



TRIHEALTH, INC.
NURSING POLICY

TITLE: DRESS CODE FOR NURSING SERVICE PERSONNEL	
SKILL LEVEL: RN	
IMPLEMENTED DATE: 10/07	REVIEWED/REVISED DATE(S): 07/11; 03/14
AFFECTED AREAS: TriHealth Nursing	
POLICY OWNER: Corporate Nursing Policy and Procedure Committee	
APPROVED BY: Corporate Nursing Policy and Procedure Committee, Practice Council and Site CNOs	
APPROVAL SIGNATURE: (Signed Originals on File)	
<hr/>	
Practice Council	
<hr/>	
Site Chief Nursing Officer, Bethesda North Hospital	
<hr/>	
Site Chief Nursing Officer, Good Samaritan Hospital	

Related Policies: Infection Control Policy: 2.0 Hand Hygiene

TriHealth Corporate Policy: Authorization, Use and Distribution of Scrub Attire #06.14

TriHealth Corporate Policy: Personal Appearance #13.19

Policy Statement: The purpose of this dress code is to provide guidelines for nursing service personnel that will convey a positive and professional image to internal and external customers and will meet safety and infection control requirements.

This policy addresses specific expectations and includes guidelines for dress and appearance. Nursing Administration reserves the right to determine what is acceptable or not acceptable in terms of professional image for nursing service personnel.

Nursing service personnel are expected to comply with the corporate policy titled "Personal Appearance". However, because of close contact with patients, families and the general public, additional guidelines have been developed.

Responsibility: All nursing service personnel are responsible for their own professional attire and appearance and will need to wear the correct color uniform as delineated in the "Procedure" section of this policy. This applies to attire worn during scheduled work hours, time spent on hospital property for which the employee is paid (i.e., committee meetings) and time off campus when the employee is representing Tri Health and being compensated for their time (i.e., national meetings, seminars, etc.).

Policy Enforcement: Department managers, directors and their designees are responsible for the application and enforcement of this policy within their respective departments and across the nursing division. If a nursing service employee reports to work improperly dressed or groomed the individual shall be instructed to return home to change. Non-exempt employees must clock in and out and will not be compensated for any work time missed due to failure to comply with this policy. Repeated violations may result in further disciplinary action.

Procedure:

1. All nursing service personnel must maintain excellent personal hygiene and cleanliness. Whether in uniform or street clothes, staff is expected to be well groomed at all times. All clothing, uniforms or street clothes, shall be appropriate in size, as well as clean, pressed and in good condition.
2. Uniforms are optional for nursing management personnel unless direct patient care is being given. Professional business attire is required if a uniform is not worn. When in street clothes a lab coat must be worn in the clinical area but is optional when off the unit. Exception: Psychiatry.
3. Acceptable uniforms for nursing staff consist of the following:
 - Hospital provided scrubs for designated areas
 - RN's will wear navy blue scrubs/uniforms with a choice of a navy blue or white scrub/uniform top. A white or navy shirt can be worn under the uniform top if so

- desired. RN's can also choose to wear a navy blue or white scrub/lab jacket or approved full zip jacket available on shoptrihealth.com.
- PCA's (or equivalent) will wear ceil blue scrubs/uniform with a choice of a ceil blue or white scrub/uniform top. A white shirt can be worn under the uniform top if so desired. PCA's can also choose to wear only a ceil blue scrub/lab jacket.
 - UC's will wear black pants/slacks (no black jeans or sweats) with a white, gray, or black collared shirt. A solid knit black sweater or scrub/lab jacket (no hoods) may be worn over the white or gray shirt.
 - No white pants are permitted for anyone at any time.
 - All trim or piping on all scrubs/uniforms must adhere to either navy or white for RN's or ceil blue and white for PCA's.
 - If a UC function in the PCA role their dress should follow the PCA uniform requirement.
 - Holiday attire can be worn one week prior to any TriHealth observed Holiday (Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas and New Years)
 - Holiday attire is defined as: holiday print scrub top or scrub jacket and complimentary colored pants (excluding white).
 - Holiday sweatshirts, t-shirts or sweaters are not permitted.
 - Headwear associated with the holidays is not permitted (antlers, hats, etc....)
 - Holiday attire must be appropriate for the workplace.
 - Hospice Home Care nurses may wear street clothes, but must wear a lab coat in clinical areas when working with patients.
4. All nursing service personnel are expected to wear hosiery or socks.
 5. Shoes should be clean, polished and in good repair. Footwear should be appropriate to the work duties performed and meet the safety needs of the work environment. Open-toed shoes, thongs, sandals and high-top shoes are not to be worn. "CROCS" without holes (ports) may be worn as long as the shoe has a heel strap that is used to secure the shoe on the foot. Color preferences are white or navy blue. Nursing staff may wear white leather athletic shoes with minimal contrasting trim.
 6. Hair must be clean, combed and neat. Extreme hairstyles or unnatural hair color (i.e. blue, green, etc.) is not appropriate in a professional work setting. Hair that is shoulder length or longer must be secured so as not to make contact with patients or equipment. Large hair ornaments are not permitted.7. Facial hair including beards, side burns and mustaches shall be clean and neatly trimmed. In patient care areas, beards will also be of appropriate length to promote safety for self and patients.
 7. Cosmetics should be worn in moderation. Because of sensitivities to fragrances and odors, especially with patients, perfume, cologne, and scented lotions may only be worn if lightly applied. If patients and/or co-workers are extremely allergic to the above products, they should not be worn.
 8. Care of nails: Artificial nails nail art, acrylic nails etc. have been implicated in outbreaks of hospital associated infections in a variety of health care settings. Employees who touch patients in the course of their duties are prohibited from wearing artificial nails. Artificial fingernails are defined as any material applied to the nail for the purpose of strengthening or lengthening nails including, but not limited to: wraps, gel overlays, acrylics, tips, tapes and any appliques other than those made of nail polish. For detailed information regarding nail care refer to the Infection Prevention Hand Hygiene Policy.

- Nails need to be trimmed so that they are no longer than 1/4 inch past the tip of the finger. They may need to be shorter to avoid puncturing gloves or injuring patients in certain situations if determined by the employee's manager.
 - Polish, if worn, must be in good repair without cracks or chips
 - Nail piercing is prohibited.
9. Employees are required to wear the official TriHealth badge with name and picture visible. With the following exceptions, no other badges may be worn: service award pins, pins and badges in recognition of professional education or achievement and/or pins and badges distributed in connection with official TriHealth activities such as United Way Fair Share pins. Badges are worn at chest level.
 10. Wearing of jewelry must be in good taste and consistent with the safety and professionalism of the work environment.
 - A. Rings, hoops, studs or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace. The use of a "Band-Aid" will not be acceptable over body piercing.
 - B. Staff members may only wear a modest amount of jewelry. No more than three earrings per ear may be worn. Medic-alert necklaces and bracelets may be worn as necessary. For safety and sanitary reasons, no dangling earrings or any other jewelry that poses a safety or health risk to employees or patients should be worn.
 11. Tattoos are not appropriate for the healthcare and professional work environment and should be appropriately concealed by clothing. All attempts are made to conceal tattoos that are visible outside of the clothing if possible, and tattoos that can be covered by clothing will need to be covered regardless of seasonality.
 12. Impermeable gowns are worn for their intended purpose only, not for warmth. Additional guidelines for specific areas/groups of nursing service employees:
 - A. Hospital-provided scrubs are never to be worn leaving the hospital. (Exception: if a personal uniform has been soiled during a work shift, hospital-provided scrubs may be worn and are to be returned when reporting for next scheduled shift.)
 - B. All employees that work for Trihealth as an RN, LPN, PCA, or UC, and do not work in an area that is designated for hospital provided scrubs are expected to adhere to the dress code requirements set forth in this policy. If there are special circumstances or perceived reasons for exclusion from the dress code requirements, the employee or employees must submit their written request to management council with the reasons why they wish to be excluded from the requirements.
 13. Some clothing styles are not appropriate for the professional work environment and are unacceptable: T-shirts, sweatshirts/sweatpants, halter/tank/midriff tops, low cut tops, shorts, jeans, leggings/stirrup pants, extreme dress/skirt lengths and slits, tube tops, military style fatigues, jogging suits, sleeveless blouses, shirts, or sundresses, spaghetti strap tops/dresses (unless worn with a jacket), any shirt/blouse/top meant to be "tucked" in will not be worn "untucked", clothing which is not appropriate to body size, i.e., extreme "baggy" or "tight" clothing. When movement occurs, bare skin should not be visible between pants and top garment.
 14. Religious and/or cultural garments such as scarves, turbans, and jewelry may only be worn if such items do not interfere with patient care, patient/employee safety, and infection control principles.

15. These are minimal guidelines. Unit specific guidelines may be developed that are not in conflict with this policy or the corporate policy dealing with personal appearance.

Direct Inquiries to: Operations Council

References:

Footwear & safety: A safety bulletin from the Partnership for Health and Accountability Spring 2007. June 20, 2007, from Patient Safety & Quality Healthcare web site:
<http://www.psqh.com/enews/0607feature.html>.