at a disadvantage due to a Hijab requirement, as well as a Jewish person due to their wearing of a Kippah (Cap)

Action Plan/Plans - SMART

Specific
Measurable
Achievable
Relevant
Time Limited

Evaluation Monitoring Plan/how will this be monitored?

Who HR/People Services

How