A. SUBJECT: Professional Appearance

B. EFFECTIVE DATE: July 1, 2015 (R)

C. POLICY:

University of Virginia Medical Center healthcare practitioners and employees shall dress appropriately for their job responsibilities and exhibit a professional appearance within the workplace. All healthcare practitioners and employees shall be required to follow established guidelines for appropriate and inappropriate attire and personal appearance as designated in this policy. Attire shall be neat and clean at all times and shall be appropriate so as not to distract or interfere with patient care.

Healthcare practitioners and employees shall be informed of dress and personal appearance requirements upon hire and subsequently by management as deemed appropriate for assigned job duties. Exceptions to this policy require the approval of the department administrator.

Identification badges shall be worn at all times while on the Medical Center premises in a visible and above-the-waist location on the outside of attire.

Management personnel shall consistently adhere to enforcement of established guidelines. Appropriate disciplinary action shall be taken should any healthcare practitioner or employee fail to adhere to this policy.

D. Guidelines for Attire and Personal Appearance

1. Appropriate Attire

   a. Professional dress clothing that meets department requirements.

   b. Appropriate shoes in accordance with duties performed.

   c. White lab coats and scrub jackets worn over appropriate apparel as defined by department requirements.

   d. Medical Center issued surgical/procedural attire to be worn only as outlined in the Infection Control Manual and shall not be worn to and from work.

   e. Medical Center issued career apparel or individually purchased uniforms or scrubs:

(SUBJECT: Professional Appearance)

- Must adhere to this policy and department requirements
- Tee shirt or turtleneck may be worn under career apparel, uniforms or scrubs.
- May be worn to and from work

2. Appropriate Personal Appearance

a. Hair shall be neat and clean

b. Nails must be clean and appropriate for job duties. Personnel whose job duties include performing a surgical hand scrub and/or performing sterilization or high-level disinfection of instruments /equipment may not wear nail polish of any kind. All other personnel whose job duties include direct patient contact shall keep nails less than ¼ inch long and shall not wear artificial nails (including but not limited to hybrid gels) or nail extenders of any type; only regular nail polish in good condition (i.e., not peeling or chipping) is permitted (see Medical Center Policy No. 0290 “Hand Hygiene”).

3. Inappropriate Attire and Personal Appearance

The following attire and personal appearance has been designated as inappropriate and shall not be worn by healthcare practitioners and employees while performing job duties within Medical Center locations in which patient care is provided:

- Tee shirts with printed logos or print (unless covered by a scrub top).
- Denim jeans of any color or type
- Sweat pants or sweat shirts (unless designated as part of an approved uniform)
- Tank tops or halter tops
- Shorts
- Tight and revealing clothing of any type
- Jewelry should be minimal in patient care areas; no long dangling earrings
- Perfume, after-shave or any item that has strong identifiable odor by either patients or employees and is deemed by management as interfering with patient care or the workplace.

Additional items of inappropriate attire or personal appearance may be designated by specific department requirements to meet appropriate patient care service needs.

SIGNATURE:

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Pamela M. Sutton-Wallace, CEO, UVE Medical Center

DATE: 6/23/15