



Hospital: System-Wide

Division: Human Resources

Policy & Procedure	
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Administrative Approval:	<u>Melanie Stith</u>
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Originator (Title):	<u>Director, Human Resources</u>

Subject: Professional Standards of Appearance

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APPLICABILITY: This policy applies to Roper Hospital, Bon Secours St. Francis Xavier Hospital, Roper St. Francis Mount Pleasant Hospital, Roper St. Francis Hospital-Berkeley, and any departments owned or operated by these Hospitals, as well as Roper St. Francis Physician Partners Network, and Roper St. Francis Medshare.

POLICY: Roper St. Francis Healthcare recognizes that as a leading healthcare provider, we must present a professional image that reflects our commitment to quality care. In order to accomplish this goal, teammates are expected to present themselves in accordance with established guidelines.

PURPOSE: These suggestions for appropriate attire and grooming are guidelines for a conservative healthcare environment; however, leaders may more clearly define work attire expectations in their respective areas.

PROCEDURES:

All Teammates

- 2.1 Good judgment, which includes presenting a professional image and being well-groomed with adequate personal hygiene, is the main guideline in dressing appropriately for work. Teammates should avoid extremes in attire, appearance, shoes and accessories.
- 2.2 Personal hygiene refers to maintaining cleanliness of one's body and clothing to present an overall professional image. Teammates and their clothing are expected to be free of unpleasant odors while in the workplace.
- 2.3 All clothing should be clean, correctly sized and in good repair. Generally, appropriate attire for non-clinical areas, depending on the department, is professional business attire or a designated uniform through the week. If applicable, more casual business attire may be considered on Fridays or at certain locations such as the RSF Office Park, at the leader's discretion.

- 2.4 Hats, head wraps or other head coverings should not be worn unless required as part of an approved uniform or for an approved religious, cultural or medical accommodation.
- 2.5 Jewelry and other accessories should be conservative and not interfere with the performance of job duties or pose a safety hazard. Conservative ear piercings and tattoos are acceptable. RSFH, in its sole discretion, reserves the right to request that teammates cover tattoos and/or remove non-conservative piercings such as ear, nose, cheek, tongue, eyebrow and/or other facial or visible piercings during work hours. Teammates with ear gauges or noticeable holes from the use of gauges may be required to use a plug that matches their skin tone during work hours.
- 2.6 Extremes in hairstyle and color should be avoided. Long hair or ponytails should not present a safety hazard. Beards and moustaches should be neatly trimmed. Hair must not contaminate the work environment.
- 2.7 In recognition of our teammates, patients, families, visitors and volunteers, please be mindful that some people may have sensitivity and/or allergic reactions to various fragrant products including fragrances, colognes, lotions, powders, perfumes, laundry detergents, fabric softeners, or other scented products. Use of personal fragrances as outlined above or the use of scented products in the work environment, including but not limited to diffusers, air-sprays and plug-ins, is discouraged. RSFH, in its sole discretion, reserves the right to prohibit fragrance use in order to address concerns on a case-by-case basis.
- 2.8 A recognizable odor of tobacco products while on duty is prohibited.
- 2.9 Roper St. Francis Healthcare identification badges comply with all provisions of the Lewis Blackman Hospital Patient Safety Act. RSFH ID badges should be visibly worn above the waist at all times while on duty. No portion of the ID badge may be covered, punctured or altered in any way, to include stickers, pins, markers, etc. that alter the picture, name and/or title. ID badges will be replaced for name, department and title changes, or due to normal wear. Lost, damaged or defaced badges will require a fee for replacement.
- 2.10 Undergarments should be discreet, to include appropriate color and style. Lack of undergarments should not present a disruption in the work environment. Undergarments should not show when arms are raised, when seated or when bending.
- 2.11 Scrubs, masks, shoe covers, and gloves should be worn only in areas designated by department policy and only by those designated to wear them. Teammates supplied with scrubs should not remove them from the department. Teammates changing into scrubs upon arrival should conform to all professional appearance standards.
- 2.12 Footwear should be professional, conservative and not pose a safety risk. Closed toe shoes should be worn in patient care areas. RSFH, in its sole discretion, may request that teammate refrain from wearing certain footwear. Casual shoes, such as flip flops and house slippers, are prohibited. Athletic shoes, where appropriate, should be clean and in good repair.
- 2.13 Per Infection Prevention guidelines, fingernail polish must not be chipped. Nails should be of an appropriate and conservative length to avoid being a safety hazard. Artificial fingernails of any type, including but not limited to, acrylics, gels, overlays and wraps, are prohibited in any direct care or food preparation areas. Nails should not attract undue attention.
- 2.14 Designated teammates may be provided protective clothing, which should be used where required. Additional policies which outline teammate safety and infection prevention expectations should be addressed in departmental guidelines.

2.15 RN, LPN and Ancillary Nursing Uniform Standards (Clinical and Direct Patient Care Areas)

- Low-rise scrub pants and rolling down the waistband of scrub pants are prohibited.
- A short sleeve scrub coat/jacket worn as the scrub top must be snapped or buttoned.
- Socks or hosiery must be worn at all times.
- Footwear must provide optimal protection of the feet in clinical and patient care areas. Shoes should be constructed of an impervious, non-absorbent material, clean and in good repair, non-skid and closed toed. Shoelaces must be kept clean. No Crocs style shoes.
- Sweaters or fleece jackets should be appropriate to the work environment, as approved by the leader.
- Jeans, sweatpants, jogging or fleece pants, yoga pants or leggings, sweatshirts and hoodies are not permitted as part of the nursing professional uniform.
- Skin or underwear should not show when arms are raised, when seated or bending over.
- Nurses who function in a non-bedside role may wear professional business attire or follow the clinical uniform standards. A white lab coat should be worn when involved in patient care.
- If attending courses, meetings or hospital events on campus, casual business attire is appropriate.

2.16 Roper Hospital, Berkeley Hospital & Mount Pleasant Hospital & Bon Secours St. Francis Hospital - Specific Uniform Standards

Nursing Services has designated a solid color uniform, which is a scrub style top, pants, skirt, vest, or dress to be worn by all nursing teammates in the inpatient clinical setting.

- Registered Nurses and Licensed Practical Nurses must wear Navy.
- Patient Care Technicians must wear Wine. Emergency Department Technicians must wear Ceil Blue.
- Unit secretaries must wear Silver/Grey.
- The uniform style scrub top must be a solid color as indicated, without print.
- A trim color may be worn on scrubs if it is 1 inch or less.
- A lab coat or nursing long/short sleeve scrub coat of the same color is permissible.
- A solid white, grey, or same color as scrubs short sleeve or long sleeve top may be worn under scrubs.
- RSFH t-shirts may be worn on the 1st and 16th of each month. They must be worn in a way to maintain professional appearance of the nurse/ teammate.
- For teammates working on the actual holiday, a holiday appropriate scrub top may be worn.

Examples of Inappropriate Attire-All Teammates

2.17 Below is a non-inclusive list of attire, shoes and accessories that are unacceptable to wear in the workplace:

- Shorts of any style;
- Tight-fitting pants or leggings that are not covered by a tunic or dress of an appropriate length;
- Denim, except as approved for specific RSFH events or as allowed by leaders (denim should not be torn, distressed, ripped or otherwise in disrepair);
- Sweatpants, athletic pants, yoga pants or fleece pants;
- Sweatshirts, hoodies, non-RSFH t-shirts, slogan t-shirts or faded/old RSFH t-shirts;
- Sheer or see-through blouses;
- Tank tops, halter tops and exposed shoulder tops not covered by a blazer, jacket or sweater;
- Sleeveless or thin-strapped dresses without a blouse underneath or covered by a blazer, jacket or sweater;
- Skirts that are shorter than three (3) inches above the knee or with high slits;
- Any tight-fitting or revealing clothing;
- Any extremes in style.

Failure to Comply

2.18 Teammates who make inappropriate choices in appearance, attire, shoes and accessories may be sent home without pay to change into more appropriate attire or to comply with other provisions of the policy. Policy violations may result in corrective action up to and including termination of employment.