

**THE CHILDREN'S MERCY HOSPITAL
PATIENT ACCESS POLICY
DRESS CODE MANUAL**

TITLE: DRESS CODE

EFFECTIVE DATE: 7-1-78

**REVISIONS DATE: 8-3-86, 9-2-97, 9-10-02, 10-24-03, 05-18-07, 6-09, 9/1/2016
4/18/2013, 9/15, 9/1/2016, 10/20/2017**

REVIEWED WITH NO CHANGES:

RETIRED:

PURPOSE: To provide guidelines for Dress Code.

LOCATION/SCOPE: Children's Mercy Hospital.

DEPARTMENT RESPONSIBLE FOR POLICY MANAGEMENT & EXECUTION:

Patient Access

POLICY STATEMENT:

The intent of this policy is to provide guidelines to employees for appropriate attire, grooming, and hygiene.

PROCEDURE:

A. REQUIREMENTS FOR ALL EMPLOYEES:

1. **Identification Badges:** all employees are required to wear the Hospital issued identification badge at all times while on hospital premises. The badge must be worn above the waist and the photograph must be clearly visible.

2. **Grooming and Hygiene:**

a. Clothing must be clean, comfortable, and fit appropriately.

b. Practice daily oral hygiene.

c. Bathe daily and use effective deodorant.

d. Heavily scented perfumes, colognes, and lotions must be avoided.

e. Fingernails must be kept clean and trimmed. Fingernails should be one-quarter (1/4) inch long or less. No artificial finger nails or overlay. Nail polish is acceptable as long as it is neat and professional.

- f. Hair, sideburns, mustaches, and beards must be neat and well groomed.
- g. Jewelry and make-up should be moderate. Ear piercing must be limited to three per ear.

Unacceptable body piercing include, but are not limited to, nose rings or posts, tongue posts, eye rings or posts, lips rings.

- h. Any tattoo that could be perceived as offensive or hostile or diminish the effectiveness of the employee as a role model for our patients must be covered during your shifts.

B. REQUIREMENTS FOR ALL EMPLOYEES IN PATIENT CARE AREAS: Please refer to Addendum A (see below) for a list of jobs to which these requirements apply:

1. **Footwear:** all employees, who work in patient care areas, must wear closed-toed shoes as protection from contaminated sharps or hazardous chemicals and materials.

- a. Sneakers are permitted as long as the shoes are clean and well-kept
- b. Thong shoes and bathroom slippers are prohibited.

C. REQUIREMENTS FOR ALL EMPLOYEES IN NON-PATIENT CARE AREAS:

2. **Attire:**

a. Employees may choose to wear business attire or casual business attire. For females, examples include: suits; dresses; skirts; blouses; slacks. Department managers will establish guidelines when hose, stockings, or socks are required for female employees to increase the professionalism associated with some jobs. For males, examples include: suits; sports coats; casual slacks; dress, sport or knit shirts; sweaters. Socks must be worn at all times.

b. Hemlines should be modest and clothing should not be tight fitting. Skirt hemlines should not be shorter than one inch above the knee.

c. City shorts, miniskirts, t-shirts with logos, and exercise attire cannot be worn (Including clothing made of "sweat-like" material). Pants are to be slightly below mid calf or longer.

d. Examples of unacceptable attire includes, but are not limited to: denim jeans, unless designated as part of a uniform; sweat pants; sweat shirts; "workout" attire; cutoffs or shorts; t-shirts; Spaghetti straps unless covered by a jacket or sweater; sheer clothing or clothing that otherwise is revealing, distracting or provocative; canvas tennis shoes; or flip-flops.

e. Tights and/or leggings should not be worn in place of pants however they may be worn with a skirt of appropriate length.

f. No scrub tops or bottoms.

g. Hats should not be worn. Head covers that are worn for religious, cultural, or medical reasons may be allowed if approved by management.

h. Theme days are occasionally approved by the Hospital when a deviation from these guidelines is appropriate.

Personal appearance standards will be reviewed periodically and updated as deemed necessary. Exceptions to these guidelines must be approved by the Human Resources Department. Departure from appropriate grooming, hygiene and attire standards will result in employee counseling up to and including termination of employment.

Addendum A

Employees who work in patient care areas including, but not limited to the following, must comply with the footwear and fingernail guidelines:

All positions in Nursing All positions in Respiratory Care All positions in Occupational and Physical Therapy All positions in Pharmacy All positions in Radiology All positions in Patient Access All positions in Child Life All positions in Social Work and Community Service All positions in Chaplaincy Services All positions in Transport All Physicians, Residents, and Fellows All positions in Food Service All Phlebotomists and other clinical laboratory staff involved in patient care Occupational Health Nurses All positions in Hearing and Speech All positions in Cardiology All positions in Central Supply and Distribution involved in sterilization All Allied Health Professionals All positions in Nutrition

Reviewed 6-18-2009

Last edit date: 01/10, 10/10, 9/11, 4/13

DEFINITIONS:

REQUESTS FOR GUIDANCE REGARDING POLICY: Requests for guidance regarding this policy will be directed to the Administrative Council Sponsor for this policy or the Administrator on Call.

RELATED POLICIES:

RELATED FORMS:

REFERENCES:

POLICY CONTENT OWNER:

REVIEWED BY:

REVIEW PERIOD:

FINAL APPROVAL:

Amy Crawford, Director

Natalia Sierra, Senior Outpatient