

IDENT	HR-F-05
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Applicability Type	Corporate
Title of Owner	Dir Human Resources
Title of Approving Official	VP Human Resources
Date Effective	7/12/2017
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TITLE: Standards for Professional Appearance

PURPOSE: The appearance of employees working in a health care environment impacts the perception of the quality of the service and care that we provide to our patients, and the community we serve. Care is enhanced when patients, families, visitors and staff feel a sense of trust and confidence in UVM Medical Center staff. The professional appearance of staff is key in promoting trust, comfort, and confidence while providing care and service in a safe environment.

POLICY STATEMENT: Staff are expected to dress in a manner that conveys a sense of professionalism while working at UVM Medical Center. Using the guidelines outlined in this policy departments/divisions may establish more specific requirements that specify uniforms, safety apparel or specific clothing appropriate to their work setting. All departmental/division specific guidelines should advance safety and infection control practices while promoting an appropriate professional appearance. Departmental standards are subject to review by Human Resources and approval of the appropriate senior leader for that area. Adherence to this policy is a condition of employment.

PROCEDURE:

I. Responsibilities

- A. Leaders are responsible for ensuring that staff members meet the standards for professional appearance and for determining if the safety of an employee or others is jeopardized by the employee's appearance.
- B. Failure to comply with the policy or the unauthorized use of UVM Medical Center apparel (scrubs, lab coats, etc.) will result in corrective action. Please refer to Policy EXEC2, Hospital Scrubs Policy for specific guidelines regarding the use of UVM Medical Center scrubs.

II. Safety and Infection Control:

Safety and infection control should be key considerations when dressing for work. Under most circumstances the usual standards of appearance are sufficient to prevent the spread of infection. However, staff may be required to use specialized apparel when working in designated areas or when performing certain assignments. Areas requiring the use of specialized apparel include, but are not limited to: Operating Rooms, Labor and Delivery, Interventional Radiology, CSR, Endoscopy, Cath Lab. In all other areas staff will follow established protocol and dress codes. When caring for patients on isolation precautions employees should refer to specific instructions regarding required procedures (masks, gowns, and gloves) for a particular isolation category. Infection Control should be contacted for additional information.

III. General Guidelines for Appearance:

- A. Employees are to be clean and well-groomed at all times.
- B. Clothes or uniforms are to be clean and in good condition (not frayed, ripped or with holes). Discretion should be used in the selection of clothing to ensure that safety and professional appearance are not compromised. Clothing must cover torso and have wide shoulder straps (no spaghetti straps). Blue denim is not allowed in any patient

facing location. Blue denim may be allowed in non-patient facing locations under specific circumstances with approval from the department's Vice President or as part of a department or UVMHC-wide sponsored activity

- C. Safety, noise control and OSHA standards should prevail in the selection of shoes. Soft-soled shoes are preferred. Open-toed shoes, open-toed Crocs and sandals are not permitted where they present a safety hazard or in patient care areas.
- D. Name badges are part of each employee's required attire and should be visible and worn above the waist. Name badges are not to be compromised in a manner that prevents clear display of name or picture ID in accordance with the ID Badge Policy HR-G-03.
- E. Hair shall be clean and neat with styles that are appropriate to business attire and be of a color that occurs naturally. For example, hair colors such as pink, purple, blue, green are not allowed. Long hair (below the shoulders) should be pulled back and secured when providing direct patient care. Moustaches and beards must be neat and trimmed and not interfere with personal protective equipment (PPE).
- F. Fingernails should be clean, conservative in length, and neatly manicured. Because of infection risks, only short, natural fingernails (nail tip may be no longer than a quarter of an inch in length) are allowed when providing patient care or when working with patient care products (i.e. housekeeping, pharmacy). No artificial nails/gels, nail jewelry, sparkling ornaments or chipped nail polish are allowed.
- G. Jewelry, including body piercings, is to be simple and appropriate to business attire and clinical role. All jewelry must meet safety standards and not interfere with infection prevention. Visible body piercing may include earlobes, non-earlobe piercing restricted to a discreet nose stud. Lip labrets, nose rings, eyebrow piercings and similar visible piercings are prohibited. Because performing adequate hand hygiene is difficult if jewelry is worn, a limited number of rings should be worn when providing patient care.
- H. Colognes and perfumes should not be used in patient care areas due to patients' allergies and reactions. Colognes and perfumes should be used sparingly and not be offensive.
- I. Tattoos must be covered where possible.
- J. Clothing guidelines:
 - 1. Clothing should not be tight fitting and should be appropriate to perform work and in a length not to exceed 4" above the knee.
 - 2. Professional attire, as appropriate, for the care setting.
 - 3. Ornamental hosiery is not appropriate (i.e. lace, rhinestones, bows etc.).
 - 4. Shorts, skorts, tank tops, T-shirts, tube tops, sweatshirts/pants, running suits, flip flops and shirts with commercial slogans or pictures are not acceptable attire. (Unobtrusive small logos such as those found on dresses and shirts, UVM Medical Center logos and other logos of this nature are acceptable).
- K. If uniforms are required for employment which include apparel of distinctive design or color and are not useable or suitable in another health care or business setting, individual departments will be required to provide uniforms. Staff may be required to clean and maintain uniforms; departmental leadership will make the determination.
- L. Other guidelines:
 - 1. Sunglasses are to be worn indoors only if prescribed by a physician or required for the job.
 - 2. Portable, personal audio equipment (such as headphones or earbuds) cannot be used while working on the premises unless expressly approved in writing by the department Director or Vice President.
 - 3. Hats may be worn only as part of a uniform, or for safety or religious purposes.

IV. Policy Administration

Documents Status: **Approved**

- A. Employees who arrive at work dressed inappropriately will be asked to go home to change. The time will be charged as without pay or the employee can choose to utilize their CTO time. Appropriate corrective action will occur.
- B. Recommended exceptions to this policy are to be in writing and forwarded to the Chief Human Resources Officer. Exceptions are to be approved by the appropriate VP for the work area.

MONITORING PLAN: N/A

DEFINITIONS:

RELATED POLICIES:

Policy HR-G-03, I.D. Badge Policy
Infection Control Policies
Policy EXEC2, Hospital Scrubs

REFERENCES:

REVIEWERS: Elizabeth Madigan

OWNER: Elizabeth Madigan, Dir Human Resources

APPROVING OFFICIAL: Laurie Gunn, VP Human Resources

DISCLAIMER: Only the online policy is considered official. Please compare with on-line document for accuracy.