

# **Miami Valley Hospital**

## **Manual of Human Resources Policies**

### **Professional Image Policy**

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Policy Number:

Effective: 9/30/2008

Revised: 5/27/10, 4/7/11, 10/17/11

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Reviewed: 3/19/2009

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#### **I. Purpose**

Evidence has proven that employees' personal appearance has a direct impact on our customers' first impressions of Miami Valley Hospital. In the spirit of our patient satisfaction standards, establishing a professional image policy differentiates clinical specialties, projects a more professional appearance, and improves safety for our customers and staff. Reasonable exceptions to the dress standards may be made by the manager for religious purposes or based on a medical condition. Some departments may have dress guidelines that are more strict than the organization-wide policy. If an employee's role is primarily administrative, business casual guidelines should be followed unless other attire is specified by unit policy.

#### **II. Scope**

All employees of Miami Valley Hospital.

#### **III. Definitions**

N/A

#### **IV. Policy/Procedure**

**POLICY:** The following represents dress standards for Miami Valley Hospital and Miami Valley South Health Center:

##### **A. Direct Clinical Care and Clinical Support Departments**

###### **I. Definitions**

- a. Direct Clinical Care Personnel: Employees providing "hands on" patient care in all ambulatory and inpatient settings. (Examples: Nursing, Respiratory, Imaging)
- b. Clinical Support Personnel: Employees who may be seen by patients in a clinical environment but do not provide direct clinical care. (Examples: Nutrition Services, Environmental Services, Linen Services, HUCs)
- c. Leadership: Employees in managerial positions

###### **II. Clothing Standards for Direct Clinical Care and Clinical Support Personnel**

###### **a. Color Guidelines**

1. All scrubs must be the Landau brand or a brand that matches the Landau color selected for the specific specialty and may be purchased through MVH or a scrub retailer.

Department	Scrub – Color
Nurses	Navy or White (Pants and top color must match)
Medical Imaging	Wine
Dental Hygienists	Wine
Echo	Wine
PCT	Sandstone
Linen Services	Sandstone
HUCs	White polo or sandstone scrub top w/ sandstone pants
Staffing Secretaries	White polo or sandstone scrub top w/ sandstone pants
EKG	Teal
Pharm Tech	Teal
Stress Lab	Teal
GI Tech	Teal
Ortho Tech	Teal
Berry / Ultrasound	Teal
Dental Assistants	Teal
Medical Assistants	Teal
Central Distribution	Hunter Green
Respiratory Therapist	Hunter Green
Lift Team	Khakis w/ black polo
Centran	Wine scrub top w/sandstone scrub bottom
Enviro. Services	Black
OPR	Blue Button Down – Others TBD
Nutrition Services	White shirts/black pants and aprons
Maintenance Health Information Management Services	Tan Shirt Sandstone scrub top w/ sandstone pants & or Business Casual

Business Casual with Lab Coat or White Warm-Up Jacket
Patient Flow
NCE /CNE
Cardiac Rehab
Clinical Nutritionist
Rehab
Pharmacists
Care Coordinators
Social Workers
APN
PA
Birth & Family
AO
Others as determined

**b. Scrub Combinations:**

1. A scrub top must be worn with scrub pants. The scrub top may be worn under a scrub jacket or independent of a scrub jacket.
2. Skirts matching the agreed upon color may be worn
3. A button down scrub top is considered a scrub top and not a jacket and must be buttoned up.

**c. Undershirts**

1. A short or long-sleeved, collarless shirt, crew neck, v-neck, turtleneck or mock turtleneck may be worn under the scrub top or polo shirt. This shirt must be white or a solid color matching the color of the scrubs or polo shirt. With the exception of RN's and LPN's, individuals wearing scrubs may also wear a black undershirt.
2. This is also applicable to hospital issued Ceil Blue scrubs.

**d. Shoes**

1. Clean and predominantly white or black athletic shoes that compliment the scrub color may be worn. Mesh type athletic shoes are acceptable.
2. White, black, brown, cordovan (burgundy brown), or scrub matching shoes /clogs/crocs may be worn. Clogs/Crocs with top holes are not permitted.
3. Socks must be worn.

**e. Embroidery**

1. All scrub tops, lab coats and warm-up jackets must be embroidered with the approved design for each specific area through the hospital embroidery process.
2. Embroidery will be paid for if the clothing is purchased through the hospital approved retailer and process. Items purchased from other companies will require the employee to take the item to the hospital approved retailer and embroidered at the employee's expense.

**f. Lab Coat/Jacket & Scrub Warm-Up**

1. Magnet Recognition – Employees may wear a white lab coat or lab jacket with the Magnet Recognition patch on the left shoulder.
2. All staff in scrubs may wear a scrub warm-up matching the color of scrubs, a white lab jacket/coat or scrub warm-up, or a white sleeveless lab jacket/coat vest.

**g. Pregnancy**

1. Employees may wear white maternity shirt or maternity shirt that matches specific scrub color instead of scrub top during pregnancy.

**B. Business Casual Clinical with Lab Coat and Non-Clinical Departments**

**I. Definitions**

- a. Support Staff: Employees providing services other than direct patient care or clinical support.
- b. Leadership Staff: Employees in managerial positions

**II. Clothing Standards for Business Casual**

- a. Business Casual is clothing that allows you to feel comfortable at work, yet always look neat and professional.
  1. Examples:
    - a. Men's Wear: Shirts with collars, sweaters, khaki slacks, or other types of dress slacks.
    - b. Women's Wear: Dress pants, khakis, sweaters, skirts, dresses, divided skirts, dress capris that are mid-calf, and shirts that cover the shoulders.
- b. Spaghetti straps, tank tops, halter tops, or exposed midriffs are not permitted.
- c. Skirt/Dress Length: No shorter than 3 inches above the knees.
- d. Casual attire such as jeans, stretch pants, sweatpants, T-shirts, jogging clothes, casual or sporty capris (for example, pockets on the leg or strings on the bottom), skorts or shorts are not to be worn.
- e. Shoes such as flats, pumps, loafers, athletic shoes and (sandals non-clinical areas) are allowed. Beach shoes, flip-flops or open toe shoes are not permitted.
- f. Socks or panty hose must be worn when in the clinical area. Clinical area is defined as patient room or treatment area.
- g. A white lab coat, white warm-up jacket or a warm-up jacket matching the color of the scrubs are required to be worn anytime the staff member enters a clinical area. Clinical area is defined as patient room or treatment area.
- h. If an employee under "business casual with a lab coat" standards needs to wear scrubs, they are to follow these guidelines:
  1. Navy: Care Coordinators, APN, Birth & Family Education, CNE, Cardiac

Rehab (Nurses), NCE, Patient Flow, AO.

2. Wine: Pharmacists, Social Workers, Clinical Nutritionist, Rehab.

### **III. Clothing Standards for Leadership Staff**

- a. Employees in managerial positions are required to follow the Business Casual dress standard stated above.
- b. A lab coat may be worn if the staff member enters a clinical area.

## **C. Additional Dress Guidelines for All Departments**

### **I. Jewelry / Piercings**

- a. Must satisfy infection control standards and maintain patient and personal safety standards. **ALL**
- b. Jewelry must be plain and inconspicuous **ALL** and must be able to be worn with a gloved hand. **CLINICAL**
- c. Earrings are permitted with the following criteria:
  1. Non hoop earrings should not be dangling more than 1 inch below the earlobe. **CLINICAL**
  2. Inside earring hoop diameter should not be larger than a dime. **CLINICAL**
  3. Only 2 earrings per ear. **ALL**
- d. Necklaces that do not interfere with patient care may be worn. **CLINICAL**
- e. Bracelets or armbands are not permitted unless they are a Medical Alert bracelet. Watches are permitted to be worn. **CLINICAL**
- f. Only one ring or ring set per hand is allowed. **CLINICAL**
- g. Except for earrings (see above), visible body piercing, including but not limited to the tongue, is not permitted and must be removed when at work. **ALL**
- h. No more than five professional pins may be worn at one time. **ALL**

### **II. Fingernails**

- a. Employees giving direct patient care may not wear artificial fingernails including “gel nails”
- b. Natural fingernails are to be well groomed and no longer than ¼ inches.

### **III. ID Badges**

- a. All employees must wear their hospital ID badge, facing forward, above the waistline so it is easily read by others. The photo identification is to be worn at all times during working hours.
- c. Identification badges are to be free of any foreign objects such as pins, stickers, buttons, etc.
- d. A supplemental, hospital-issued badge may be provided to denote your role within the organization (i.e. RN, LPN).
- e. Lanyards are not permitted as this creates an infection control risk and a safety risk for caregivers unless there is no other reasonable alternative. Staffs are allowed to wear lanyards with the Vocera's.

### **IV. Jeans**

- a. Jeans are permitted for employees attending staff meetings/in-services held on a day that the employee is not regularly scheduled.
- b. Jeans may also be worn by staff members who must change into hospital-issued scrubs.

## **V. Tattoos**

- a. Tattoos must be covered unless doing so creates an infection control risk. If tattoos are on hand, finger or wrist, they must not draw undue attention.

## **VI. Hair**

- a. Hair must be clean and neat in style.
- b. Facial hair must be kept neat and well trimmed.
- c. Fashion head scarves or skullcaps are not permitted.
- d. Only natural shades of hair color are permitted.

## **VII. Fragrance**

- a. All employees must be sensitive to others' reactions and health issues when wearing scents in the health care environment. Some departments may prohibit the use of scents so as not to interfere with patient care or co-workers.
- b. Clothing items and individuals smelling of smoke/tobacco products are prohibited.

## **VIII. Holiday apparel (Tops Only- should be appropriate for specific work environment)**

- a. Holiday specific apparel may be worn on MVH recognized holidays:
  - 1. Christmas (includes recognition of Hanukkah and Kwanza)
    - 2 weeks prior to the holiday
  - 2. New Year's Day - Day of holiday
  - 3. Memorial Day – Day of Holiday
  - 4. Independence Day (July 4th) – Day of holiday
  - 5. Labor Day –Day of holiday
  - 6. Thanksgiving - Day of holiday
  - 7. HR sanctioned event or activity (i.e. Epic Super User Shirts)
- b. Scrub Bottoms must match the agreed upon color of the profession.
- c. Tops must be scrub tops for those currently covered under the scrub policy
- d. Tops may be shirt or sweater for those covered under the business casual policy, but no sweatshirts are permitted

## **IX. Fit**

- a. Tight, form-fitting or low cut attire is not acceptable.
- b. Clothing must fit appropriately without horizontal pull lines or gaps between closures.
- c. No midriff should be showing, even when reaching or bending.
- d. To support personal safety, pants should not drag the floor.

## **X. Uniform Accessories**

- a. Only hospital issued buttons are permitted.
- b. Organizational belt or "fanny packs" must be black, white or matching the scrub color, reasonable size, washable, and free of unapproved logos.
- c. Cloth stethoscope covers or decorative items attached to stethoscopes are not permitted as this creates an infection control risk.

## **XI. Undergarments**

- a. Undergarments must be worn and inconspicuous under uniform or clothing.

## **XII. Additional Standards**

- a. All clothing should be non-see through.
- b. Clothing must be clean and neatly pressed.

### **D. Registration Staff**

- a. Registration staff reporting to the Patient Access Department will wear the royal blue and black attire established for this area
- b. Staff performing registration functions that do not report to the Patient Access Department may wear royal blue and black attire or Sandstone, as determined by the director of the department

### **E. Clerical Staff working in a Clinical Department**

- a. Staff may wear sandstone scrubs, business casual, or business casual with a white scrub jacket, as determined by the director of the department.

### **F. Approved Uniform Replacement**

#### **I. Soiled Scrub Replacement**

- a. If employee scrubs or uniforms should become soiled during work hours, staff should contact their unit manager for Hospital replacement scrubs (ceil blue).
- b. Return replacement scrubs to Linen Services within 24 hours of use.

### **G. Annual Stipend**

- a. An annual allotment will be provided to individuals required to wear scrubs or lab coats that are at a pay level of H-4 or below.

### **H. Enforcement**

- a. If an employee's attire is deemed inappropriate by the immediate supervisor or department director, the individual may be instructed to return home to make the necessary changes or change into hospital-issued scrubs. If the employee is sent home the employee will not be compensated during such time away from work and must badge out and badge back in upon returning to work. Repeated violations will be handled through corrective action.

### **I. Criteria for Wearing Hospital-Issued Scrubs**

- a. An employee who enters and works in a sterile environment on a regular basis is required to use hospital-issued ceil blue scrubs. (See Linen Services policy for more information.)
- b. A new hire is required to order their scrubs before their first orientation date. If the scrub order is not delivered before the employee's first day of work, hospital issued scrubs will be worn until the order arrives.

## **V. Approval**

Bobbie Gerhart  
President & Chief Executive Officer