

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All

Date Distributed: 10/28/2015
Due Date: 11/30/2015
Implementation: 12/1/2015

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:	
Dress Standards	GEC.L16, SGAH.L18, WAH.L18 v3
Description of change(s):	
<p>Section 5:</p> <ul style="list-style-type: none">• move info concerning scrubs to Ladies & Men section• update fingernail, hair and jewelry requirements to match hospital policy• add restrictions for tattoos to match hospital policy <p>This revised SOP will be implemented on December 1, 2015</p>	

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 3)

Non-Technical SOP

Title	Dress Standards	
Prepared by	Leslie Barrett	Date: 2/20/2009
Owner	Lori Loffredo	Date: 2/20/2009

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

Quest Diagnostics wants employees to feel comfortable and wants to promote a professional business atmosphere. All employees are expected to dress in attire appropriate to their duties and environment.

2. SCOPE

Depending on an employee’s assignment, different dress standards may apply. Employees assigned to work in the laboratory must follow certain safety requirements that are designed to protect them from unnecessary exposure to contaminants. Employees assigned to positions that have daily face to face business interactions with the public (such as personnel assigned to reception functions at any location) are expected to dress in “Professional business attire.” The term “professional appearance” provides for adequate body coverage and protection for all employees. Supervisors of departments with high visibility with customers, patients, or the general public should check with their Department Heads to determine the type of dress expected by position.

3. RESPONSIBILITY

All employees are expected to dress in a manner that is appropriate for our business profession and reflects positively on our image as a leader in our industry. Quest Diagnostics employees must also adhere to the Adventist Healthcare guidelines.

4. DEFINITIONS

None

5. PROCEDURE

- A. Clothing and apparel **NOT** permitted
1. Clothing that is un-pressed, dirty or not in good repair (having rips, holes, etc.)
 2. Clothing that is too revealing, see-through material, or tight fitting
 3. Clothing that is extremely baggy or worn inside out
 4. Any garment with offensive, derogatory or disruptive lettering or logos
 5. T-shirts, tank tops, spandex tops or midriff tops
 6. Halter style tops or dresses
 7. Recreational apparel - shorts, cut-offs, jogging or sweatpants, spandex, leggings or other exercise/sports clothing
 8. Jeans, bib overalls, and denim material clothing of any kind
 9. Sunglasses
 10. Hair covering, including but not limited to hats and/or “doo rags”
 11. Exposed undergarments and/or those visible when worn under clothing
 12. Extreme styles not customary in a business environment
- B. All Staff Members:
1. Ladies
 - a. Dresses, skirts, culottes should be of modest length (no more than 3 inches above the knee). ~~Stockings and/or socks should be worn at all times.~~
 - b. Shirts with a closed neckline and sleeves are preferred.
 - ~~c. The wearing of excessive or dangling jewelry is discouraged for safety reasons.~~
 - ~~d. Scrub bottoms and tops may be worn as an alternative. (Tops may be printed.) Personal scrubs must be cleaned and kept presentable (i.e. no holes, ragged edges).~~
 2. Men
 - a. Shirts with collars are preferred.
 - b. Shirts and ties are preferred.
 - c. Trousers should be worn to present a professional appearance.
 - ~~d. The wearing of excessive or dangling jewelry is discouraged for safety reasons.~~
 - ~~e. Scrub bottoms and tops may be worn as an alternative. Personal scrubs must be cleaned and kept presentable (i.e. no holes, ragged edges).~~
 3. Ladies and Men
 - a. Shoes are required at all times. Shoes must have closed toes, sandals are not permitted.
 - b. ~~Scrub bottoms and tops may be worn as an alternative. (Tops may be printed.) Personal scrubs must be cleaned and kept presentable (i.e. no holes, ragged edges).~~
 - c. Laboratory coats are to be buttoned, kept clean and in good repair. Lab coats must be removed prior to leaving the laboratory or entering other public places within the hospital. Dirty lab coats should be routinely replaced weekly.

- At SGMC, lab coats must be removed prior to entering the lounge or conference room.
 - At WAH, phlebotomists may wear their lab coats when crossing from the phlebotomy area to the lab area. Otherwise, lab coats must be removed when leaving either area.
- d. Identification badges are part of the working dress and should be worn at all times. These are to be worn above the waist with the photo displayed for identification and security purposes. Temporary tags should be worn when hospital tags are not available.
 - e. Refrain from wearing heavily scented or excessive amounts of fragrance, cologne, lotions or powders. Patients, [visitors and employees](#) may have sensitivity and/or allergic reactions to various fragrant products. Employees should ensure their personal hygiene promotes a professional demeanor.
 - f. Fingernails must be clean and neatly trimmed. Long fingernails ([longer than 1/4 inch in length](#)) and [artificial fingernails or extenders](#) are not permitted for direct patient care (phlebotomists). [“Artificial fingernails are defined as any material applied to the nail for the purpose of strengthening or lengthening nails, including but not limited to, silk wrap, acrylic overlays, tips, extenders, gels or tapes.](#)
 - g. Hair must be clean and well groomed. [Extreme looks, such as unnatural hair color, excessive ornamentation for hair, and shaved-in designs are prohibited.](#) Trimmed moustaches and beards for men are acceptable.
 - h. [Jewelry shall be in good taste, not of an excessive size, nor an excessive amount of any type. Pierced jewelry can only be worn on the ears. Dangling jewelry is discouraged for safety reasons.](#)
 - i. [Visible tattoos are not permitted on exposed areas such as, but not limited to, face, neck, ankle or hands. These tattoos must be covered by clothing or flesh colored band-aids.](#)

C. Client Service Staff members (Phlebotomists/Front Desk)

1. Emphasis of professional appearance is required in positions where meeting the public is part of the job.
2. Shirts and ties are preferred for men.
3. Laboratory coats are required at all times.
4. Identification badges must be worn at all times.
5. Pockets of laboratory jackets should not be cluttered.
6. Professional pins or patches relating to phlebotomy certification should be worn with pride.
7. Footwear should be comfortable but must conform to shoe requirements.

D. Technical Staff Members

Laboratory coats, gloves, and face protection is required in accordance with the Laboratory Safety Policy. Lab coats must be removed when leaving the Laboratory.

E. Staff Assigned to Special Work Details

Appropriate clothing may be authorized by supervisors to meet specific short- term assignments involving cleanup or dirty tasks.

6. **RELATED DOCUMENTS**

Personal Appearance, Adventist HealthCare, Inc., Corporate policy 2.23
 Personal Appearance, Washington Adventist Hospital policy, WAH.2523

7. **REFERENCES**

Your Employee Handbook, Quest Diagnostics, *ourQuest* online website.

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L020.01		
000	3/10/2010	Updated owner Section 5: Part A added Section 7: updated to current version	L. Barrett	L. Loffredo
001	4/1/2011	Section 5: update Part A with additional apparel, add hair requirement to Part B Section 6: add AHC policies Section 7: updated to current version	L. Barrett	L. Loffredo
002	10/5/2015	Section 5: update fingernail, hair and jewelry requirements, add restrictions for tattoos Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L. Barrett	L. Loffredo

9. **ADDENDA AND APPENDICES**

None