



**Manual:** Administrative and Patient Care Manual

**Section:** Nursing Administration (Non-Clinical)

**Number:** N1411

☒ **Policy**    ☐ **Procedure**

**Title:** Patient Care Services Dress Code

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<b>Executive Management Team Member:</b> Louise White, MHA, BSN, RN  <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Reviewed (no changes) Track: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D <b>Replaces:</b> 09/08, 05/11, 9/12	<b>Medical Executive Committee Approval</b> <b>Date:</b>  <b>Board of Directors Approval</b> <b>Date:</b>  <b>Effective Date:</b>	       06/17/13

### **I. PURPOSE:**

The intent of this policy is to set a minimum standard for dress so that Patient Care Services (PCS) Associates present a professional appearance to patients, families, visitors, co-workers, and others with whom they come in contact with. The purpose of this policy is to maintain CHOC Children's high standards of professionalism, safety and infection prevention

### **II. DEFINITION:**

- A. Patient Care Areas** – all areas where patients/families may be present, including CHOC North, South, West, and all Ambulatory Clinic areas.
- B. Non-patient Care Areas** – meeting rooms such as the Wade Education Center.
- C. Non-Clinical Associates** – those Associates that do not come into direct contact with patients/families to deliver care.
- D. Clinical Associates** – those Associates that come into contact with patients/families.

### **III. POLICY:**

Each Associate is responsible for his/her own dress and grooming in accordance with this policy. It is the responsibility of the supervisors to determine the appropriateness of dress and grooming of staff within their levels of authority; to communicate with, coach and counsel Associates regarding acceptable dress.

#### **A. General Guidelines for all CHOC PCS Associates**

1. Are expected to dress in a manner that creates a professional and modest image that is not offensive to others at all times
2. Grooming and attire must conform to the safety and infection prevention standards related to the department in which one works.
3. Name badges must be worn above the waist with name/picture visible at all times while on duty.
4. Associates may not wear pins, buttons, lanyards or other insignia advertising other organization or that are offensive or derogatory to

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CHOC Children's or others associated with it, or interfere with patient care or CHOC Children's operations. Other professional health care-related organizations approved by CHOC Children's such as Professional Nursing Organizations are appropriate.

5. All clothing worn by Associates must be neat, clean and appropriate for professional work. Clothing must be size appropriate and must not be torn, dirty or wrinkled. All of the mid-section of the body must be covered, midriff or short shirts/tops are not allowed.
6. Any clothing that has words, terms or pictures that may be offensive to others is unacceptable. This includes images that are drug, political or sexually related.
7. Extremes in grooming such as dress, hairstyles, hair color and fashion are not allowed. Small tattoos are allowed as long as they are not sexually or racially offensive. Fads and "trend or statement" attire are not appropriate.
8. Piercing should be limited to two per ear. One small stud nose piercing is allowed. Other piercing including tongue/lip/eye brow rings and ear spacers (gauges) must be removed while in the workplace. Body art and extreme piercing that has not been mentioned must be covered.
9. Conservative make-up is allowed. Because of patient sensitivity, no strong perfume/aftershave/ lotion is allowed in patient care areas.
10. Shoes must be clean, polished and in good repair with safe walking heels and appropriate for job position
11. Nails are to be neatly manicured and clean. Polish must be modest with no chipping. (See Infection Prevention Policy 225.5: Fingernail Hygiene Policy).
12. Associates must wear badges and comply with the dress code when attending staff meetings or education classes. When entering the facility for non-productive or un-paid activities, (such as picking up a check, checking schedules etc) regular street clothes may be worn keeping appropriateness in mind, excluding denim.
13. Costumes may be worn on Halloween as long as they are not scary, cumbersome or hinder the Associate's ability to do his/her work. Head bands, tee shirts, etc are preferred. Face paint is not allowed.
14. Associates who report to work dressed inappropriately according to department standards will be sent home by their supervisor and directed to return to work in proper attire. These Associates will not be compensated for time away from work. Associates who repeatedly report to work dressed inappropriately will receive corrective action.

**B. Non-Clinical Associates**

1. Shirts and blouses must be modest. No low-cut shirts or blouses are allowed. All midriffs must be covered and backsides must be covered at all times when bending, squatting, etc. T-shirts are not considered professional attire and are not allowed.
2. Hair must be clean and neatly styled.
3. Undergarments must not be visible.

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4. No spandex is allowed, such as leggings or yoga-style pants.
5. Dress or skirt length should conform to best business and professional standards. In areas where professional dress is appropriate, hosiery must be worn if dresses/skirts are not below the knee.
6. Pants must be ankle length and professional. Calf-length Capri-type pants, shorts or gauchos are not allowed. Socks and hosiery must be worn in patient care areas.
7. Any style denim jean pants, dresses or jackets are not acceptable.
8. In the office and business areas, shoe styles should be conservative and professional. “Bare foot” style shoes, flip-flops, sandals, and platforms are not allowed as they do not provide foot safety.

**C. Clinical Associates**

1. For Registered Nurses, Clinical Assistants, Respiratory Therapists, and Pharmacy Technicians, scrubs are required.
2. Size appropriate short or long sleeved tee shirts are allowed underneath scrub tops as long as they are white or the same color as the scrub top.
3. No sweat shirts or hoodies are allowed. Music groups, sporting logos and other healthcare facility logos, etc. are not allowed. Scrub jackets, sweaters, and non-hooded full zip fleece are allowed.
4. Holiday appropriate scrubs are allowed during the week of the holiday or special day. For example, Valentine print scrub tops are allowed from Sunday through Saturday of the week in which Valentine’s Day falls.
5. Any style denim jean pants, scrubs, dresses or jackets are not acceptable in the clinical areas.
6. In patient care areas, hair that falls below shoulder length must be pulled back by pinning or tying it back. Beards and mustaches must be kept at a length that will not create a work related safety hazard.
7. Shoes for those in the patient care areas must be closed toe and conform to safety requirements. Shoes must hug the foot securely. “Bare foot” style shoes, flip-flops, sandals, or open back style shoes are not allowed as they do not provide foot safety.
8. Nails are to be neatly manicured and clean. Polish must be modest with no chipping. Artificial nails, extenders or silk wraps are not to be worn by staff engaged in direct patient contact. (See Infection Prevention Policy 225.5: Fingernail Hygiene Policy)

**IV. CROSS REFERENCES:**

- A. Human Resources Policy 500: Dress Code
- B. Infection Prevention Policy 225.5: Fingernail Hygiene Policy