
614 – Uniform, Dress and Grooming Guidelines

Effective Date: October 20, 1998

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Purpose:

To outline procedures for appropriate dress.

Policy Statement:

All employees at Southwest General are to be neat, clean and present a professional appearance at all times while on duty. Employees are not to wear clothing styles or low cut garments that are extreme or non-professional. We dress to provide our patient population with high quality compassionate care, every step of the way. Our appearance must convey a professional and caring image.

Definition of Terms:

Resources:

None

Policy Authority:

Vice President, Human Resources

Related (Supporting) Policies:

None

Implementation Procedures:

A. LEADERSHIP RESPONSIBILITY

1. Leaders are accountable for the appearance of their respective staff, while on duty.
2. Leaders are expected to enforce compliance with our uniforms, dress and grooming guidelines.
3. Leaders are responsible for developing appropriate departmental dress code standards within the boundaries of this policy.

B. SCRUB APPAREL GUIDELINES

1. Employees who are patient care providers who work in Surgery, PACU, Cardiac Cath Lab, Endoscopy, Labor and Delivery, OB and the Nursery are required by regulation to wear hospital provided laundered scrubs .
2. Employees who are patient care providers in Surgical Services will wear SWGHC provided scrubs as designated by the individual department. Employees are not permitted to wear this scrub apparel off the Health Center's premises.

C. UNIFORM AND SCRUB APPAREL MAINTENANCE

1. Employees are required to return all uniforms issued by SWGHC to the Linen Department upon termination prior to the distribution of their final paycheck.
2. Employees are responsible for the laundering and maintenance of their uniform.
3. SWGHC WILL LAUNDER SCRUB APPAREL FROM Surgery, PACU, Cardiac Cath Lab, Endoscopy, Radiology Interventional Special Procedures Lab, Labor and Delivery, OB and the Nursery.

D. BUSINESS ATTIRE

1. Employees are not permitted to wear casual, tight or revealing attire (i.e., jeans, halter tops, shorts, t-shirts, leggings) or any fashion construed to be excessive.
2. Female employees are required to wear an appropriate suit, dress, or a coordinated outfit.
3. Male employees who work in a business office are required to wear either a suit, or collared shirt, sweater, or other dress-type shirt (not t-shirts), with a pair of dress slacks.
4. All employees in Patient Care areas are required to wear appropriate hosiery.
5. Footwear should be appropriate to the employee's job responsibilities. Any employee who works in areas where there could be exposure to blood or other body fluids, or could be exposed to a sharp object MUST wear shoes that cover the front and top of the foot. Sandals and open-toed shoes are not permitted in patient care areas.
6. For shoes without backs, if they have a heel strap, they must be worn with the heel strap engaged when walking.

7. Employees who wear uniforms and scrub apparel are permitted to wear athletic shoes and clogs as long as the entire foot is covered with none of the foot exposed. (no venting holes)

E. UNIFORMS

1. Employees specific department will have their own dress code outline, depending on their position.

F. HATS & HEADGEAR

1. Employees are not permitted to wear hats or any type of headgear inside SWGHC buildings, unless it is required in the performance of their job duties or as a result of a religious accommodation.

G. ORNAMENTS

1. Employees are not permitted to wear extremely large or excessive jewelry type, i.e., multiple chains, bracelets, earrings, and rings. Employees are permitted to wear earrings only in their ears. Other than 2 piercing per ear lobe, all other visible piercings must be removed. No other visible body piercing is permitted.
2. Employees are permitted to wear pins and insignias indicating their tenure of service at SWGHC or their successful completion of study in a health care discipline or certification by a recognized technical organization. Employees are permitted to wear one pin or insignia that is health care related on their SWGHC identification badge.
3. Name tags are to be worn above the waist at all times, with name and photo facing front, on the collar or on a lanyard. Name tags are never to hang from the waist area or facing backwards.

H. GROOMING

1. Strong perfumes, colognes and lotions are not permitted.
2. Employee's hair and hairstyles are required to be clean, neat, and appropriate for their job responsibilities. Facial hair must be clean and neatly trimmed. Employees working in direct patient care positions are required to wear long hair pulled back or up and secured behind their head.
3. Employees are required to maintain neat and clean personal hygiene in order to prevent offensive body or clothing odors.

4. Patient care providers (and all in-patient pharmacy employees) are required to keep their natural nails less than ¼" long and neatly trimmed. Long or multiple color-shaded fingernails are not permitted. Although nail polish is not recommended, if worn it should not be chipped or cracked.

The wearing of artificial nails OR EXTENDERS by patient care providers, inpatient pharmacy employees AND FOOD HANDLERS IS PROHIBITED.

I. Tattoos

At Southwest we recognize that personal appearance is an important element of self – expression. In keeping with this approach, reasonable self-expression in the form of tattoos is allowed. The following guidelines must be adhered to:

1. Regardless of size, shape, nature or color, any tattoo that is of: extremist, offensive, indecent, racist, or sexist in nature will not be allowed and must be covered at all times.
2. Facial and front neck tattoos are not permitted, regardless of size.
3. Excessive tattoos in one area such as a (sleeve), must be covered at all time.

Attachments:

None

Applicability: (Select all that apply)

WHO: ☒ Employees ☒ Physicians ☒ Volunteers ☐ Contractors ☐ Other:

SITES: ☒ **All Sites** – (if not all, check applicable sites)

- | | |
|--|--|
| <input type="checkbox"/> Brunswick Medical Center | <input type="checkbox"/> Lifeworks |
| <input type="checkbox"/> Commerce Park | <input type="checkbox"/> Middleburg Medical Center |
| <input type="checkbox"/> Health Center Main Campus | <input type="checkbox"/> Oakview |
| <input type="checkbox"/> Home Health | <input type="checkbox"/> Off Campus Business Locations |
| <input type="checkbox"/> Hospice | <input type="checkbox"/> Southwest General Medical Group Physician Offices |
| <input type="checkbox"/> Jefferson Park | <input type="checkbox"/> Strongsville Medical Center |
| <input type="checkbox"/> Big Creek Surgery Center | <input type="checkbox"/> The Surgery Center on Bagley |
| <input type="checkbox"/> Other: | |

APPROVED:

William A. Young, Jr.
President and CEO
Southwest Community Health System