



Ambulatory Clinic Policy and Procedure

Title: CLINICAL PERSONNEL DRESS CODE	Policy Number: EP 9.11
Regulation Reference:	Effective Date: 1/2016

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to define the specific guidelines for clinical personnel, related to the dress code, to ensure that a professional image is presented to patients and the community. It is intended to provide security through an employee identification system and to protect the employee by requiring work attire in accordance with safety and infection control consideration.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC El Paso ambulatory clinics.

Procedure:

1. General Appearance: General appearance of all personnel should reflect a high standard of cleanliness and hygiene at all times. Patients and the general community expect a greater degree of cleanliness, neatness and professionalism than is found in most industries. Employees should therefore, dress discreetly and present a professional appearance.
2. General Guidelines:
 - a. Shoes – Shoes must be cleaned and polished, closed toe, quiet soles, and non-skid. Shoe laces must be kept clean. Tennis shoes may be worn.
 - b. Hose – Appropriate colored hose or socks are to be worn with the uniforms.
 - c. Uniforms – The uniform must be professional in appearance and reflect high standards of cleanliness and hygiene at all times.
 - i. The uniform must be color-coordinated.
 - ii. T-shirts, jeans, sweat pants, jogging or fleece pants, and sweatshirts are not considered a professional uniform.
 - iii. Exceptions may be made on special occasions (i.e., t-shirt days, holidays, etc.) as designated by nurse managers (head nurses) or clinic administrators.
 - d. Hair – Hair must be clean and neat in appearance and worn in a professional business manner.
 - i. Nursing staff with direct patient contact must secure their hair so it does not contact the patient or interfere with patient care or safety.
 - ii. Facial hair such as beards and sideburns must be neat, clean and well-trimmed.
 - e. Fingernails – Fingernails should be clean and length of nails should not extend past ¼” beyond the fingertips.
 - i. Garish “shocking” nail polish is not acceptable.
 - ii. Personnel engaged in patient care may not wear artificial nails.
 - iii. Gemstones, stickers, or any other “3-D” decorative additions may not be worn.



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- f. Cosmetics and Perfume/Cologne – The professional environment of the clinic and the patients’ sensitivity to scents requires all personnel to moderate use of make-up, perfume, colognes or shaving lotions.
 - g. Jewelry – Jewelry may be worn ONLY on ears, around neck, wrists, fingers and ankles. Excessive jewelry (i.e. oversized or large dangling earrings) is not allowed. Jewelry that interferes with patient care will not be tolerated.
3. Identification Badges: Identification badges will be worn on the outside of the uniform, lab coat, or street clothes at all times while engaged in clinic business. The photo ID badge will be required for payroll and in the event of an emergency.
 4. Adherence to Policy: Failure of any employee to adhere to the regulations as outlined herein will be considered just cause for disciplinary action and/or dismissal. The dress code will be enforced by the departmental nurse manager (head nurse), administrator or office manager.
 5. Departmental Dress Code Policy: This is a general dress code policy. Department specific dress code issues will be addressed in departmental policy and procedure manuals

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Paul L. Foster School of Medicine	