



Ambulatory Clinic Policy and Procedure

Title:	Clinical Personnel Dress Code	Policy Number:	9.28
		Version Number	5
Regulation Reference:	TJC, IC.02.01.01	Effective Date:	2/2016
		Original Approval:	4/2005

POLICY STATEMENT:

It is the policy of Texas Tech University Health Sciences Center (TTUHSC) Ambulatory Clinics to define the specific guidelines for nursing personnel, related to the dress code, to ensure that a professional image is presented to patients and the community. It is intended to provide security through an employee identification system and to protect the employee by requiring work attire in accordance with safety and infection control consideration.

SCOPE:

This policy applies to all TTUHSC Ambulatory clinics operated through its Schools.

GUIDELINES:

1. **General Appearance:** General appearance of all personnel should reflect a high standard of cleanliness and hygiene at all times. Patients and the general community expect a greater degree of cleanliness, neatness and professionalism than is found in most industries. Employees should therefore, dress discreetly and present a professional appearance.
2. **General Guidelines:**
 - a. **Shoes** – Shoes must be clean and in good repair, closed toe, quiet soles, and non-skid. Shoe laces must be kept clean.
 - b. **Uniforms** – The uniform must be professional in appearance and reflect high standards of cleanliness and hygiene at all times.
 - 1) The uniform must be color-coordinated.
 - 2) Tee shirts, jeans, sweat pants, jogging or fleece pants, and sweatshirts are not considered a professional uniform.
 - 3) Exceptions may be made on special occasions (i.e., t-shirt days, holidays, etc.) as designated by Nurse Managers (Head Nurses) or Clinic Administrators.
 - c. **Hair** – Hair must be clean and neat in appearance and worn in a professional business manner.
 - 1) Nursing staff with direct patient contact must secure their hair so it does not contact the patient or interfere with patient care or safety.
 - 2) Facial hair such as beards and sideburns must be neat, clean and well trimmed.
 - d. **Fingernails** – Fingernails should be clean and length of nails should not extend past ¼” beyond the fingertips. Garishly “shocking” nail polish is not acceptable. Personnel engaged in wound care or assisting with “open procedures” may not wear artificial nails.

- e. Cosmetics and Perfume/Cologne – The professional environment of the clinic and the patients' sensitivity to scents requires all personnel to moderate use of make-up, perfume, colognes or shaving lotions.
 - f. Jewelry – Jewelry may ONLY be worn on ears, around neck, wrists, fingers and ankles. Excessive jewelry (i.e. oversized or large dangling earrings), are not allowed. Jewelry that interferes with patient care is not allowed.
3. **Identification Badges:** Identification badges will be worn on the outside of the uniform, lab coat, or street clothes at all times while engaged in clinic business. The photo ID badge will be required for payroll and in the event of an emergency.
 4. **Adherence to Policy:** Failure of any employee to adhere to the regulations as outlined herein will be considered just cause for disciplinary action and/or dismissal. The Dress Code will be enforced by the Departmental Nurse Manager (Head Nurse), Administrator or Office Manager.
 5. **Departmental Dress Code Policy:** This is a general dress code policy. Unit specific dress code issues will be addressed in departmental policy and procedure manuals.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

RIGHT TO CHANGE POLICY:

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION:

This policy was approved by the Council of Deans on February 4, 2016.