



**Ingalls Memorial Hospital
Policies, Standard Work, and Guidelines**

Policy **Standard Work** **Guideline**

Name: Dress Code and Uniform Requirements

Number: HR-015

Issue Date: [Click here to enter a date.](#)

Reviewed Date: 6/3/2019

Scope/Background:

The Dress Code and Uniform Requirements policy applies all employees, agency contractors, volunteers and students of Ingalls Memorial Hospital (“IMH” or “Hospital”).

Purpose:

The purpose of the policy is to establish guidelines and procedures on appropriate and professional standards for work attire that best represent Ingalls Memorial Hospital. In addition to this Hospital policy, employees may also be required to comply with specific departmental policies in their home department, as well as to applicable regulatory requirements. See DEPARTMENTAL ADDENDUMS below.

Definitions:

IMH or Hospital: Includes facilities on the main hospital campus in Harvey and at our Family Care Center/Urgent Care southland locations.

Patient Care Areas: Include patient rooms, rooms where patient examinations occur or where treatment and/or therapy is regularly provided, rooms in which medical testing or procedures are regularly performed, and the waiting rooms, hallways, and other spaces immediately adjacent to and associated with these areas.

Policy:

An employee’s appearance serves as a symbol of professionalism to the public. For this reason, proper dress, appearance, personal hygiene, protective equipment, and identification are essential. All elements of this policy apply regardless of employee gender.

Procedures:

Employees and supervisors should know and follow the expectations and procedures below.

1. A neat, clean and professional appearance, which includes the following, is an expectation for all

staff:

a. Personal Hygiene

Exceptional oral and body hygiene is maintained at all times.

Heavily scented colognes, perfumes, lotions, fragrances and other strong scents that could be problematic/ offensive are prohibited (i.e., cigar/cigarette smoke).

Gum chewing is prohibited as it interferes with clear, concise communication, and is considered unprofessional in the presence of our customers.

b. Hair, Nails, Makeup and Jewelry

Hair must be clean, neatly combed, styled and colored in a shade that can be obtained naturally, professional, business oriented manner. In some occupations, hair may also need to be tied back or properly covered (hair nets, surgical caps, etc.)

Facial hair such as beards, mustaches, and sideburns, must be neatly trimmed and groomed.

Fingernails shall be clean, trimmed, and at a length that does not interfere with the job. Fingernails may not exceed one-quarter (1/4) inch in length. Based on CDC (Centers for Disease Control and Prevention) guidelines do not wear artificial fingernails or extenders when having direct contact with patients.

Make-up can be worn in moderation.

Jewelry shall be kept to a minimum. Extended necklaces and chains are not to be worn in or outside of the uniform as they may create a hazardous situation. One or two earrings maximum are permitted, and are only to be worn in the lobes of the ear while on duty. Earrings should not be a length that may interfere with personal safety (can be pulled or caught in machinery), nor should it convey written solicitations or messages. Any body piercings should not be visible or occupied by jewelry while on duty. Jewelry is also required to comply with section 4.10 of this policy.

Employees may not wear visible, temporary tattoos. Permanent tattoos must be covered by work attire/uniform or make up while at work.

c. Employee Work Attire

Employee attire must be neat, clean and professional in accordance with the following criteria:

d. Professional Business Attire - includes but is not limited to the following:

Business suits, dresses, pants, slacks, skirts, blazers, blouses, sweaters, collared dress shirts, ties, hosiery, socks, dress shoes.

2. **General Work Attire Requirements**

- a. Clothing must be free of wrinkles and odor, clean, in good condition and fit adequately over the figure. Low cut or revealing necklines are prohibited.
- b. Attire must be free of rips, tears, unsewn seams/hems, missing fasteners, frays, spots, etc.
- c. Garments must fit loosely enough to allow required freedom of movement for bending, lifting, stretching, stooping.
- d. Skin-tight outer garments, stretch/stirrup pants, sweatshirts, shorts, t-shirts, jeans, leggings, cropped pants, spandex and spandex-type material, and sweat pants and hooded/non-hooded sweatshirts are not considered acceptable attire under this policy. Capri-style pants are acceptable provided they extend at or beyond mid-calf, and as long as they comply with all other requirements of the dress code policy.
- e. All reasonable attempts must be made to ensure that undergarments are not visible through outer attire.
- f. Shoes must be clean and polished. Athletic shoes may only be worn in areas where they are required by department uniform or attire. Open toed sandals or shoes may only be worn in certain office positions (where department policy permits) and in departments outside of patient care settings.
- g. Appropriate socks or hosiery are required at all times except in certain office positions (where department policy permits) outside of patient care settings.

3. **While in Patient Care Areas**

- a. Employees may not wear or display on their clothing advertisements, logos, slogans, symbols that reasonably convey or are intended to convey meaning, or insignias of any type, including on items that adorn clothing, are carried, or are visible through clothing. This includes but is not limited to wearing or displaying pins, buttons, ribbons, lanyards, or other items that contain advertisements, logos, slogans, symbols that convey or are intended to convey meaning, or insignias of any type. This restriction applies regardless of the message that is intended to be conveyed and includes charitable and political messages and materials indicating support of sports or other teams. In other areas, all clothing and other attire must be free of advertisements, logos, slogans, symbols that reflect any form of violent, discriminatory, abusive, offensive, demeaning, or otherwise unprofessional messages.
- b. Patient care areas (as defined above) are defined as patient rooms, rooms where patient examinations occur or where treatment and/or therapy is regularly provided, rooms in which medical testing or procedures are regularly performed, and the waiting rooms, hallways, and other spaces immediately adjacent to and associated with these areas.
- c. Attire representing IMH approved logos is permissible as long as it meets with department approval.
- d. Caps or hats are not to be worn unless required by the job or medical necessity.

- e. From time to time, IMH may issue items germane to its mission and/or the recognition or identification of employees, including but not limited to service award pins and logos indicating special departmental affiliation or training. These items are considered part of the scrubs/uniforms or career apparel. Employees will be advised when an item issued by Ingalls is part of the scrub/uniforms/career apparel and whether the item is mandatory or optional. In order to make such a designation, a request must be submitted to and approved by Human Resources in writing.

Refer to **Departmental Addendums** where they apply.

4. **Uniform Requirements**

Uniform requirements must also follow same standards as non-uniformed standards. All work attire must be within acceptable guidelines of respective department and appropriate for the particular occupation. See department addendum.

5. **Proper Employee Identification**

- a. Official hospital identification badges (ID) are required hospital attire. They must be easily viewed (preferably at chest level depending on uniform or required attire) and worn on outer garments. They must be worn at all times while on duty or while attending hospital related functions within the facility. You should not obscure your picture or other portions of your ID badge at any time.
- b. Employees must present ID badge when requested by security personnel, hospital leadership personnel, physicians, or patients.

6. **Proper Protective Equipment**

Certain positions may require specific protective equipment and therefore are a required element of the uniform and/or dress code (such as glasses/goggles, special shoes, caps, hard hats, gloves, masks, lab coats, etc.) Refer to specific department addendum or required safety guidelines as necessary.

7. **Other Policy Conditions**

You should not wear or bring expensive attire and/or personal property to the hospital. The hospital will not be held responsible for loss of, or damage to personal valuables or other personal property.

Employees who commit violations of this policy may be sent home in order to return to work in the proper attire. Time off in these instances will not be compensated. In addition, employees may be subject to the hospital's progressive disciplinary process for violations of this or other departmental dress code policies.

DEPARTMENTAL ADDENDUMS

It is the responsibility of the Director/Manager/Assistant Patient Care Manager/Administrative Coordinator to see that staff reporting to him/her shall be appropriately attired.

1. The following attire is required for the **Registered Nurse** in the following areas:

Direct Patient Care

- Any combination of Navy Blue and White (this does not include all Navy Blue) or traditional all white uniforms
- Nursing cap and pin are optional

Psychiatry & Case Management

- Business casual clothing shall be required attire in these departments

LDRP/Nursery

- Caribbean Blue uniform (dress/pants and top)
- When leaving the unit, a white lab coat (clean and properly buttoned) shall be worn

Surgery, PACU, Endoscopy & Cath Lab

- Ingalls Hospital approved surgical scrubs
- When leaving the unit, a white lab coat (clean and properly buttoned) shall be worn

2. The following attire is required for the **Clinical Associates/Techs**:

Direct Patient Care

- Ceil blue scrubs (dress/pants and top) all pieces solid colored and matching
- Ceil Blue scrub jacket may be worn with uniform

Psychiatry & Case Management

- Business casual clothing shall be required attire in these departments

LDRP/Nursery

- Raspberry colored uniform (dress/pants and top)
- When leaving the unit, a white lab coat (clean and properly buttoned) shall be worn

Surgery, PACU, Endoscopy & Cath Lab

- Ingalls Hospital approved surgical scrubs
- When leaving the unit, a white lab coat (clean and properly buttoned) shall be worn

3. The following attire is required for the **Unit Secretary**:

Direct Patient Care Units and Psychiatry

- Solid Black Vest (no denim, leather or scrub material)
- Solid White collared blouse or solid Pastel Blue collared blouse (length of sleeves

- may be long, short or $\frac{3}{4}$ length - no sleeveless blouses)
- Black slacks/skirts. Black shoes (shoes shall be sensible and appropriate to the type of activities usual for a normal work day and in good repair)

Surgery, PACU & Endoscopy

- Ingalls Hospital approved surgical scrubs
- When leaving the unit, a white lab coat (clean and properly buttoned) shall be worn

4. The following attire is required for **Laboratory and Cardiac Services:**

Technologist

- Uniform, any style
- Lab coat with uniform

Registered Nurse

- White/Khaki Pants with Blue/White Top
- Lab coat with pants/top

5. The following attire is required for **Clerical Personnel:**

- All clerical employees are required to wear a uniform (any style). Failure to be improper attire will lead to disciplinary action

6. The following attire is required for **Cardiac Rehabilitation:**

Cardiac Fitness Center **professional personnel** shall wear the following while on duty:

- White lab coat with Cardiac Fitness Center logo
- Clean, pressed, washable slacks
- Clean, pressed, washable shirt
- Clean sport shoes and socks
- Ingalls Hospital Identification Badge
- Watch with second hand
- Jewelry of modest design

Cardiac Fitness Center **clerical staff** shall wear the following while on duty:

- White lab coat with Cardiac Fitness Center logo
- Clean, pressed, washable slacks
- Clean, pressed, washable shirt
- Clean shoes and socks
- Ingalls Hospital Identification Badge
- Jewelry of modest design

7. The following attire is required for **Respiratory Care:**

- The designated uniform color for **Respiratory Therapists staff** is

Port/Wine/Burgundy.

- Polo or uniform scrub top, in Port/Wine/Burgundy (IMH Logo preferred in White embroidery)
- Uniform pants in Port/Wine/Burgundy
- Optional: Port/Wine/Burgundy scrub jacket
- Any solid color cotton, short or long sleeve knit top can be worn under an approved uniform scrub top
- Shoes shall be sensible and appropriate to the type of activities usual for a normal work day and are to be white or black. Crocs without holes, tennis and/or jogging shoes (white or black) are acceptable if they are clean, neat and in good repair.
- Socks/hose – white or plum only. Proper undergarments are required. Undergarment prints/color shall not show through uniform pant or top.
- IMH identification badge
- Watch with second hand and stethoscope
- Jewelry: Earrings should be worn in earlobes only. Pierced body parts are not acceptable during work hours and must be removed or covered appropriately. No hoop or dangling earrings are accepted and must be removed during work hours. Rings should be limited in size and quantity to avoid loss or injury to patient or employee.
- Body tattoos: Tattoos shall be covered appropriately during work hours

8. The following attire is required for **Retinal Vascular:**

- Nurses, medical technicians, ophthalmic technicians, or any other personnel having direct clinical contact will wear full or partial white nursing uniforms with clean white nursing or athletic shoes.
- Clinical staff can also wear dress clothing with a white lab coat.
- Photographers will wear professional dress clothing according to the above guidelines with lab coats, suits, sport coats or ties optional.
- Secretarial/Clerical staff will wear dress clothing according to the guidelines above.

9. The following attire is required for **Pharmacy Services:**

- Men are encouraged to wear a shirt and necktie.
- Pharmacists, Service Technicians, Systems Technicians and Students are required to wear a white lab coat or jacket over their own clothing while outside the Pharmacy Department. Exceptions to this statement are determined by the department director based on practice site. Lab coats will not only protect one's clothing, but will contribute to the overall professional appearance of Pharmacy personnel.
- Hospital scrubs or isolation gowns may be worn by individuals involved in preparing IV admixtures when working in the IV room. Isolation gowns must be removed when leaving the IV room.
- Personal scrubs may be worn in all work areas of the Pharmacy.

10. The following attire is required for **Sterile Processing**:

- Complete surgical scrub attire must be worn in the decontamination area.
 - Head cover
 - Surgical scrub suit
 - Gloves
 - Cover gown
 - Shoe covers
 - Mask
 - Face shield
- Personnel must wear surgical suit and head covers when in Sterile Processing.
- Clean shoes that are not worn outside of the hospital shall be maintained by personnel.
- Upon leaving the department, remove head covering. A buttoned lab coat must be worn. The coat is taken off when returning to the department.
- Warm-up jackets may be worn in the department
- All jewelry must be removed
- Anyone entering the department must put on a cover suit. Head covers must be worn if going into the processing area.

11. The following attire is required for **Rehabilitation Services**:

- Items with a specific therapy logo may be worn during that discipline's honor week, but only when pre-approved by the director. (This is not to be assumed)
- Scrubs are acceptable except hospital issued. (No light blue) Exception: The whirlpool aide may wear hospital issued scrubs if desired.
- Shoes must be sensible and appropriate for the type of activities usual for a normal work day (i.e. spike heels or sandals are unacceptable due to decreased mobility in responding to crisis situations rapidly). Tennis or jogging shoes are acceptable if they are clean, neat and in good repair. Footwear with open toes is not acceptable; some type of stocking must be worn.
- Lab coats are required on inpatient for infection control purposes. Lab coat must be clean.
- Disciplinary action may be taken for violation of the hospital or department dress code policy.

Questions on this policy should be directed to the employee's supervisor or to Human Resources.

Interpretation, Implementation, and Revision:

The Director, People Strategy and Operations in the Human Resources Department is responsible for the interpretation and revision of this policy. All Ingalls Memorial Hospital employees are responsible for the implementation of this policy.

Attachments:

None

Cross-references:

None

References:

None