

	<p><b>Category:</b> Clinical Operations  <b>Policy Number:</b> 4.011  <b>Effective Date:</b> 6/21/17  <b>Last Review/Revision Date:</b> New</p> <p>Page 1 of 4</p>
<p><b>Title: Personal Appearance and Dress Code for Ambulatory Clinic Setting</b></p>	
<p><b>Reference:</b></p>	

**POLICY**

This policy reflects the minimum appearance and dress code standards applicable to employees, volunteers, and students working at UTRGV SOM, Ambulatory Clinics; each Medical Director and Clinic/Office Manager may set standards for their respective clinic that exceed those listed in this policy as needed based on legitimate business reasons. Perceptions of patients must be given strong consideration. UTRGV SOM Clinical Operations must approve

UTRGV Ambulatory clinics dress code general requirements:

1. Hair must be clean, combed, neatly trimmed, and arranged appropriate for a professional environment. If colored, the hair color should appear natural and appropriate for a professional environment. Employees with direct patient contact must secure their hair so it does not contact the patient or interfere with patient care or safety.
2. Facial hair (beards, sideburns, and mustaches) is acceptable if kept clean and neatly trimmed.
3. All visible tattoos must be covered at all times.
4. Good personal hygiene is expected.
5. Cologne/shaving lotions perfume, and/or cosmetics must be minimal and conservative.
6. Jewelry must be worn in moderation and not interfere with an employee's work. Jewelry will not be worn in any visible pierced areas of the face or body, except for the ears. Jewelry that interferes with patient care is not allowed.
7. Nails must be clean, well groomed, and of a length appropriate to the work environment.
  - a. For personnel having direct patient contact, nails must be less than one quarter (1/4) of an inch beyond the end of the nail bed.
  - b. Artificial nails of any type (bonded, tips, complete, etc.) are prohibited.
  - c. Nail jewelry and decals may not be worn.

- d. See Fingernail Policy 5.003 UTRGV SOM Ambulatory Policy and Procedure Manual.
8. Lab coats will only be worn by clinic staff acting in a direct patient care role.
9. Casual shoes (e.g. sandals, flip-flops, open-toes, etc.) are not allowed. Surgical clog-style shoes or clean athletic walking shoes are acceptable. Shoes and shoelaces must be clean and in good repair. Shoes must be closed toe, have quiet soles, and be non-skid.
10. Hats and baseball caps are not allowed.
11. Personnel must not chew gum in patient areas or chew gum when answering the phone.
12. Personnel must not consume food in patient care or clinic public areas. Consumption of food is restricted to employee break rooms.
13. An official identification badge will be worn at all times while at work and be easily visible to patients, visitors, and staff (worn on the outside of the uniform, lab coat, or street clothes at all times while engaged in clinic business.
14. Registered Nurses, Licensed Vocational Nurses, and Medical Office Assistants may wear an additional position identifier badge. The identifier is worn directly behind the UTRGV identification badge and extends below it.
15. Medical providers (MD, DO, APRN, PA, medical students or other designated providers) must dress in professional attire.
16. Tee shirts, jeans, sweat pants, jogging or fleece pants, and sweatshirts are not allowed.
17. Exceptions to this dress code policy may be made on special occasions (i.e., t-shirt days, holidays, etc.) as designated by Nurse Managers (Head Nurses) or Clinic Administrators.

Uniforms:

1. With approval from Senior Director, Clinical Operations SOM, clinics may choose to add an extra monogram to the uniform top (e.g. the official clinic name. The uniform must be professional in appearance and reflect high standards of cleanliness and hygiene at all times.).
2. Registered Nurses, Licensed Vocational Nurses, and Medical Office Assistants , and Technicians must comply with the following:
  - a. Uniforms may be ordered in an approved color pending approval by Senior Director, Clinical Operations SOM
  - b. Long-sleeved undershirts may be worn under the uniform top within the following guidelines:
    - i. Undershirt must be fitted and not baggy.
    - ii. Undershirt must be white, gray, or black.
    - iii. Approved scrub jackets or outer-garments may be worn over the uniform top.
3. CSAs, Administrative assistants and Schedulers must comply with the following:

- a. Uniforms may be ordered in an approved color pending approval Senior Director, Clinical Operations SOM Visible undershirts are not allowed with the uniform top.
- 4. Approved jackets or outer-garments may be worn if approved by Senior Director, Clinical Operations SOM
- 5. Employees are responsible for the routine laundering and care of their uniforms.
- 6. Temporary employees are required to wear the clinic uniform/color.

Exceptions to this policy based upon religious practices or disability will be evaluated in consultation with the Office of Institutional Equity

Violations

Personnel who report to work inappropriately dressed may be required to leave the workplace and return, within a reasonable period, appropriately attired.

Violations of the dress code policy may result in disciplinary action, up to and including termination of employment.

Clinic Managers, Supervisors and Medical Directors are responsible for monitoring staff compliance with this policy.

**APPROVAL AUTHORITY:**

It is the responsibility of the Senior Director Clinical Operations to review and initiate necessary revisions based on collaboration and input by Professional Affairs Subcommittee, Office of Legal Affairs and the Office of Institutional Compliance.

Signatory approval by: SIGNATURES ON FILE	
<hr/> Michael James, UTRGV Chief Human Resources Officer	
<hr/> Date	
<hr/> Dr. Nancy A. Barone, Ed.D, MBA, MSN, RN, FACHE Interim Associate Dean of Clinical Affairs, UTRGV School of Medicine	
<hr/> Date	
<hr/> Linda Nelson, RN, MSN Senior Director Clinical Operations	<hr/> Date