



Dress Code

Purpose

The Department of Pediatrics has established a Professional Image Standard based on the University of Utah guidelines, which outlines dress and grooming guidelines to promote a consistent professional image throughout the organization and to help customers and employees feel safe, confident and comfortable. This policy applies to Ambulatory Clinics in which pediatric personal work.

Definitions

Patient Care Area – Any area in which patients are present for clinical reasons. This includes the entrance to any unit or clinic, nursing stations, patient rooms, and reception/waiting areas.

Guidelines

This Policy applies to any University employee who is at work as part of his/her regular duties and is representing the organization to the public.

Employees of the Department of Pediatrics are expected to maintain a professional image while working in the clinics, health care areas, office, and while attending company events, seminars, training, conferences or meetings on campus or off-site. It is vital for the safety and security of our staff, patients and their families that employees follow and adhere to the company's professional and uniform dress standards.

This policy outlines the minimum requirement for professional appearance. A manager/supervisor may set standards at a higher level for employees, based on patient contact or job function. Dress standards should be communicated in unit/department orientation, evaluated in performance evaluation, and reviewed annually or as appropriate.

Individuals or work groups who wish to request exception to the policy should contact their direct managers. Requests will be evaluated by the department and a final decision made. Individuals requesting an accommodation or exemption should contact their Human Resources Representative. The University of Utah is an equal opportunity employer and is fully committed to the principle of nondiscrimination in all employment related practices and decisions. See Policy 5-106: Equal opportunity and Nondiscrimination Employment.

Implementation

Dress Standards

List below are the acceptable and unacceptable clothing styles in the workplace.



Clothing Style	Acceptable	Unacceptable
Jackets	<p>Suit-like jacket styles. Causal sport jacket styles in conservative colors and classic styles (i.e., Safari jackets, suede jackets, cotton casual jackets)</p>	<p>Sweatshirts or “hoodies” of any kind worn inside of work areas. Denim, team, ski or gym jackets.</p> <p>Fleece jackets or vests are not allowed in clinical or patient care areas</p>
Footwear Shoes	<p>Business professional shoes in good, clean condition including: pump, flats, espadrilles, boots, loafers, and other leather shoes</p> <p>Closed-toe dress shoes with moderate heel height (3” or Less)</p> <p>Dressy Peep-Toe shoes permitted in non-patient care areas only</p> <p>Noise resistant shoe/heel are preferred for patient care areas</p> <p>Athletic shoes and work boots in good condition are acceptable for approved department including Loading Dock or clinical areas.</p>	<p>Footwear that does not comply with department specific safety regulations.</p> <p>Open toe shoes of any kind (including sandals), slippers, or bare feet on clinic floor.</p> <p>Flip-flops of any kind including thong-style flip flops, beachwear flip flops, yoga flip-flops, etc.</p> <p>Dirty, odor-ridden, worn, or stained athletic shoes including yoga, running, sports, etc.</p>
Footwear Crocks	<p>Crocs in dark or neutral colors (i.e., black, navy) for approved clinical staff and clinical areas only</p>	<p>Bright extreme colored crocs (i.e., orange, pink) worn with scrubs or pants of any kind.</p>



		Crocs with accessories
Jewelry	Jewelry including necklace, rings and earrings that are conservative in style, size and color	“Clangy” or distracting jewelry of any kind (including loud bracelets or bangles).
Jewelry Body Piercing	Ear gages should be plugged closed with plugs matching skin tone.	Excessive costume style earrings of any kind. Large chandelier or hoop earrings greater than approximately 2 inches in diameter or approximately 2 inches in length. Exposed eyebrow, tongue, cheek, lip, nose, chest, back or belly piercing is prohibited.
Tattoos	Clothing styles must cover all visible tattoos.	Visible tattoos on the body such as chest, neck, arm, abdomen, back and ankles.
Employee Badges	Badges worn above the bottom of the sternum and at eye-level, free from distracting stickers, pins, etc. Photo ID must be legible and visible at all times.	Badges worn at or below the bottom of the sternum or that are not visible to staff and patients. Pins, sticker and other distracting adhesives.
Nursing Uniforms	<p>RNs and LPNs:</p> <ul style="list-style-type: none"> •White shirt or scrub top which meets Dress Code and Fit standards as described above including •Cotton/knit shirts •Polo shirts 	<p>Sweatshirts, hoodies, fleece jackets.</p> <p>Any clothing that is dirty, ill-fitting or fail to meet the standards outlined in this policy.</p> <p>RNs & LPNs:</p>



	<ul style="list-style-type: none"> •Button down shirts •Blouses •White scrub jackets may be worn as long as they comply with all other dress code standards •Scrub pants in either red, black or navy which meet standards outlined in this policy <p>Medical Assistants:</p> <ul style="list-style-type: none"> •Scrub pants in either red, black or dark grey which meet standards outlined in this policy •Scrub tops and pants that meet dress code and fit standards outlined in this policy •Scrub tops and pants must be in same colors •Scrub jackets must be in the same color as the tops and pants <p>Scrub jackets may be worn as long as they comply with all other dress code standards.</p>	<ul style="list-style-type: none"> •Shirts, tops or scrub jackets in color other than white including shirt worn under scrub tops or scrub jackets •T-shirts, unless white and worn underneath scrub tops <p>Medical Assistants:</p> <p>T-shirt, unless worn under scrub top or scrub jacket</p> <p>Mis-matched scrubs</p>
--	---	--

Grooming Standards

Grooming is essential for the overall professional appearance of all employees. In the clinical environment, including all clinical and non-clinical areas, it is important for employee to be clean and well kempt. Co-workers are also affected when working with employees who have bad breath, dirty hair and body odor, etc. Listed below are required grooming practices in the workplace.



Grooming Technique	Acceptable	Unacceptable
Body Odor	Must Practice personal hygiene and be free of offensive odor	Perfume or cologne that might interfere with those who are ill or allergic to such odors or fragrances, particularly in patient care areas. Clothing and body smoke odor
Hair - Head	Must practice personal hygiene and hair must be neat and clean. If working in a clinical environment, long hair must be tied back to avoid patient contact during patient care and/or transportation.	Extreme trends such as loose dreadlocks, Mohawks and long spiked hair are not acceptable.
Hair – Face	Nose and ear hair must be trimmed and maintained. Facial hair including mustache and beard must be short and neatly.	Excessive beard or mustaches styles (i.e., braided beard hair)
Face Makeup	Make-up must appear professional	Excessive eye liner worn under the eye or on top of the eyelid.
Head Gear	No hats or head coverings may be worn inside (except for approved departments and for those worn for religious and/or medical purposes)	Music headphones or other distracting headgear may not be worn in public areas
Face Glasses	Reading glasses in conservative colors and styles that are not distracting to one’s professional appearance.	Sunglasses worn inside the workplace



Fingernails	Fingernails must be clean, neatly trimmed, and filed to avoid harming patients or other employees. Fingernails polish in conservative colors may be worn. Clinical staff: Short, natural (not artificial) fingernails are allowed.	Extremely long nails and distracting colors are not acceptable. Artificial nails may not be worn in clinical areas.
--------------------	--	--

Discipline

Failure to comply with this policy will result in disciplinary action up to and including termination.