



## **ATTIRE, APPEARANCE AND HYGIENE POLICY**

**November 14, 2008**

### **Purpose:**

To provide standards commensurate with professional attire, appearance, and hygiene for UMKC School of Medicine residents.

Additional requirement by individual affiliates are to be recognized.

### **Policy:**

#### **A. Requirements for Patient Care Areas:**

##### **1. Hair**

Secured long hair.

##### **2. Footwear**

- a. Closed-toe shoes while working in patient-care areas.
- b. Socks.

##### **3. Fingernails**

- a. Only natural nails.
- b. One-quarter (1/4) inch long or less.

#### **B. General Requirements:**

##### **1. Affiliate Identification Badges**

- a. Wear at all times.
- b. Photograph and name must be visible.

##### **2. Hygiene**

- a. Daily bathing and oral hygiene.
- b. Clean body and minimized body odors.
- c. No heavily scented perfumes, colognes and lotions.
- d. Clean and trimmed fingernails.
- e. Neat and well groomed hair, sideburns, mustaches and beards (no artificial colors that would be considered "extreme" & outside of the norm).
- f. Moderate make-up.
- g. Follow guidelines for clothing contaminated with blood, body fluids, or other contaminants.

### **3. Grooming**

- a. Clothing must be clean, pressed, in good condition, and fit appropriately.
- b. Clothing must not interfere with the safe operation of equipment.
- c. No dark glasses (unless prescribed by a physician).
- d. Limited jewelry and no dangling or large hoop jewelry that might create a safety hazard to self or patients.
- e. Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion/culture.
- f. Tattoos that are perceived as offensive, hostile or diminish the effectiveness of the employee as a role model for our patients must not be visible to patients and staff.

### **4. Attire:**

- a. **For females:** suits, dresses, skirts (no shorter than 3 inches above the knee), blouses, Capri-pants, slacks (no stretch pants or leggings), hose, stockings, or socks when the pertinent outfit/shoes selection need it for professional presence, appropriate shoes.
- b. **For males:** shirts, suits, ties, sports coats, casual slacks, knit shirts, sweaters, socks, appropriate shoes.
- c. **Unacceptable attire includes, but is not limited to:** Jeans (jeans are acceptable in non-clinical areas), sweat pants, sweat shirts and t-shirts (only when approved under scrubs policy), "workout" attire, cutoffs or shorts, sheer clothing, bare midriffs, low necklines, spaghetti straps, backless attire, casual sandals or flip-flops.
- d. No emblems, slogans, symbols, pins, buttons, insignias connoting illicit substances, alcohol, tobacco, obscene language, sex, violence, or discrimination.

### **C. Compliance:**

1. Departure from appropriate grooming, hygiene and attire standards will result in employee counseling and/or disciplinary action up to and including termination of employment.
2. Theme days are occasionally approved by the institution and/or appropriate department when a deviation from these guidelines is appropriate, and when the business necessities will not be affected.
3. Personal appearance standards may be reviewed periodically and updated as deemed necessary.

### **D. Responsibility:**

1. It is the resident's responsibility to abide by this policy while an employee of the University of Missouri-Kansas City School of Medicine.
2. It is the Program Director's responsibility to ensure that this policy is enforced and report disciplinary actions to the Director, Graduate Medical Education Operations.

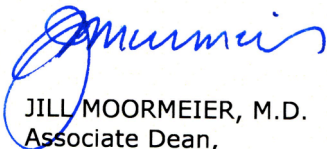
**E. References:**

"Attire, Appearance and Hygiene Policy for UMKC School of Medicine Residents at CMH, SLH, TMC, WMMHC" dated December 7, 2006 and in conformity with OSHA standards.

**F. Follow-up Responsibility:**

Director, Graduate Medical Education Operations.

**G. Revision Date:** November 14, 2011



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