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Same

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Professional Appearance

Scope

The policy applies to all residency and fellowship programs at CCHS.

Purpose:

The Sponsoring Institution has a policy regarding professional appearance for all graduate medical education programs and employees of the College of Community Health Sciences.

Policy and Guidelines

Everyone is expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Everyone should wear the issued name badge at all times. If anyone comes to work in unacceptable attire, they will be sent home to change.

Definitions

Direct Patient Care: Includes faculty, residents, fellows, nurse practitioners, physician assistants, clinic staff, lab and radiology staff, medical students, and student workers who work in clinical areas and who are involved in the direct administration of patient care.

Providers: Defined as faculty physicians, fellows, residents, Physician Assistants (PA), Nurse Practitioners (NP) and clinical students in clinical areas.

Clinical Staff: All others working in the clinical areas and who are involved in the direct administration of patient care.

Clinical Areas: For purposes of this policy, includes clinics such as Family Medicine (Blue, Red, Faculty/Staff, Sports Medicine, UMC-Northport), OBGYN, Internal Medicine, Pediatrics and Lab/Radiology and affiliated clinics.

Non-Direct Patient Care: Includes employees, students and volunteers who are not involved in the direct administration of patient care.

Students: Includes paid and unpaid students who are assigned at CCHS.

Volunteers: Anyone who is assisting staff or helping provide a service at CCHS.

Procedure

A. DIRECT PATIENT CARE

1. No open-toed shoes; tennis shoes are to be clean.
2. Jewelry should be limited to simple earrings, necklaces, and rings.
3. Fingernails should be clean and short (1/4 inch or shorter) with clear polish only. No artificial nails of any kind are allowed (see Infection Control Policy, INF-1).

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4. Perfumes or fragrances, if worn, should take into consideration the sensitivities and allergies of co-workers and, especially, our patients.
5. Providers approved attire:
 - a. Females
 - i. Business suits, pants (no blue jeans) and blouses, skirts, and dresses. Skirts and dresses should not be worn more than 3 inches above the knee.
 - ii. Scrubs may be worn for clinic with white lab coat.
 - b. Males
 - i. Pants (no blue jeans), and Oxford or Polo shirts (tie optional).
 - ii. Scrubs may be worn for clinic with white lab coat

6. Clinical staff approved attire:

- a. The approved attire schedule, including casual dress on Fridays, is outlined below:

Monday	Tuesday	Wednesday	Thursday	Friday
Black Scrubs	Black Scrubs	Black Scrubs	Black Scrubs	Approved CCHS Branded T-Shirt with Black Scrub Pants

- b. Clean scrubs in good condition will be worn at all times.
- c. The approved University Medical Center (UMC) monogram must be visible at all times, either on the scrub top or the solid color jacket.
- d. The College will monogram scrub tops and jackets that it purchases each year for employees. The approved UMC monogram must appear on either the scrub top or the solid jacket, as such, when employees buy additional scrub tops and jackets, the employee must pay for the approved UMC monogram.
- e. Jackets
- i. The College will purchase one black jacket, as well as one other solid color jacket to be chosen by each individual clinic. Each clinic can choose only one solid color jacket other than black. The non-black jacket color must be the same within each clinic, but colors can vary among clinics. CCHS will pay to have both solid jackets monogrammed.
 - ii. As an additional option, print jackets are also allowed. Because this is optional, CCHS will not purchase this jacket. If clinic staff members choose to purchase print jackets, the same print jacket must be chosen within each clinic and can only be worn on a specified day of the week, as determined by the clinic. Print jackets are not

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required to be monogrammed. When a print jacket is worn, the scrub top must be monogrammed with the approved UMC monogram.

iii. Print jackets and solid color jackets can be worn on the same day, but the same print jacket and the same color jacket must be worn by all staff members in each individual clinic.

- f. Shirts under scrubs tops are permissible. If a shirt is worn under the scrub, each clinic staff member must all wear the same color. Such shirts are not provided by the College.

B. NON-DIRECT PATIENT CARE

1. All employees should appear professional, neat, and clean at all times.
2. Approved attire:
 - a. Females
 - i. Business suits, pants (no blue jeans) and blouses, skirts, and dresses. Skirts and dresses should not be worn more than 3 inches above the knee.
 - ii. Scrubs or team wear may be worn, or required, as determined by the area manager and the area manager's supervisor.
 - b. Males
 - i. Pants (no blue jeans), and Oxford or Polo shirts (tie optional).
 - ii. Scrubs or team wear may be worn or required as determined by the area manager and the area manager's supervisor.
 - c. Every Friday the approved CCHS Branded T-Shirt may be worn.

C. STUDENT WORKERS

1. Dress for student workers is dependent upon the area in which they work.

D. THE FOLLOWING ARE NOT ALLOWED:

- a. Exposed Spaghetti strap tops
- b. Midriff or short tops
- c. See-through or revealing clothing
- d. Tight clothing
- e. Flip-flops (open-toed shoes or dress sandals are permitted for employees involved in non-direct patient care).
- f. Shorts, jogging pants, athletic wear
- g. Excessive jewelry, perfume, or cologne
- h. T-shirts (except for designated days)
- i. Blue Jeans except on designated days, pants with holes, faded, acid washed, bling.
- j. DCH Scrubs (except for physicians with hospital responsibilities)
- k. No more than 2 earrings per ear
- l. No visible body piercing or body art is allowed. Body piercing and body art work must be fully covered with exception of (k) above
- m. Exceptions may be approved for religious expression.

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- E. Employees arriving at work who are not dressed in the appropriate uniform or clothes will be required to clock out and return home to change. When they arrive back at work, employees will clock in for work. Employees with repeated episodes of this behavior will be counseled. Extenuating circumstances will be determined by management on a case-by-case basis.
- F. Unpaid Students and Volunteers not appropriately dressed will be sent home to change.

G. EXCEPTIONS TO THE PROFESSIONAL APPEARANCE POLICY:

- a. Designated Special Occasions-Clothing, such as t-shirts, team attire and/or blue jeans may be worn at specified times with the prior approval of the Dean, for example, in support of University of Alabama functions, Football Fridays, Halloween, Employee Appreciation, etc.
- b. Departments may implement policies that further define the standards of dress relative to jobs within the individual areas as long as such policies are not more lenient than this Professional Appearance Policy. Departments that choose to further define professional appearance policies must have prior approval from immediate supervisor, with notice to the Dean's Office, and department managers will be responsible for determining if employees are adhering to standards of dress.
- c. CCHS administration reserves the right to cancel casual Friday if a special event, or special guests are going to be on campus. If casual Friday is cancelled for any reason, an e-mail will be sent reminding employees that casual Friday is cancelled that week.