

Professional Appearance

Team members should present a professional image in their appearance and actions in order to Own the Moment and Champion Excellence.

Policy

This policy is to set a minimum guideline for team members in regard to appearance.

Our ability to Champion Excellence and inspire trust from our patients and families is dependent on presenting a professional image in our appearance and in our actions. Communication professionals say people form an impression of someone within seven seconds of their first meeting. If our team members look and act professionally, patients and families have greater confidence in our ability.

We want our team members to not only do their best, but to also look their best as they continue to Own the Moment and mirror the professional image of our organization. Some of the guidelines (such as footwear) reflect safety and health issues for our team as well as patients, while others work towards Fostering Unity. An important goal of this policy is consistency. When everyone interprets the policy in the same manner, the result is consistent and fair administration.

Departmental dress codes which exceed hospital standards must be followed. The Professional Appearance policy must be followed whenever at work and on the clock, including trainings and professional development.

Any medical, religious or other exceptions to the “Professional Appearance” policy must be approved by Human Resources. Documentation to support reasons may be required. Permanent medical exceptions must be updated annually.

Procedures

General Guidelines

Your attire should always project a well groomed, professional appearance. If you have a question or concern about whether something is appropriate to wear, the best rule is not to wear it, or discuss it with your manager or supervisor before coming into work.

IDENTIFICATION BADGE	<ul style="list-style-type: none">• Team members will wear their Unity Point Health I.D. badge at all times while at work.• I.D. badge is to be worn at chest level with photo and name visible.• “Official” hospital stickers (approved by Human Resources and Public Relations) may be worn on the front of the name badge, but name and photo must always be visible.• Stickers may be worn on the <u>back</u> of the name badge. <p>Not Acceptable:</p> <ul style="list-style-type: none">• Adornments on the front of the name badge including stickers unless approved by Human Resources or Public Relations i.e. Influenza stickers
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FOOTWEAR	<ul style="list-style-type: none"> • Footwear and hose/socks should meet safety standards for the job performed. • OSHA requires the use of protective footwear when team members are working in areas where there is a danger of foot injuries, splashing blood or OPIM (other potentially infectious materials). • Open toed shoes are not allowed in patient care areas. • Appropriate footwear must be worn when in patient care areas – even if the team member does not typically work there and is simply walking through the area. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Sports sandals (i.e.: Nike or Reebok sandals) • Crocs with holes • Beach footwear (i.e.: flip-flops)
HAIR	<ul style="list-style-type: none"> • Hair should be neat and clean. • Direct patient care givers with shoulder length or longer hair should have it pulled back away from the face and secured so it does not fall or interfere with patients or the work area. • Facial hair must be kept clean and neatly trimmed. • Hair nets or hair covers may be required in some areas. • Hats/caps should be removed when entering the facility. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Unnatural appearing hair colors. • Long hair falling into patients or work area.
NAILS	<ul style="list-style-type: none"> • Fingernails should be in good repair, clean and neatly trimmed. • Fingernails can promote the spread of infection and be a safety hazard when providing patient care. • If nail polish is worn, it should be free of chips. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Artificial nails or long nails in patient care areas.
CLOTHING	<ul style="list-style-type: none"> • Clothing should be clean, pressed, in good condition (free of holes and tears) and should fit properly. • Undergarments should be worn. • Departmental policies will address uniforms or special clothing for a specific position and area. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Visible undergarments • Tank tops, halter tops or dresses • Hooded sweatshirts and sweaters • Blue jeans, bib overalls • Spandex pants • Leggings • Jogging suits • Pants that drag on the ground • Tight clothing, including uniforms, skirts, dresses, pants, or tops • Revealing clothing such as low-cut tops, high slit skirts, bare midriff or very short skirts

T-SHIRTS & SWEATSHIRTS	<p>T-shirts and sweatshirts are not appropriate for most areas.</p> <p>If management approved:</p> <ul style="list-style-type: none"> • Must be solid colored with an approved UPHDM logo i.e., Blank Children’s Hospital, John Stoddard Cancer Center, etc.) • Must be worn <u>under</u> appropriate jackets, scrub shirts or lab coats. <p>For special hospital-wide events/occasions, T-shirts and sweatshirts without a jacket, scrub shirt or lab coat may be allowed. These must have Vice President approval and communicated ahead of time.</p> <ul style="list-style-type: none"> • Examples of such events include Cy-Hawk, Festival of Trees and Lights, Rally Against Cancer, etc. There will be deliberate communication to patients and visitors that UnityPoint Health team members are celebrating a specific event and that is the reason for the t-shirt or sweatshirt. For additional clarification, contact your manager.
ACCESSORIES	<p>Not Acceptable</p> <ul style="list-style-type: none"> • Excessive jewelry (numerous rings per hand, multiple bracelets, long necklaces in patient care areas. • More than 2 earrings per ear. • Visible body piercing (except in ears). • Ear lobe gauges/plugs. • Long fingernails. • Excessive make-up.
TATTOOS	<p>Before displaying any tattoo, team members must meet with their managers in order to determine whether the tattoo is appropriate or inappropriate. Tattoos containing prohibited content must be covered. If the team member disagrees with the manager’s determination, they may refer to the Problem Resolution Policy.</p> <p>Not Acceptable: Prohibited content includes, but is not limited to, tattoos that are:</p> <ul style="list-style-type: none"> • Obscene; • Sexually explicit; • Advocate discrimination based on: <ul style="list-style-type: none"> ○ Race; ○ Color; ○ Religion; ○ National origin; ○ Age; ○ Sex, including gender presentation and sexual orientation; ○ Citizenship; and ○ Disability • In addition, tattoos that symbolize affiliation with gangs, supremacist or extremist groups, advocate illegal drug use, depict nudity, or are of a nature such as to bring discredit to UnityPoint Health-Des Moines must be covered. <p>CLARIFICATION: Tattoos with prohibitive content below the elbow/forearm will not be allowed if they cannot be covered and this could preclude the candidate/employee from working at UPH-DM.</p>
ODOR	<p>Excellent personal hygiene is an expectation of all team members. Body odor, tobacco odor and perfume/cologne can be offensive to patients, family members or co-workers. Some perfumes/colognes or tobacco odor can cause an allergic reaction in sensitive individuals.</p> <ul style="list-style-type: none"> • In some work areas, perfumes and colognes may be worn in moderation, but must be discontinued if a problem. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Perfumes and colognes in patient care areas • Tobacco odor

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Related Human Resources Policies:

Corrective Discipline – Work Environment 4

Photo Identification Badges – Safety 3

Key Words: Dress Code

Effective Date: December 1999

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Update Dates: September 2008; January 2010, April 2013, July 2013, October 2013, February 2014/July 2016

Uniform Guidelines

Uniforms – Clinical Areas

Your supervisor will provide Department/Unit specific uniform rules. The following general uniform colors have been designated for the following roles:

<p>REGISTERED NURSE</p>	<ul style="list-style-type: none"> • Skirts, pants, tops and jackets must be solid navy or white <ul style="list-style-type: none"> ○ Solid white or navy sweater cardigans may be worn instead of a cover jacket ○ Pants should be ankle length and not drag on the ground • Shirts worn under scrubs must be grey, navy or white • Closed toe shoes • OB: Ceil blue/hospital laundered scrubs • Blank: Solid color scrub dress, pant, top, or cover jacket in navy or grey. A “child friendly print” or solid scrub top in a coordinating color may be worn. • Child Life may wear clothing with their emblem, established as a patient safety measure. • ECLS Specialists: Dark gray scrubs <p>Not Acceptable</p> <ul style="list-style-type: none"> • Mid-level pants including Capri pants and shorts of any type • Denim in any form • Sleeveless shirts must be covered with a jacket or sweater
<p>PATIENT CARE TECH (PCT)</p>	<ul style="list-style-type: none"> • Skirts, pants, tops and jackets must be solid mulberry, cranberry or port. <ul style="list-style-type: none"> ○ Pants should be ankle length and not drag on the ground • Shirts under scrubs must be mulberry, grey or white • Closed toe shoes • OB: Ceil blue/hospital laundered scrubs • Blank: “Child friendly print,” any color coordinating with mulberry, cranberry, or port. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Mid-level pants including Capri pants and shorts of any type • Denim in any form • Sleeveless shirts must be covered with a jacket or sweater • White tops and jackets
<p>LPN/CP2</p>	<ul style="list-style-type: none"> • Skirts, pants, tops and jackets must be khaki or cinnamon. • Closed toe shoes
<p>UNIT SECRETARY</p>	<ul style="list-style-type: none"> • Casual business attire with or without uniform jacket. • Solid color uniforms may be worn if they do not contain colors of other job categories. <ul style="list-style-type: none"> ○ Suggested colors are orchid/lavender, red, teal, or yellow. • Closed toe shoes
<p>REHAB THERAPY TEAM-ADULT INPATIENT</p>	<ul style="list-style-type: none"> • Physical, Occupational and Recreational Therapists, and Speech Pathologists <ul style="list-style-type: none"> ○ Black shirt with black or khaki pants. White may be worn underneath black top. Pants must be ankle length. • Closed toe shoes

REHAB THERAPY TEAM– BLANK & ADULT OUTPATIENT	<ul style="list-style-type: none"> Physical and Occupational Therapists, Speech Pathologists, and Audiologists Casual business attire. Pants must be ankle length. Closed toe shoes
RESPIRATORY THERAPY	<ul style="list-style-type: none"> Ceil blue or casual business attire with a white lab jacket. Closed toe shoes ECLS Specialists: Dark gray scrubs
SURGICAL SERVICES	<ul style="list-style-type: none"> Ceil blue/hospital laundered scrubs. Closed toe shoes.
LABORATORY	<ul style="list-style-type: none"> Casual business attire or scrubs with white lab coat or protective gown. Closed toe shoes.
PHARMACY DEPARTMENT	<ul style="list-style-type: none"> Pharmacists, Pharmacy Interns, Technicians, Inventory Analysts and Pharmacy Students <ul style="list-style-type: none"> Casual Business attire or hospital issued scrubs (no combination of scrub top and business casual) Lab coat optional Closed toe shoes
CARDIOVASCULAR & NEURODIAGNOSTIC	<ul style="list-style-type: none"> Pewter, gray, black, or red scrubs Casual business with a white lab coat or vest Closed toe shoes

Uniforms – Integrated Services

IMMC CENTRAL SUPPLY, EXTERNAL DISTRIBUTION, COURIER, MAILROOM	<ul style="list-style-type: none"> Maroon polo shirt with blue pants
ILH & MWH CENTRAL SUPPLY	<ul style="list-style-type: none"> Maroon polo shirt with khaki pants
DIETICIAN	<ul style="list-style-type: none"> Casual business attire with a White Lab Coat (coat is optional)
ENVIRONMENTAL SERVICES	<ul style="list-style-type: none"> Women: solid blue pants with a white and blue striped top that has a solid blue band around the arms and v-neck. Men: solid blue pants with a white and blue striped top. Slip resistant shoes
FOOD SERVICES	<ul style="list-style-type: none"> Cooks: Chef coat with black pants Host/Hostess: French Blue shirt, black vest and black pants Food Service Associates: Chef coat with black pants Atrium Food Service Associates: French blue shirt, multi-colored tie with black pants Slip resistant shoes
LINEN SERVICES	<ul style="list-style-type: none"> Maroon polo shirt with khaki pants
TRANSPORT	<ul style="list-style-type: none"> Light blue polo shirt with black/navy blue pants
PLANT OPERATIONS/ MAINTENANCE	<ul style="list-style-type: none"> Plant operations: Navy blue shirt with navy pants Maintenance :Light blue shirt with navy pants Painter: White uniform shirt and pants Carpenter: Green shirt with brown pants

PUBLIC SAFETY	<ul style="list-style-type: none"> • Dark blue shirt and trousers, short sleeved shirt for summer wear and long sleeved shirt for winter use. (Class A uniform). • Blue polo style shirt with Public Safety on back, and black BDU type pants (Class B uniform). • Management and/or Lead Officers may wear a dark blue polo shirt with badge on the left breast. • The Duty Belt and Kevlar vest are considered part of the uniform and therefore must be worn at all times.
VALET SERVICE	<ul style="list-style-type: none"> • Light tan or khaki colored trousers worn with dark brown or black shoes • Uniform shirt is a dark navy blue polo style shirt with "Valet" on back.

Uniforms – Blank Outpatient Clinics

CLINICAL	<ul style="list-style-type: none"> • Black scrub pant, solid color scrub top or jacket with the Blank/Unity Point logo in the colors of black, white, shocking pink or turquoise.
NON-CLINICAL	<ul style="list-style-type: none"> • Black business casual pants with a Blank/Unity Point logo top in black, white, shocking pink or turquoise. • Child Life Therapy Business casual with Child Life Star either embroidered or a pin may be worn.

IOWA LUTHERAN HOSPITAL FAMILY MEDICINE RESIDENCY PROGRAM

Policy: Personal Appearance and Dress Code – EDM Specific

This policy is to provide a guideline for presenting a professional image within the Iowa Lutheran Hospital Family Medicine Residency Program and EDM. This is in addition to the UnityPoint Health policy on Professional Appearance.

Requirements

1. Residents are to wear clean, professional, and wrinkle-free attire, not surgical scrubs, while seeing patients in the EDM clinic. It is UnityPoint Health policy that socks or hose be worn at all times.
2. Exceptions may be considered for residents who must travel back and forth between the clinic and the hospital while on the ICU, Emergency Department and senior Family Medicine Inpatient rotations or for a resident with an active OB patient in the hospital. Clean lab coats must be worn over clean scrubs while seeing patients.
3. Surgical scrubs may be worn in the hospital while on rotations where the resident is likely to come into contact with body fluids.
4. Some rotation faculty may require male residents to wear a collared shirt and tie. Residents are to check with each rotation site prior to beginning the rotation.
5. The UnityPoint Health name badge is to be prominently displayed at chest level at all times while working within the hospitals, clinics and rotations.
6. Dress codes must be followed by residents when working in departments with department specific professional appearance policies such as ICU, OB and Surgery.

Failure to comply with this policy will result in a verbal warning for the first offense. The second offense will result in the resident being sent home to change clothes. A third offense will result in the resident being sent home and a PTO day deducted from that resident's bank. If a resident does not have PTO days remaining, the resident's education will be extended by the number of days the resident was not in compliance after the second warning.