

	Standard Dress Code for Outpatient Phlebotomy OP-306-07	Dept:	Outpatient Phlebotomy 324306
		Effective Date:	February, 2011
		Revised Date:	February, 2019
		Contact:	Rinard Howard
Name & Title: Greg Pomper, MD Medical Director		Date:	
Signature:			

1) General Procedure Statement:

- a. **Purpose:** To promote a professional image and to comply with safety, infection control, and patient comfort standards, the phlebotomy team will maintain a well-groomed appearance.
A neat professional appearance communicates competence and quality service to guests and internal customers.
- b. **Responsible Department/Scope:**
 - 1.Procedure owner/Implementer: Outpatient Phlebotomy
 - 2.Procedure prepared by: Rinard Howard, MHA PBT – ACSP
 - 3.Who performs procedure: Outpatient Phlebotomy staff

2) Dress Standard:

1. Clothing

- a. The phlebotomist’s appearance must neat and clean.
- b. Wrinkled, torn, or clothing with holes is not permitted.
- c. Clothes should be modest by reasonable standards.

2. Shoes

In order to comply with safety regulations, shoes must be constructed of solid, non-canvas material covering the majority of the foot. Woven fabric shoes, sandals, opened-toe, opened-heel, or any shoes that expose any part of the foot may not be worn on the job.

3. Accessories

- a. **Identification badges must be worn properly displayed in a visible manner,** at shoulder or collar height. (Not on scrub pocket or at waist line)
- b. Hairstyles, jewelry and clothing that may present a safety hazard or impede work should be avoided.
- c. Tattoos should be covered where possible while in the work area.
- d. Perfume is not appropriate in patient care areas.

4. **Enforcement**

- a. The Section Manager will counsel inappropriately dressed individuals on their first offense.
- b. The second offense will result in a verbal warning.
- c. The third offense will result in a written reprimand.
- d. In the event that an employee is sent home to change clothes they will not be allowed to use BTO or make up time.

**Violations will be reflected in the annual review*

3) **Policy Notes:**

- 1. Shirts worn under approved uniform should only be Black, White or Caribbean Blue.
- 2. White lab coats are not to be worn by phlebotomy staff. The only colors to be worn are Black and Caribbean Blue
- 2. If employees feel that their dress has been inappropriately challenged then they may ask for a review by the Assistant Administrative Director or the Administrative Director.

4) **Related Procedures:** N/A

5) **References:** N/A

6) **Attachments:** N/A

7) **Revised/Reviewed Dates and Signatures:**

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)

Reviewed/Revised Date: _____ By: _____
(Medical Director/Designee)