



Weeks Medical Center

Dress Code Policy

Purpose:

Our appearance is extremely important in reflecting the standards of professionalism and excellence, which we strive to, achieve and patients expect. This policy is to establish an overall guideline for Weeks Medical Center. However, each department may have a more specific requirement based on regulatory compliance.

Scope:

All staff refers to all staff employed at Weeks Medical Center (Hospital, Home Health and Office Practice.) All staff is expected to present a neat clean well-groomed appearance that is consistent with the traditional dignity of the medical and allied health profession. All clothing must be neat, clean, safe and professional in appearance. All staff is required to wear identification badges in a readily visible location. The guidelines below are divided into four categories, clinical, clerical, support services and other. Please review any questions with your department manager.

Clinical:

(Nurses, Lab Techs, X-ray Techs, Pharmacy, Phlebotomist, Respiratory, clinical Dietary staff, etc.)

1. Uniforms or scrubs shall be worn by all clinical staff. A clinical staff member in dress clothes will wear a lab coat when providing patient care. Not allowed are:
 - Shorts
 - Denim
 - Camouflage Scrubs
2. Footwear should be selected for comfort and safety. There must not be any open-toed shoes. Shoes must have a non-slip sole.
3. Nail Care:
 - a) Nail tips should not be longer than $\frac{1}{4}$ inch.
 - b) Nail polish may be worn providing it is not chipped.
 - c) Artificial nails are not allowed for individuals providing direct patient care or touch articles that come in contact with patients.

Support Services:

(Maintenance, Housekeeping, Dietary, Laundry, Materials Management, Histology etc.)

1. The basic dress for support service staff is neat and clean. No t-shirts, tank tops, shorts, capri pants, sweatpants, sweatshirts or torn clothes are to be worn. Blue jeans or riveted jeans, and non-white non-printed t-shirts may be worn by staff assigned primarily to non-patient care or non-public areas.
2. Footwear needs to be safe and comfortable. No open toed or open heeled shoes are to be worn.
3. Nail Care:
 - a) Nail tips should not be longer than $\frac{1}{4}$ inch.
 - b) Nail polish may be worn providing it is not chipped.
 - c) Artificial nails are not allowed for individuals providing direct patient care or touch articles that come in contact with patients.

Office Staff and Physicians:

1. Staff are to dress in a neat, clean and professional manner. No T-shirts, sweatshirts, sweatpants, blue jeans or jeans, shorts, tank tops or miniskirts.
2. Footwear needs to be comfortable and professional. No sneakers, flip flops or casual sandals.

Dress shoe sandals will be acceptable.

Other Staff: (Rehab, etc.)

1. Staff are to dress in a neat, clean and professional manner. No T-shirts, sweatshirts, sweatpants, blue jeans or jeans, shorts, tank tops or miniskirts.
2. Footwear should be selected for comfort and safety. There must not be any open-toed shoes. Shoes must have a non-slip sole.
3. Nail Care:
 - a) Nail tips should not be longer than ¼ inch.
 - b) Nail polish may be worn providing it is not chipped.
 - c) Artificial nails are not allowed for individuals providing direct patient care or touch articles that come in contact with patients.

General Guidelines for all Staff:

1. Perfume, cologne or aftershave for either gender is unacceptable due to the possibility of triggering asthmatics.
2. Earrings are acceptable. Other types of visible piercing are not allowed.
3. Jewelry - long dangling chains, bracelets, large hair ornaments, pins, rings and earrings that could be a safety hazard are not to be worn.

Dress Code

Owner: Administration
Approved by: Senior Staff 11/6/08, 12/2/10, 4/7/11, CQI Committee 1/24/11, 4/25/11
Accrediting/Lic Body:
Standard/Rule #
Effective Date 1/2/03
Reviewed: 6/5/08
Revised: 11/5/08, 11/18/10, 4/2011