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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Graduate Medical Education

Date: November 14, 2008