Professional Appearance

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

Purpose:
The Sponsoring Institution must have a policy, not necessarily GME-specific, regarding accommodations for disabilities consistent with all applicable laws and regulations.

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. Anyone arriving at work in unacceptable attire 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 a clinical areas and who are involved in the direct administration of patient care.

Provider: Defined as faculty physicians, fellows, residents, Physician Assistants (PA), Nurse Practitioners (NP) and 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.

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).

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 denim) 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.
   b. Males
      i. Slacks (no denim), and collared shirts (tie optional).
      ii. Scrubs may be worn for clinic.

6. Clinical staff approved attire:
   a. The approved attire schedule is outlined below:
   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, it must be worn on a specified day of the week, as
determined by the clinic. Print jackets are not required to be monogramed.
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.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>Black Scrubs</td>
<td>Black Scrubs</td>
<td>Black Scrubs</td>
<td>Black Scrubs</td>
<td>CCHS-branded t-shirt with black scrub pants</td>
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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 denim) and blouses, skirts, and dresses. Skirts and dresses should not be worn more than 3 inches above the knee.

ii. Scrubs may be worn, or required, as determined by the area manager and the area manager’s supervisor.

b. Males

i. Slacks (no denim), and collared shirts (tie optional).

ii. Scrubs may be worn or required as determined by the area manager and the area manager’s supervisor.

C. STUDENT WORKERS

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

D. THE FOLLOWING ARE NOT ALLOWED:

a. 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. Headwear, except for religious expression

h. Excessive jewelry, perfume, or cologne

i. T-shirts (except for designated days)

j. Denim pants/blue jeans, except on designated days, pants with holes, faded, acid washed, bling.

k. DCH Scrubs (except for physicians with hospital responsibilities)

l. No more than 2 earrings per ear

m. No visible body piercing or body art is allowed. Body piercing and body art work must be covered.
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. SPECIAL OCCASIONS – Will be addressed in a separate policy along with casual dress and casual day.