

**UC Irvine Health**

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Administrative

DRESS AND PERSONAL APPEARANCE CODE

I. PURPOSE

The purpose of the Dress and Personal Appearance Code is to establish standards of appropriate dress and appearance for those who work or volunteer at UC Irvine Medical Center. This includes off-site physician practices, satellite work locations, at all times, regardless of shift. The policy also established standards for hand hygiene in relation to fingernails, which has an impact on infection prevention.

II. BACKGROUND

- A. This policy promotes employee and patient safety.
- B. Portrays a professional image of care providers to patients, visitors and colleagues.
- C. Enables patients, visitors and colleagues a method of identifying care providers and their roles.
- D. Elicits patient, family and visitor confidence and trust in care providing staff.

III. POLICY

- A. Each employee is to comply with this policy when on paid time. If in doubt regarding the acceptability of dress and personal appearance, confer with your direct supervisor.
- B. Medical Center/School of Medicine staff shall present a clean, neat, well-groomed appearance that conveys respect for oneself, one's colleagues, the public and the Medical Center during work hours. Staff are defined as:
 - i. Employees (Medical Center and School of Medicine)
 - ii. Faculty
 - iii. Residents
 - iv. Physicians
 - v. Volunteers
 - vi. Students
 - vii. Others who represent the Medical Center
- C. The attire shall be appropriate to the individual's occupation or profession and shall contribute to the highest standard of hospital hygiene, patient expectation, and employee safety. Radical departure from conventional dress or grooming standards shall not be permitted. All staff shall be informed of this policy.

i. Individual staff may be subject to a proscribed uniform policy by:

- a. Department
- b. Care Provider Type

D. Photo Identification Badge

1. Identification badges shall be worn clearly visible at or above the waist at all times. These badges shall identify the name and position of the wearer. Identification badges are required by Title XXII (22) of the California Administrative Code, Section 70721 D. which states in part "all employees of the hospital having patient contact, including students, interns and residents, shall wear an identification badge bearing their name and title." Because all staff may come in contact with patients, if even for purpose of providing directions, there shall be no exceptions to this provision.

E. Professional Appearance

1. Daily hygiene of skin, hair and teeth.
2. Hair on the head or face shall be clean, trimmed, and controlled in an appropriate style so not to interfere with job duties.
 - a. Color and style shall remain conservative
 - b. Unless required for safety or for individuals whose work takes them outdoors, hats shall not be worn
 - i. Exceptions for documented religious attire; medical necessity only in defined areas, e.g. surgery, procedure room, etc.
 - ii. Hats are to be UC Irvine logo or plain.
3. Below-the-shoulder length hair is to be tied back or up off the shoulders (direct patient care providers only).

F. Make-up is to be understated and appropriate for a professional healthcare environment.

G. In consideration of the comfort and possible allergic reactions of others, perfumes and cologne shall be minimal. Minimal is defined as undetectable by customers or coworkers.

1. Staff members that smoke must take steps to reduce the lingering scent of smoke from their clothing so as to be unnoticeable.

H. Tattoos must be covered to the fullest extent possible at all times. Any questions regarding the interpretation of this requirement shall be decided in favor of conservative standards.

I. Fingernails must be neat and trimmed.

1. Long fingernails present a safety hazard to self and others, and shall extend no longer than 1/2" beyond the tip of the finger.
2. Nail polish shall not be chipped or peeling. The color shall be subtle. (i.e. No bright neon or fluorescent shades, no black).
3. For all hands-on direct patient care providers:
 - a. Artificial nails shall not be worn. Nail polish is permitted but anything applied to natural nails other than polish is considered an enhancement. This includes, but is not limited to:
 - Artificial Nails or Tips
 - Wraps

- Appliqués
 - Acrylics
 - Nail jewelry
- b. Natural nails will be maintained at length not to exceed ¼" beyond fingertips when viewed from ventral surface.
- c. Hands-on direct care providers includes, but is not limited to:
- i. Registered Nurses
 - ii. Licensed Vocational Nurses
 - iii. Nurse Practitioners
 - iv. Nursing Assistants
 - v. Medical Assistants
 - vi. Therapists
 - vii. Technicians
 - viii. Technologists
 - ix. Physicians
 - x. Residents
 - xi. Physician Assistants
 - xii. Student
 - xiii. Any job category that routinely provide hands-on care to patients.
- d. Refer also to Infection Control policy on Hand Hygiene <https://intranet.ha.uci.edu/sites/OCM/Epidemiology%20and%20Infection%20Prevention/Policies/Forms/AllItems.aspx>
- J. Jewelry (including pierced jewelry) is not to interfere with the duties of the employee or pose a hazard to the patient or employee. It is to be understated, small and kept to a minimum.
- 1. Multiple earrings (more than 2 per ear) are inappropriate.
 - 2. Body piercing jewelry (including tongue studs, nose rings, eyebrow rings, etc) may not be worn in any visible pierced body part except ears. Visible body part is defined as any area not covered by normal clothing.
 - 3. Direct patient care providers should avoid dangling earrings as a potential safety hazard.
- K. Uniform pins and insignia which may be worn are limited to professional association pins or emblems, service award pins, and other University issued pins. All pins containing slogans or messages are prohibited. All other insignia, emblems or pins may not be worn.
- L. Attire shall be neat, clean, and safe. Any questions regarding apparel shall be decided by the supervisor of the individual in favor of conservative standards.
- 1. Examples of inappropriate attire include:
 - Beach sandals, thongs, or bare feet.
 - Floor length dresses, indiscreet hemlines, or fishnet stockings.
 - Visible cleavage.

- T-shirts, shirts with logos/slogans, sweatshirts Exception is UC Irvine Health Systems T-shirts worn in conjunction with Medical Center sponsored events.
 - Torn or frayed garments.
 - Shorts except when part of an authorized uniform, sweat bottoms, denim, or jeans, regardless of color.
2. Departments may grant exception to the above examples for employees who, prior to coming on duty, are required to change into and remain in uniforms and/or scrubs.
 3. Hose or socks are preferred. Shoes shall be clean, in good repair and appropriate for the work to be performed. Sling back shoes (with straps across the heel) are acceptable. Direct care providers are required to wear closed toe shoes.
 4. Individual divisions may authorize a standardized dress code. Those departments are listed in Attachments A-C.
 5. Personal electronic devices (e.g. I-Pod, MP-3 Player, Bluetooth headsets, etc.) are not to be worn while on duty. Use of these items is restricted to assigned break times only. Exception is in a non-patient care area when pre-approved by direct supervisor. Refer also to policy on Cellphones and Other Personal Electronic Device Use <https://intranet.ha.uci.edu/sites/policiesandprocedures/hospital/General%20Administrative%20Policies/Forms/AllItems.aspx>.
 6. Departments may establish "casual days" normally in recognition of goal achievements. Regularly occurring casual days not linked to departmental recognition ex. "Casual Fridays" are not acceptable. Casual attire must conform to the general principals (see section III.B and C).
 7. Expectations related to dress and personal appearance will be discussed with each employee, incorporated into the employee job description and evaluated during the annual performance appraisal.
 8. Failure to comply with these standards may result in corrective or disciplinary action. Employees who report to work in violation of this policy may be sent home, without pay, to rectify this error.
- M. Management reserves the right to determine appropriateness of dress.
- N. It is the responsibility of the supervisor to consistently enforce compliance with minimum dress standards:
1. The supervisor will direct employees who do not meet minimum dress standards to badge out (non-pay status) to change clothing or take other necessary action to correct deficiencies.
 2. The supervisor will take appropriate corrective or disciplinary action with employees who repeatedly violate the established dress code in accordance with applicable University policies and collective bargaining agreements (see section III.E.9.g and h).
- O. Human Resources will provide assistance in resolving issues, questions, or concerns regarding dress and appearance standards.

REFERENCES:

UCIHC Policy: Dress Code: Surgical Attire

Hand Hygiene – Epidemiology and Infection Control

Cellphones and Other Personal Electronic Device Use

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Attachments:

-  [Inpatient & Ambulatory Care Uniforms.docx](#)
-  [UC Irvine Hospital Laundered/Hospital Provided Scrub Attire \(HLHP\)](#)
-  [Uniform \(Services\)](#)

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**UC Irvine Hospital Laundered/Hospital Provided Scrub Attire
(HLHP)**

- I. The following are the guidelines governing the conditions under which HLHP scrub attire may be worn. These guidelines are **in addition to** the general dress code policy guidelines.
- II. UC Irvine Medical Center HLHP scrub attire is issued to the employee on a loan-only basis.
- III. The purpose of HLHP scrub attire is to reduce the transmission of infection producing agents into areas where aseptic procedures are performed. Therefore, the wearing of HLHP scrub attire (light green) by faculty physicians, residents, students and personnel is appropriate in the following areas only:
 - A. Operating Room
 - B. Post Anesthesia Care Unit
 - C. Outpatient Surgical Suite
 - D. Central Sterile Processing
 - E. Pathology (Surgical Pathology/Autopsy)
 - F. Labor and Delivery
 - G. Cardiac Catheterization Lab
 - H. Radiology – Special Procedures
 - I. Pharmacy IV Room and OR Medroom – Full HLHP.
 1. Cleanroom requirements (USP 797 for low shedding clothes)
- IV. Blue warming jackets are to be worn by personnel working in the areas listed in III above only and are not to be removed from those restricted areas.
- V. Wearing or possession of UC Irvine Medical Center HLHP scrub attire off the Medical Center grounds shall constitute theft. Any individual leaving the Medical Center grounds wearing or in possession of HLHP scrub attire shall be subject to approach by security or any other Medical Center employee. These individuals may be asked to return the HLHP scrub attire immediately. Anyone refusing to return the HLHP scrub attire in question may be subject to corrective action as specified in Section VI.
- VI. Corrective Action
 - A. Resident physician and medical student non-compliance with the HLHP scrub attire policy may lead to the issuance of administrative notice or the assumption of the lack of professional behavior in the evaluation of the individual's performance.
 - B. Staff employee non-compliance with the HLHP scrub attire policy may result in appropriate corrective action as specified in Section 270 of the University of California Staff Personnel Policy.
 - C. Physician faculty non-compliance shall be referred to the Executive Committee of the Medical Staff for appropriate corrective action.

Uniform (Services)**I. Polo Style**

A. The employees in this section are issued department specific polo shirts. The following are the guidelines governing the uniform requirements for all employees and personnel who provide services in the following areas:

1. Material Management
2. Information Services Data Center
3. Clinical Engineering
4. Telecommunications Technicians & Operators
5. Network & Desktop Computing
6. Volunteers

B. Uniforms are to be as follows:

1. Shirts will be Polo Style with UC Irvine approved logo embroidered on the shirt above the pocket on the left breast.
2. Shirts will be worn tucked in.
3. Pants or skirts will be cotton twill fabric.
4. Colors are department specific.
5. Work boots or leather style shoes with non-skid soles. Preferred colors are black, brown or white.
6. Steel-toed shoes may be required in areas where employees routinely lift or work with heavy movable equipment or materials. A Job Safety Analysis will be completed by supervision and with the SOS (Safety On Site) coordinator in conjunction with Environmental Health & Safety guidelines to determine when steel-toed shoes are required.
7. Employees may wear under their shirts a solid color which matches the uniform or white T-shirts (including long sleeves). White or a solid color which matches the uniform turtleneck tops may also be worn under shirts. Overcoats or jackets may be worn during inclement weather conditions provided they adhere to the general dress code guidelines regarding appearance. Employees will be issued department rain gear (if available) when necessary.

II. Department Specific Uniforms

A. The employees in the following departments have department specific uniforms and/or dress codes that are to be adhered to at all times:

1. Facilities Management
2. Patient Relations
 - a) This style of dress includes all staff whose primary role is first point of contact with the public (e.g. Hospital Unit Service Coordinators, Receptionists, etc.)
3. Admissions and Registration
4. Environmental Services
5. Nutrition Services

- a) Registered Dietitians do not have a specific uniform, but are to adhere to the professional dress standards outlined in the general policy. This is to include a white lab jacket.
- 6. Environmental Health and Safety
- 7. Radiation Safety
- 8. Security and Parking
 - a) Please refer to department specific Policy for guidelines for Security and Parking.

INPATIENT & AMBULATORY CARE UNIFORMS

- I. In recognition of the importance of care giver identification, UC Irvine Medical Center has implemented a program that provides standardized uniforms to all inpatient and ambulatory care givers. The uniform colors provide all patients, families and staff with instant recognition of the caregiver type. Management may make exceptions/modifications to this requirement if the wearing of a uniform could increase patient anxiety (ex. pediatric patients). Any exceptions/modifications permitted must conform to the requirements contained within the General Guidelines in Section III of this policy (page 1).

- II. Uniforms are required for direct patient care providers in the acute inpatient settings as well as the ambulatory environments. Management personnel within the following areas may also wear the uniform; if the prescribed uniform is not worn, that staff member must adhere to the professional dress standards as outlined in the general policy.

- III. There are three primary classifications of care providers types:
 - A. Licensed Nursing personnel (Blue*) and in the CDCC & CC (Burgundy)
 1. Registered Nurses
 2. Licensed Vocational Nurses
 3. Licensed Psychiatric Technicians.
 - B. Non-Licensed Nursing Personnel (Tan*)
 1. Senior Hospital Assistants
 2. Hospital Assistants
 3. Medical Assistants
 4. Lift Team Staff
 5. Hospital Unit Service Coordinators
 6. Other staff as determined by administration
 - C. Licensed and/or Certified Health Care Professionals. (Green**)
 1. Radiation Therapists
 2. Radiology staff
 - a) MRI
 - b) CT
 - c) Radiology Technicians
 - d) EEG
 - e) EKG
 - f) Ultrasound
 3. Rehabilitation staff
 - a) Physical Therapy
 - b) Occupational Therapy
 - c) Speech Therapy
 4. Respiratory Therapy

- * pants of a darker shade of the same color are permissible
- ** pants of a darker matching color are permissible
- pants of a darker shade of the same color are permissible

5. Laboratory Personnel

- a) Phlebotomy staff
- b) Other laboratory personnel adhere to department specific guidelines for dress due to infection prevention and personal safety requirements unless otherwise specified by their supervisors.

6. Other staff as determined by administration.

D. There are exceptions to the above staff members.

- 1. Outpatient Rehabilitation Therapists will wear polo style shirts in the matching color along with khaki colored pants while providing care in the outpatient setting. Should an outpatient therapist be assigned to an inpatient area, s/he will be required to adhere to the inpatient uniform standard.
- 2. Any Nursing personnel not providing direct patient care.

IV. Staff members are required to wear the designated uniform color at all times when involved in patient care.

V. Staff members may wear a cover up with the following guidelines:

A. The cover up must be either a white lab coat or a matching cover up available from the preapproved vendor.

- 1. Licensed Nurses may wear a white lab coat or white Magnet Jacket
- 2. Non-Licensed nursing personnel may wear the Green Magnet Jacket
- 3. Licensed and/or Certified Health Care Professionals may wear a standard white lab coat. This coat may contain patches or professional insignia from professional or certifying agencies or bodies.

B. Undershirts may be worn under the top. Plain white or a solid color which matches the uniform T-shirts or long sleeved shirts are allowed. White or a solid color which matches the uniform turtleneck tops or knit tops are also allowed.

- 1. Thermal style shirts are not allowed
- 2. Any shirt that is not white or not describe on Section B or has any logos, artwork or writing is not allowed and the employee will be asked to remove it.

C. Footwear must adhere to the standards in the general policy

Direct Supervisor

Defines quantity of uniforms to be provided to each staff member.

- A. Each employee is provided with sufficient uniforms to last one week based upon the employee's career percentage appointment. (e.g. 100% 8hr = 5 sets; 90% 12hr = 3 sets, etc.)
- B. Per diem staff receive one set unless additional sets approved by supervisor
- C. Additional sets or approved accessories may be procured at the employee's expense.
- D. Ensures terminating employee returns uniforms at time of separation.

Individuals required to wear designated uniform color

- E. Each employee may select from 3 styles of tops and 3 styles of pants.
- F. The color selected is assigned by job code title and department instruction.

Direct Supervisor/Human Resources

Replacement of garments will occur annually on the employee's hire date anniversary.

- G. The manager will authorize replenishment of uniforms upon hire date via the uniform ordering process.
- H. The quantity will be based upon the employee's current career appointment percentage and work schedule.
- I. Replacement of garments due to work related incidents will take place with supervisor's approval; garments damaged due to misuse are replaced at the employee's expense.
- J. Employees experiencing a significant change in body size (i.e. due to pregnancy or significant weight gain/loss) will approach their direct supervisor at such time as is necessary and seek additional garments to allow the employee to continue to work their normal schedule.

Emergency situations:

In the eventuality that an employee's uniform becomes unwearable due to soiling or damage during a shift, the employee may be allowed to borrow HPHL scrubs for the remainder of the shift. These garments are to be returned to the Medical Center on the next scheduled shift.