

CATALINA ISLAND MEDICAL CENTER

P.O. Box 1563

Avalon, California 90704

Policy: Dress Code/Uniform Policy	Policy ID: ADM-22	Date: 03/27/07 Revised: 12/15/09 Revised: 10/19/10
--	--------------------------	---

Purpose: The purpose of this policy is to provide guidelines to help promote confidence to our patients by achieving a standardized professional image for all staff while conducting business for Catalina Island Medical Center (CIMC) and to achieve employee safety.

Scope: This policy applies to all CIMC personnel and supersedes all previous practices or policy regarding dress code.

Policy: The professional impression of and confidence in the Hospital is contributed to in part by the image its personnel present to patients, visitors, and vendors. Individuals are expected to exercise moderation in their dress and personal appearance. Staff not in compliance with this policy as determined by their supervisor will be dismissed from the work site in order to return properly attired. The policy applies during working hours to include those who come into the workplace while on call and is applicable to patient and non-patient areas.

Responsibilities and Procedures: All attire must be clean, wrinkle-free and without holes or frayed edges and kept in a presentable condition and fit properly. Personnel are responsible for ensuring their dress and grooming complies with CIMC policies, as well as safety and health rules and regulations.

A. General Guidelines for all Staff

1. Employees are to dress in a manner that is consistent with their responsibilities
2. Employees shall maintain excellent hygiene and grooming habits. .
3. Undergarments must be worn and must be inconspicuous.
4. Hair should be neatly kept and modestly styled. Extreme color or style is not appropriate. Hair must be kept away from face and should not interfere with ability to do your job.
5. Nails should be clean and manicured and conservative in length and color.
Direct Patient Care: Fingernails are kept clean, well cared for, and no longer than ¼ inch from fingertip in length. Nail polish is not allowed. Artificial and long natural fingernails are not permitted for those providing direct patient care
6. Jewelry should be conservative. Multiple rings or earrings are inappropriate. No dangling earrings or long necklaces shall be worn when working in direct patient care areas.
7. Readily apparent Tattoos and tattoos considered to be offensive should be covered up during business hours. Excessive body piercing should not be visible. Ear piercing is limited to two per ear. Exceptions made for cultural and/or religious related piercing and tattoos must be approved by Human Resources.
8. When an employee is hired, a company issued identification badge will be worn at all times while on company premises. Upon separation of the employee's employment, the ID badge must be returned to Human Resources. The employee ID badge will be worn above the waist. The ID badge shall not be defaced or altered in any way. The photo should be visible (not reversed or worn backwards).
9. Socks or stockings and shoes must be worn at all times. Shoes and laces shall be kept clean and neat in appearance
10. White lab coats and uniforms should only be worn by clinical staff.

**Note: More restrictive unit/departmental-specific dress code and appearance policies may supersede the general guidelines.*

B. Inappropriate attire includes:

1. Sweatpants, sweatshirts, jogging or fleece pants, spandex pants/leggings, stirrup pants, harem pants.
2. Blue jeans or blue denim attire.
3. Shorts, cargo pants or Capri pants that are not business casual.
4. Excessive cologne, after shave or makeup. Cologne, aftershave & perfume is not allowed in patient care areas.
5. Shoes: flip-flops, combat boots, and Ugg boots are not acceptable
6. Tops with excessive low necklines, baring midriff, spaghetti straps, strapless and transparent.
7. Clothing with logos, advertisements, slogans, or other messages representing organizations other than CIMC.
8. Clothing that is too revealing or tight fitting.
9. Tee shirts, jeans, sweat pants, jogging or fleece pants, sweatshirts and culottes
10. Caps or hats unless determined necessary and approved by department i.e. dietary, housekeeping.

C Administrative and Clerical Staff

1. Acceptable attire is business casual. . Skirts or dresses should be a conservative in appearance and length and should be no more than 2”above the knee. Skirt length should be consistent while in a sitting position.
2. Heel height may not exceed 4 inches, and low to moderate heels are encouraged.
3. Main Hospital reception staff shall wear a uniform or scrub top while at the reception desk.
4. Maintenance Department personnel shall be provided with standard coveralls for use when needed. The coveralls will be owned and maintained by the hospital.
5. Managers/Supervisors who are assisting with patient care activities in the hospital or medical group area shall wear a lab coat (preferably white).

LAB, XRAY AND PHYSICAL THERAPY

1. Ancillary staff will wear scrub tops and may wear a lab coat (preferably white).
2. Shoes must have a flat rubber sole and be closed toe.

DIETARY- FOOD SERVICE WORKERS

1. Dietary staff is to wear a uniform top and apron. Employees must use the standard apron owned and maintained by the hospital.
2. All food service workers are to wear a hairnet in designated areas of the kitchen.
3. Shoes must have a flat rubber sole and be closed toe.

HOUSEKEEPING

1. Housekeeping should wear scrub tops.

MEDICAL GROUP OFFICE.

- 1 Medical group staff shall wear nursing uniforms or scrubs, which may be white, prints, pastels or solid colors.

2. Practitioners (MD, DO, PA, or NP) shall wear a white lab coat while working in the Medical Group / ER and In-patient settings.

3. Shoes must have a flat rubber sole with a low wedge heel. Shoes including clogs with a sling back strap are acceptable. Closed toe shoes are required in a clinical setting.

4. Jewelry and accessories should be simple and kept to a minimum.
 Dangling earrings, bracelets, necklaces and rings with stones can be a safety issue and violate infection control standards therefore are not permitted for those providing direct patient care.
 Wrist jewelry must be easily removed for hand hygiene and must be removed for invasive procedures.

NURSING:

1. Hair should be neatly kept. Hair must be kept away from face and contained in a manner that does not come in contact with the patient.

2. As specified by OSHA standards, personnel providing direct patient care wear with shoes and stockings with impermeable enclosed toes. Shoes are constructed of an impervious nonabsorbent material, clean and in good repair.

3. Uniforms must be professional in appearance and reflect high standards of cleanliness and hygiene at all times. The uniform must be color-coordinated. Scrub clothes are preferred for all nurses and certified nursing assistants. Tee shirts and/or jeans in any color are not considered a professional uniform. Uniform pants must be full length.

 Signature Title

 Date

 Signature Title

 Date