



**Policy**

<b>Policy Name:</b>	Professional Dress Code				
<b>Policy #:</b>	8327.0800	<b>Policy Dept.:</b>	Human Resources	<b>Population:</b>	<input checked="" type="checkbox"/> <b>Adult</b> <input checked="" type="checkbox"/> <b>Peds</b>
<b>Approval Authority:</b>	VP of Human Resources	<b>Effective:</b>	05/20	<b>Reviewed:</b>	1/12
<b>Responsible Executive:</b>	VP of Human Resources	<b>Revised:</b>	6/14, 6/18, 5/20		
<b>Responsible Office:</b>	Human Resources	<b>Contact:</b>	Director of Human Resources		

1. **Policy Statement:** The Dress Code Policy is established to require all Erlanger Health System personnel to present the professional image consistent with community standards for a health care provider.
2. **Reason for Policy:** This policy sets forth Erlanger’s procedure for Professional Dress Code.
3. **Who Should Read this Policy:** All Erlanger Health System employees, volunteers, employed physicians, UT physicians, house staff, students, credentialed allied health professionals working at Erlanger Health System, and temporary employees.

(Although the specifics of this policy do not apply to non-employed physicians and or their support staff, it does serve as a guideline of professional dress that is expected at EHS)

4. **The Policy:** Each employee is expected to dress in a professional manner when at work for any scheduled activity such as work, class, meetings or other hospital functions for which you are being paid.

**I. Clinical Staff**

- A. Jackets (flannel, fleece, etc.), or sweaters are not to be worn in caring for the patients. No print sport shirts, velour vests, sweatshirts, hoodies, etc. Erlanger Logo tee shirts may be worn on Fridays, provided the tee shirt style and logo have been previously approved by management. Additionally, the tee shirts must be in good condition (i.e. not faded, torn, etc.) and fit appropriately.
- B. An approved uniform jacket or lab coat can be worn.
- C. Shoes must be clean. Shoes must be closed toe. Neutral colored or matching clogs and tennis shoes are allowed.
- D. Socks or hose must be worn.
- E. Hair that is shoulder length or longer will be secured up and back from the face so not to fall forward when providing clinical care.
- F. Beards and moustaches must be neatly trimmed and should not droop or hang over the upper lip.
- G. NO artificial nails are to be worn by clinical staff at any time. See Hospital Infection Control policy: Hand Hygiene 8304.060. Nails are to be kept clean and styled so as not to interfere with clinical performance.
- H. Perfume and perfume lotions, etc., should not be worn in the clinical setting.
- I. Jewelry will not be worn that may dangle or interfere with patient care or place the caregiver or patient in jeopardy. This includes rings with large stones, long necklaces and/or dangling earrings. Small button types or small hoop < 1” are acceptable. Rings with stones that interfere with thorough hand washing are not to be worn when providing care.

## II. **Non-Clinical Staff (to include Executive, Administrator, Leadership Management)**

- A. Professional business or professional business casual office attire. Professional business casual will consist of a blouse, collared shirt or coordinated polo shirts. The shirt/blouse should be complemented with trousers or a skirt of appropriate business fabric, which does not include denim. Skirts must be no more than 3 inches above the knee. Open toe business sandals are permitted. No beach or exercise-type sandals are permitted.
- B. Subject to Executive review, discretion and approval, Erlanger Logo tee shirts may be worn on Fridays, provided the tee shirt style and logo have been previously approved by management. Additionally, the tee shirts must be in good condition (i.e. not faded, torn, etc.) and fit appropriately. Special attention should be paid to those occasions requiring a professional appearance, such as off-site meetings, meetings with vendors, etc., where a casual appearance, may be less than appropriate.
- C. Non-clinical care employees may be allowed to go without hosiery. When hosiery is worn, design must be conservative and professional.
- D. Capri pants (right above ankle) and split skirts are acceptable.
- E. No shorts or skorts.
- F. Perfume and perfume lotions are to be used sparingly.
- G. Jewelry must be conservative and professional.

## III. **Applicable To All Staff**

- A. **Nametags must be visible at all times. Nametag will be secured above the waist with name and picture easily visible at all times.**
  - \* **Erlanger issued pins or stickers on name tags may not obstruct names or pictures. (Example- Service Pins, GEM pins)**
  - \***No lanyards allowed.** (Except in MRI as directed by management due to magnetic field in department)
  - \*If badge clip is used, must be Erlanger clip only.
  - \*Once outside of work, nametags should be removed. Outside Vendors – refer to Purchasing Policy 8361.016 for name tag requirements.
- B. No print sport shirts, tee shirts, velour vests, (no sweaters in clinical areas), sweatshirts, fleece jackets, hoodies, etc.
- C. No form fitting or excessively baggy uniforms or clothing, to avoid suggestive or sloppy appearance.
- D. No sheer/see through uniforms or clothing.
- E. Blouses or tops, including uniform tops, should not be low cut or backless or expose abdomen or midriff. No midriff or tank tops. Abdomens and backs must be covered.
- F. No camouflage/denim.
- G. No shorts.
- H. Facial make-up and fingernail polish should be subdued and modest in tone and application.
- I. Facial or tongue piercing jewelry will not be worn in the work place, and type and number of earrings worn must be reasonable and conservative. No more than 3 earrings per ear. All jewelry must be conservative and in good taste. A nude nose plug can be worn to keep piercing in nose open but nothing that is visible. No gauge (button) piercing.
- J. Uniforms and business attire will be kept neat, and in good condition. All clothing to be in good condition (no stain, holes, wrinkles, etc.). Absolutely no jeans or tee shirts, including Erlanger tee shirts, in any color, allowed, at any time, nor other items of clothing made from denim fabric, including skirts, jumpers or jackets.
- K. Undergarments must be worn. They must be appropriate and unable to be discerned under clothing. They must not be visible when moving or bending.
- L. All staff should wear their hair neatly groomed and clean, and in such a manner as to present a professional appearance. Hair color must be a color that can grow naturally. (ex. No pink, green, etc.) Hair accessories, such as barrettes, must be conservative and professional. No feathers in hair; no bandannas, etc.
- M. Beards and moustaches must be neatly trimmed and should not droop or hang over the upper lip.
- N. All employees will maintain good personal hygiene. Managers reserve the right to ask all employees to discontinue the use of scented products for the health and safety of other

employees. Management also reserves the right to send an employee home if the employee's scented product is too strong, if the employee has an offensive odor due to poor hygiene or if the employee has a strong odor such as tobacco.

- O. Employees must cover tattoos larger than 2 inches in diameter or linear tattoos longer than 3 inches. Management reserves the right to request an employee to cover any tattoo based on size, number and description of tattoos.

**IV.** Special events/ holiday dress days will be announced through HR. Criteria/ guidelines will be provided by HR for these special events as they occur.

At any time, management may send an employee home if the employee does not abide by the provisions of this policy or the "image" Erlanger Health System has established.

Failure to follow Policy as stated herein shall result in a Notable Disciplinary Action (Failure to follow Job Instructions)

**Local Approval Committee(s) (as applicable)**

Approved by Tammy Cotter Date 5.6.2020

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Medical Director Approval (as applicable)**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Policy Committee Approval (as applicable)**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Responsible Executive Approval From Final Approval Committee**

Approved by Floyd Chasse, VP Human Resources Date 5.6.2020

**References:**

Please refer to the attached Professional Dress Code Policy Addendum below for departmental specifics.

## Addendum

### Professional Dress Code Policy #8327.0800

The following addendum is to the 06/2018 Professional Dress Code Policy and Procedure.

#### I. All areas currently wearing hospital-provided ceil blue scrubs:

Staff must arrive to work dressed as outlined in **Sections I, II and III** of this policy. These areas include: All OR suites staff, Cath lab, L&D, Anesthesiology, Dialysis, Medical Staff/ Medical Students, Interventional Radiology, Central Dispatch and Linen Distribution.

#### II. Dress code will include solid colors only & no color trim or printed patterns, may wear a solid white or black shirt underneath. May wear scrub jackets of same solid color as designated department color or white lab coat for designated clinical staff listed below.

- **White Lab Coats** - (short) are reserved for licensed professional clinical staff, such as nurses, pharmacists, respiratory therapists, radiology, physical/occupational therapists, and laboratory.

**Exceptions to solid uniforms:** Any department that specifically works in Children's Hospital, i.e., PCTs, laboratory, radiology, etc. may also wear child friendly color- coordinated design/print or solid tops with their designated department colored pants. These departments also have the option to wear black pants, only during the months of October through December to accommodate seasonal tops that require black for matching purposes.

- **RN's and LPN's:** Royal blue scrub tops and scrub pants.
- **NT's and GNT's:** Royal blue scrub tops and scrub pants.
- **Nursing Leadership:** Royal blue scrub top and scrub pants or professional dress as specified in the policy with a white lab coat.
- **Nurse Practitioners/Physician Assistants in clinics or offices:** may wear professional clothing with a white lab coat with Erlanger logo and clover or Children's logo if applicable.
- **Pharmacy staff-** Business attire with lab coat when in clinical areas, or Hunter Green scrubs. (Designated staff in the IV room to follow hospital provided -ciel blue guidelines.)
- **Respiratory Therapy:** Black
- **Radiology** – Caribbean Blue. (Interventional Radiology- follow hospital- provided ciel blue guidelines.)
- **Echo/ Vas Lab** - Red
- **Physical and Speech/ Occupational Therapy:** Chocolate Brown
- **Laboratory** – Teal Blue
- **Sleep Lab (North)** – Hunter Green
- **Lift Team** – Sodexo Navy/Royal Designated Uniform Style
- **Transport services:** Sodexo Navy/Royal Designated Uniform Style
- **Paramedics:** Olive Green
- **MAs and PCTs:** Wine

- **Dental Staff (Health Centers):** Aloe Green
- **Environmental Services:** Sodexo Navy/Royal Designated Uniform Style
- If employees chose to add embroidery to scrub uniforms, scrub jackets, or lab coats, embroidery must contain a minimal of employee name, title, and department, (i.e., Nursing, Radiology.) Embroidered Erlanger Logo / clover are optional. If any questions as to what is appropriate, check with manager.
- Maternity exceptions to the dress policy will be approved at the discretion of the department manager.

**III. Physicians employed by EHS and UT, including House Staff,** must wear professional attire along with a white coat/ sport coat or ceil blue scrubs along with their name badge.

**White coat details:**

White coat should include the physician's name, degree and medical specialty on the coat.

Options:

- Length: mid or full
- Sizing: male or female
- Logo:
  - Erlanger with clover
  - Current UT logo
  - UT-Erlanger (ex: cardiology)

**IV.** Areas not listed above (i.e. registration, guest reps, CRNA, OR staff in the peri-operative area) will follow specific guidelines established by the department's management that are consistent and professional, and within the framework of this policy.

**The addendum takes affect this 12<sup>th</sup> Day of June, 2018.**

\_\_\_\_\_  
Floyd Chasse, VP of Human Resources

\_\_\_\_\_  
Date