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|  | **Standard Dress for the Phlebotomy Team****IPP#3** | **Dept:**  | **Inpatient Phlebotomy 324305** |
| **Effective Date:** | **2/17/2011** |
| **Revised Date:** | **March 2019** |
| **Contact:** | **Laurie Watson** |
| **Name & Title: Greg Pomper, MD Medical Director** | **Date:** |  |
| **Signature:** |

1. **General Procedure Statement:** To give guidelines to staff concerning the proper Process for Standard Dress.
	1. **Purpose:** This procedure is to serve as a guide for trained personnel in the Inpatient Phlebotomy Department to perform the services described herein. These guidelines should be used in conjunction with proper training and only by qualified Phlebotomists.
	2. **Responsible Department/Party/Parties:**
		1. Procedure owner/ Implementer: Inpatient Phlebotomy
		2. Procedure prepared by: Laurie Watson MT(ASCP)
		3. Who Performs procedure: Inpatient Phlebotomy
2. **Procedure:**

In order 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. Consistent appearance within the phlebotomy team also facilitates familiarity for patients and their family and friends.

 **Dress Standard**

1. Clothing
	1. The phlebotomist’s appearance must neat and clean.
	2. The standard lab uniform is Carribean Blue scrubs
	3. Black or white tee shirts may be worn under scrubs, with no visible logos.
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, or any shoes that expose any part of the foot may not be worn on the job.

1. Accessories
	1. **Identification badges must be worn properly displayed in a visible manner,** at shoulder or collar height. Failure to display photo identification badges on the upper front torso will result in being relieved of duties for the day. The badge is required for identification, as well as access to many restricted areas.
	2. Hairstyles, jewelry, and other clothing that may present as a safety hazard or impede work should be avoided.
2. Enforcement
	1. The Section Manager will counsel inappropriately dressed individuals on their first offense.
	2. The second offense will result in a verbal advisory.
	3. The third offense will result in a written advisory.
	4. In the event that an employee is sent home to change clothes they will not be allowed to make up time.
	5. Violations will be reflected in the annual review.

**Policy Notes**

1. Tee shirts and other clothing should be free of boldly displayed logos or advertisements.
2. If employees feel that their dress has been inappropriately challenged then they may ask for a review by the Associate Administrative Director or the Administrative Director.
3. **Review/Revision/Implementation:**

 All procedures must be reviewed at least every 2 years.

* All new procedures and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.

* All reviewed procedures and procedures with minor revisions can be signed by the designated section manager.
1. **Related Procedures: N/A**
2. **Reference: N/A**
3. **Attachments: N/A**
4. **Revised/Reviewed Dates and Signatures:**

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| Review Date: | Revision Date: | Reason: | Signature: |
|  | 3/6/2017 | Reformatted to Medical Center standard template | Laurie Watson, MT, ASCP |
|  | 3/5/2019 | Revised signature page | Laurie Watson, MT, ASCP |
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