Rush Copley Medical Center

Policy & Procedure

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| **Title**: Workplace Professional Appearance | **Author:** Cari Beckman |
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**Purpose**

To provide guidelines for employees of Rush Copley Medical Center so that they can adhere to standards of dress and personal appearance that are appropriate for their role and the type of work they perform and which contribute to safe practice.

**Applicability**

For the purpose of this policy, Rush Copley Medical Center (“RCMC”) encompasses Copley Memorial Hospital, Rush Copley Medical Group NFP, and all subsidiary corporations with the exception of the Rush Copley Healthplex Fitness Center.

**Policy**

Employees of RCMC are expected to comply with the guidelines outlined in this policy and to direct any questions regarding their particular department’s appearance / dress guidelines to their immediate supervisor. Individuals who are in violation of this policy should be prepared to make the necessary adjustments as outlined either in this policy or a more detailed department-specific policy if one is in place.

**Procedure**

1. **Guidelines for All Employees:**
	1. Hair
* Hair should be kept clean and neat at all times.
* Beards, mustaches, and sideburns are to be neat and clean.
* Departments should apply grooming standards in an equal fashion across its employees and generally not prohibit traits historically associated with race, including but not limited to hair texture and protective hairstyles.
	1. Jewelry
		+ Jewelry should be appropriate and professional; certain departments will have safety requirements that apply and must be followed.
	2. Clothing
* All clothing should be clean and provide a professional appearance.
* Inappropriate apparel includes but is not limited to halter-tops, shorts, leggings, jeans, hoodies, sleeveless tops, t-shirts other than the basic RUSH branded t-shirts (e.g. no attire with cartoon characters, sports logos, miscellaneous sayings, etc. Administration may designate certain attire as approved on RCMC-wide spirit days (e.g.  Your **:** shirts).
* Out of a desire to create a neutral environment at work, clothing that displays political, social or religious statements is deemed inappropriate.
	1. Miscellaneous
* Employees are to avoid products or situations that would create a body odor that others may find offensive or be allergic to including items such as heavily scented perfumes, body creams/lotions, colognes, smoke, or other offensive odors; staff are encouraged to be scent-free to the extent possible.
* Employees are to wear identification badges at all times so that patients and visitors can recognize them and to enhance hospital security; ID badges should be clearly visible and worn above the waist.
1. **Guidelines for Clinical Staff:**
	1. Attire for all clinical staff include the following options:
* Solid color scrub pants with professional scrub top or Rush branded apparel; a long sleeve shirt can be worn under a scrub top for warmth.
* For security purposes dark blue scrubs are designated specifically for the Women’s Health department; employees working in areas other than Women’s Health are to avoid wearing dark blue scrubs.
* Lab coats or other uniform cover-up may be worn, but no hooded styles are acceptable; sleeves are required; no sleeveless tops are permitted.
	1. Shoe guidelines:
* Shoes closed at the toe and heal with nylons or socks are required at all times.
* Clogs designed for clinical wear will be allowed.
* Shoes may not have holes in them (e.g. Crocs) as they present infection control concerns.
	1. Fingernail guidelines:
* Nails are kept at no longer that ¼ of an inch, so as to allow proper cleaning underneath them.
* Artificial nails are not allowed for any person that provides direct patient care and any staff that works in procedure areas.
	1. Hair guidelines:
* Hair longer than shoulder length must be pulled back for safety and infection control purposes.
1. **Guidelines for Professional & Non-Clinical Staff in a Clinical Setting:**
2. Staff working as registration associates, business associates, patient service representatives or center secretaries may be required to wear designated attire to assist patients and family members in differentiating the business function from the clinical function.
3. Uniform guidelines are defined by the department / location manager and may differ between inpatient and outpatient settings.
4. Approved logo wear is ordered or purchased through the hospital’s uniform vendor or other approved retail venues (e.g. Rush-designated gift shops). The Rush or Rush Copley logo must be shown at all times, either on the shirt or cover-up.
5. Work units may have more strict dress code regulations due to regulatory guidelines or for safety or health reasons. In those cases, the department’s dress code will supersede this policy in part or in whole.
6. Staff reporting to work in unacceptable attire may be asked to change into hospital scrubs for their shift. If scrubs are not suitable for the position, the staff member may not be allowed to work. If reasonable, a staff member may be asked to return home to change into clothing more appropriate for the workplace and then to return to work; if that occurs, the staff member would not be paid for time spent away from the workplace to change clothes.
7. No policy governing dress / appearance can possibly outline every detail that could be included or could require attention under the umbrella of Dress Code. Employees must understand that management has the right to make the final decision regarding appropriateness of attire or appearance and to exercise discretion based on the nature of their individual business unit. Individuals who repeatedly violate this policy or who refuse to comply with the directive(s) of a manager to come into compliance on a particular occasion may be subject to disciplinary action as deemed appropriate.

**Refer to Policies**

Handwashing Technique and Nail Care

Disciplinary Procedures