



UnityPoint Health

Methodist
Proctor
Pekin

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Section: A

Policy #: A-4.8

Approved by:

Date: 06/01/2018

Review by:
06/01/2021

GENERAL ADMINISTRATION

Supersedes: 02/01/2005, 11/30/2007, 08/04/2010, 07/16/2010,
06/01/2010, 05/19/2010, 08/13/2010, 11/07/2011, 02/01/2016

Date Revised: 06/01/2018

Primary Responsible Parties: W. Hess

Secondary Responsible Parties: L. Plantamura

Joint Commission Standard: HR

SUBJECT: DRESS CODE

I. POLICY

All personnel shall adhere to the dress code policy and guidelines.

II. PURPOSE AND STANDARD

- Ensure a standardized, professional image of all personnel in order to promote patient confidence in UnityPoint Health as a healthcare provider.
- Promote a recognizable UnityPoint Health image across all clinical settings.

III. POLICY SCOPE

This Policy applies to UnityPoint Health Methodist/Proctor/Pekin Hospitals and any of its employees and/or members of the medical staff engaging in the procedures described herein.

IV. GENERAL INFORMATION

Our goal as an organization is to consistently meet or exceed customer expectations. An important step towards achieving this goal is a professional appearance. The way employees look and dress is important to the success of UnityPoint Health.

Image and professionalism also include grooming habits and hygiene. Employees are expected to be neatly groomed – hair clean, finger nails trimmed and clean, and free of bad breath and body odor. Smoke odors are prohibited. The use of perfumes, colognes, or

perfumed products (hand/body lotion, etc.) is strongly discouraged and may be prohibited in some areas. When in direct patient contact, shoulder length hair must be pulled back for safety and infection prevention. For employees who provide care to patients no artificial nails, wraps, extensions or other fingernail adornments are allowed and nail length is limited to ¼ inch beyond the fingertip.

Jewelry or adornments that undermine the professional image, diminish the effectiveness of the employee, create a safety hazard or are excessive are prohibited. Jewelry must be removed from facial and tongue piercing but a very small nose stud may be worn. Offensive or vulgar tattoos must be covered; it is preferred that all other tattoos be covered when working in a patient care area. T-shirts, beach style sandals, sweatshirts, shorts and jeans or jean style are not allowed.

Employees must exercise common sense and good judgment when dressing for work. Clothing should be professional in appearance – clean, properly fitting, and in good repair. Extreme styles and appearance, which includes low cut tops, tops that expose the stomach, short skirts that when seated exposes the upper thigh, extreme piercing, the gothic look just to name a few are not acceptable. Clothing which is too tight or too loose fitting negatively impacts the professionalism of the employee and the organization. Undergarments should not be exposed during normal movement. Excessive long pant hem lines are not permitted.

Management personnel are accountable to ensure the employee meets the standards set and have the discretion to establish higher standards. Questions regarding the dress code, including medical exceptions, should be directed to the Director/Manager. Employees who do not abide by departmental standards will be sent home to change to more suitable attire or appropriate grooming. This will be without pay. Continued failure to follow standards will be grounds for corrective action.

In cases involving employees who object to these guidelines on grounds of religious belief; Human Resources Services should be contacted.

V. PROCEDURE

A. Name Tag

Identification of an employee is as important as good grooming habits and appropriate attire. Name badges must be worn in the chest area, clearly visible at all times to patients and visitors.

B. Leadership Team

- a. Executives and Directors shall wear business attire.
 - i. Men – jacket, dress shirt, tie, pants.
 - ii. Women – jacket or jacket-like sweaters or sweater sets, slacks or skirt, or professional looking dress.

- b. Managers
 - i. Men – long sleeve dress shirt and pants, tie optional.
 - ii. Women – jacket or jacket-like sweaters or sweater sets, conservative top, slacks or skirt, or professional looking dress.
 - iii. Leaders in clinical or support departments may wear the required uniform for their department when appropriate or business dress and a white lab coat or blue lab coat.
- c. Business casual allowed on Friday.

C. Clinical Department

- a. Labor & Delivery, OR, Cath Lab, Interventional Radiology, IV Pharmacy staff and individuals who go to Surgery shall wear hospital provided scrubs.
- b. Mental Health and Hospice staff shall wear street clothes (as outlined in department dress code policy).
- c. All other Clinical staff shall wear
 - i. UnityPoint Health blue top and pants/skirt or dress and optional UnityPoint Health blue or white lab coats. Blue and white piping on top is permitted. Solid blue top/bottom can be combined with solid white top/bottom.
 - ii. Royal blue and white for outer wear lab coats and scrub jackets only. No hoodies or fleece jackets.
 - iii. Blue or white solid color undershirt may be worn.
 - iv. Clean and professional closed toe shoes, socks or hosiery shall be worn with pants. Hosiery shall be worn with dresses/skirts.
- d. NPs, RNs, and LPNs may choose to wear all white.
- e. Pediatric unit staff may wear child-themed patterned top that coordinates with UnityPoint Health blue or white pant/skirt.
- f. Faculty supervising clinical students are required to wear designated school uniform or white pants and white lab coat, shoes and hosiery as described above and appropriate identification.

D. Support Departments

- a. Staff in support departments shall wear either a professional uniform or business casual.
- b. Due to the nature of responsibilities, staff working outside and at either Child Care Center may adjust dress based on environmental factors with Director approval.
- c. Career wear allowed with Director approval.

E. UnityPoint Health Offices and Clinics

- a. Clinical Staff and Front Office Staff shall wear
 - i. UnityPoint Health blue top and pants/skirt or dress and optional UnityPoint Health blue or white lab coat. Blue and white piping on top is permitted. Solid blue top/bottom can be combined with solid white top/bottom.

- ii. Blue or white solid color undershirt may be worn.
- iii. Clean and professional closed toe shoes, socks or hosiery shall be worn with pants. Hosiery shall be worn with dresses/skirts.
- iv. NPs, RNs, and LPNs may choose to wear all white.
- b. Pediatric staff may wear child-themed patterned top that coordinates with UnityPoint Health blue or white pant/skirt.
- c. Faculty supervising clinical students are required to appropriate and professional attire, shoes and hosiery as described above and appropriate identification.
- d. Office Managers/ Supervisors may wear the required scrub uniform when appropriate or casual wear.
- e. For safety and infection control purposes ties are optional when providing patient care.

F. Business Casual

UnityPoint Health logo wear, polo shirt with collar, casual shirts, and sweaters are acceptable. Denim is permitted only on Education Days and on executive approved Jean Days for Charity.

G. Education Days

On Education Days when staff will not be present in unit, department, or office casual dress is acceptable which includes: jeans (not faded or with holes), casual pants, leggings with long top, jumpers, skirts and shorts of appropriate length, casual shirts, sweatshirts, UnityPoint Health logo attire, and casual shoes. A good rule of thumb is: when in doubt, don't wear it.

H. Holiday Season

Fun scrubs may be worn for seven days preceding Valentine's, St. Patrick's, Easter, July 4th, Halloween, and Thanksgiving and 14 days before Christmas/Hanukah/Kwanza.

I. Exceptions

Exceptions must be reviewed by the Executive Team and approved in writing.

J. Team Day – 2nd and 4th Friday

Jeans if approved by manager, fun scrubs-pants and tops, UnityPoint Health logo wear t-shirts are acceptable.

References:

Gen. Admin. Section A

Any and all revisions or modifications to this policy must be approved by the Regional Vice President Human Resources & Chief Human Resources Officer.