



## HR - Dress Code

Reference # 227  
Version 7

### STATEMENT OF POLICY:

Peterson Health (PH) is committed to presenting a professional, neat and clean image to the patients, families and visitors we serve. As representatives of PH, each employee is expected to observe these guidelines and maintain a professional appearance at all times. Department Directors' and/or Supervisors' will enforce the dress code uniformly and will initiate corrective action for non-compliance.

The following standards represent the minimal dress code. Departments may establish more specific dress code policies consistent with this policy. This policy is effective on all shifts, 7 days / week and any time staff come to the facility or are representing the facility at an off-campus function.

### PROCEDURE:

A. All employees are required to wear the photo-identification badge provided by the hospital while on duty.

- 1) The "badge" must be worn **above the waist** with the picture and name visible at all times.
- 2) Employees may not wear any insignia, buttons, or pins attached to the identification name badge. Attachments such as the American Flag, professional association insignias, special commemorative pins hospital service awards, and hospital approved healthcare event recognition pins (i.e., breast Cancer Awareness, Relay for Life, etc.) can be worn but not attached to the ID badge.
- 3) Identification badges may be attached to lanyards or straps rather than pinned or clipped to clothing. Such straps must not promote other organizations, events or businesses. Lanyards worn in patient care areas should be designed to break away when pulled.

B. Hair:

- 1) Hair styles must be in good taste and hair must be secured away from the face by employees providing patient care or treatment. Hair styles having a shocking effect are unacceptable.
- 2) Will be clean, maintained, and neatly groomed
- 3) Head covers, hats, scarves, etc., that cover the entire head may only be worn for medical purposes or in observance of religious beliefs.
- 4) Facial hair must be trimmed, clean and well groomed.

C. Jewelry:

- 1) All jewelry should be conservative and in good taste. Both employee *and* patient safety should be considered when wearing jewelry. Dangling jewelry may not be worn by employees providing patient care.
- 2) While an individual may have multiple ear piercing, only two (2) earrings are allowed in each ear. Studs are preferred over dangling earrings. Gauges, plugs and tunnels are not allowed.



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- 3) Consideration for allowing other visible piercings will be made by the Department Director if the piercing is not in their opinion having a shocking effect..

### D. Body Art

- 1) Body art should be covered by clothing if at all possible. This determination will be made by the immediate Department Director.

### E. Fingernails

- 1) Fingernails will be kept trimmed, maintained, and clean.
- 2) Neither artificial fingernails nor shellac polish are allowed for those employees providing patient care activities.
- 3) If nail polish is worn, it will be moderate, neat, and without chips, particularly in patient care areas.
- 4) The length of fingernails will not exceed a quarter of an inch for those providing patient care and one-half inch for all other employees.

### F. Shoes

- 1) Shoes will be clean and in good repair.
- 2) Heels will not exceed three (3) inches.
- 3) Opened-toed shoes may be worn in non-clinical areas and at the discretion of the department director. Flip-flop sandals are not allowed.
- 4) Shoe covers will not to be worn outside the surgical areas.
- 5) Any other footwear restrictions for safety and practicality reasons may be implemented by individual department directors, with the approval of their administrative head.

### G. Uniforms

- 1) All uniforms / departmental approved scrubs shall be neat, clean and in good repair (not threadbare, torn, stained or excessively wrinkled).
- 2) Solid standardized uniform colors that represent a staff member's role and level of training will be worn in order for our patients and families to easily identify who is caring for them:

#### **Discipline/Department**

All licensed nurses

Unlicensed personnel: PCT/NA/CNA, Paramedics,  
Greeters

Therapies: OT, SLP, PT

Radiology

#### **Uniform/scrub color**

Navy blue

Ceil (light blue)

Hunter green

Pewter (gray)

Cardiopulmonary	Royal blue
Laboratory	Wine (Dark red)
Care Coord Case Management and Social Workers	Caribbean (dark turquoise)
Pharmacy	Black
Environmental Services	Approved uniform
Food Service	Approved uniform
Facilities Management	Approved uniform
Patient Access	Approved uniform – see <a href="#">PA - Patient Financial Services Dress Code</a>

- 3) Long sleeved undershirts may be worn in the same solid color as the uniform, white, black, or the Elevating Health colors (navy, lime green or royal blue) if it coordinates with the solid uniform color. Vests or lab coat/scrub jackets may be worn in solid white or in the same solid color as the uniform. Sweat jackets, fleeces or “hoodies” that are not a clinical uniform or that have prints, patterns or wording may not be worn while on duty.
- 4) Staff may wear socks and shoes that coordinate with their uniform.
- 5) Clerical staff who are cross-trained to a direct care/clinical role will wear light blue scrubs. Those who are not cross trained, will wear civilian clothes that meet current policy guidelines.
- 6) If directors or other leaders choose to wear scrubs, they will wear the color their group/profession/license wears. Directors wearing civilian clothes will don a white lab coat or scrub jacket while visiting patients (e.g. for rounding, etc.).
- 7) If clinical staff who don’t work in a direct care role choose to wear scrubs, they will wear the color their group/profession/license wears. (For example, if a licensed nurse in nursing administration decides to wear scrubs, they will wear navy blue.) If these staff ever have the need to visit patients, while wearing civilian clothes, they will don a white lab coat or scrub jacket.
- 8) Exceptions:
  - a) During hospital-recognized holidays ( see [HR - Holidays](#)) as well as Valentine’s Day, Easter, St. Patrick’s Day, and Halloween, holiday patterned or printed scrub tops that coordinate with the required scrub bottoms may be worn the **day before, the day of, and the day after** the holiday.
  - b) During hospital-sponsored or sanctioned events, recognitions or observances, the approved top, t-shirt, etc. may be worn in place of a scrub top. These allowances will be communicated through official hospital communication channels (e.g. newsletter). Example: wearing pink on Fridays during October in observance of Breast Cancer Awareness, etc.
  - c) Every **Friday** of the month, staff may wear hospital-issued tops or t-shirts that coordinate with their scrub bottoms in place of their scrub top. Example: “Elevating Health” or “Nurses Week” t-shirts, etc.

- 9) PH issues scrubs / uniforms / lab coats for the following departments:

Operating Room, Post Anesthesia Care, and Sterile Processing (hospital and ASC),  
Cardiac Catheterization / Interventional Radiology, and Patient Access.

- 10) Employees who work in roles or departments where scrubs or uniforms are not required shall wear clothing that is neat, clean, professional in appearance and appropriate for the work. Appropriate attire shall be business casual, unless hosting or participating in a public or professional meeting wherein professional attire is required (e.g., board meetings, public presentations, etc.) Business casual requires collared shirts for men, although ties are optional. Friday dress down may also be observed by these groups, and they may wear blue jeans and/or t-shirts that are not excessively worn or faded or that have holes.

- 11) Attire

The following items will not be worn while on duty:

- a) Skirts or dresses with lengths more than 3 inches above the top of the knee cap.
- b) Pants/shorts above the knees.
- c) Overalls
- d) Denim Jeans will not normally be worn by staff except for individuals working in Facilities Management where they are liable to get their clothes exceptionally soiled. See Item G. 10 above for exceptions.
- e) Any provocative, obscene, offensive or revealing clothing. Sheer clothing or clothing that is cut or fit in a manner that allows undergarments to be seen. Clothing advertising another healthcare facility.

- 12) Hygiene

- a) Daily bathing and use of an effective deodorant are required.
- b) Fragrances will not be worn by those providing patient care; all others may apply it in moderation.

#### H. Enforcement

- 1) At times, the enforcement of the dress code policy may be a subjective process. The rights of expression by individual employees must be weighed against the expectations of PH customers/ patients for receiving services from a person who is appropriately professionally attired.
- 2) Failure to comply with the Dress Code policy will be addressed by the employee's supervisor and may result in disciplinary action. Employees who violate the Dress Code policy will clock out, go home to



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change and return to work. PTO time may not be used to compensate for time lost when sent home to change.

### References:

*Contributing to a Quality Patient Experience: Applying Evidence Based Practice to Support Changes in Nursing Dress Code Policies.* 2016 Online Journal of Issues in Nursing Vol 21 No 1 Accessed 10/31/16

<http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol-21-2016/No1-Jan-2016/Quality-Patient-Experience-Nursing-Dress-Code-Policies.html>