

DRESS AND PERSONAL APPEARANCE CODE

PURPOSE

Every staff member of the UCLA Health System represents the organization to the patients and visitors who come to a UCLA health care facility for their care.

Patients and visitors will feel more comfortable and safe in our facilities if we, the staff members who care for them, present ourselves in a professional manner.

We want to be known for our excellence and professionalism. Assessment of our professionalism begins with the first impressions we make, including how we are dressed.

The purpose of the dress and personal appearance code is to provide guidelines for all staff members while we are at work.

POLICY

This policy applies to all staff members including direct patient care providers, support staff, administrative staff and staff who work at off-campus locations.

All staff members are expected to dress in a professional manner. In general this means employees should be dressed neatly and modestly.

Clothes should be clean and staff members themselves should demonstrate good personal hygiene. Individual departments may have specific requirements that include uniforms or other standard clothing.

Staff members are expected to comply with their departmental requirements.

I.D. Badges

I.D. Badges are considered part of the required dress for all staff members. Both California law and the JC require staff identification.

Patients have a right to know who is treating them.

All staff members are expected to wear their identification badge while they are on duty. I.D. badges are to be worn on the upper third of the body, with the person's picture and name easily readable by our patients and visitors.

Badges are not to be worn with the name and/or picture turned away from view.

General Clothing Guidelines

Staff members are asked to wear clothes that are appropriate for their work place.

Clothes worn should fit properly and provide adequate covering for staff members whose work may require bending, lifting or other close personal contact with patients.

Shorts, very short skirts, tank tops or muscle tee-shirts, collarless tee-shirts, sweatpants, baggies, blue jeans and similar casual clothes are not appropriate in a professional setting.

Staff members who wear uniforms may wear a unit- or department-approved sweater, sweatshirt or fleece jacket for warmth.

Uniforms

Some departments require staff members to wear a uniform.

Staff members in those areas will be provided with the allotted number of uniforms as specified by the department.

Uniforms worn by staff members will adhere to the dress code policy and must be clean and neat.

Hair/Headwear

Hair, beards or mustaches should be clean and neat. Extreme hair colors should be avoided.

Hair should be pulled back or restrained as appropriate to safety in the work area by anyone who provides direct patient care, works with food, or handles other sterile equipment or supplies.

No hats, bandannas, sweatbands or headgear may be worn unless required for medical, safety, religious or cultural reasons or as part of the uniform.

For patient and staff safety, no earphones, MP3 players, cell phones, radios, etc, should be worn by any staff member while on duty.

Shoes

Shoes must be safe for the working conditions in the individual departments. For safety reasons, patient care staff members should wear closed toe footwear.

Clean athletic shoes of an appropriate color are acceptable.

Shoes like flip-flops or work boots are not appropriate for healthcare workers.

Clogs or sandals may be worn if they are appropriate for the work setting.

Appropriate hosiery or socks are recommended.

Nails

Fingernails must be clean, groomed and moderate in color and length.

Artificial nails, tips and/or fillers are not allowed in direct patient care areas, including where food is prepared.

Body Jewelry

Large dangling earrings that could present a safety hazard are not appropriate.

Body piercing jewelry may not be worn in any visible pierced body part except ears. Visible body part is defined as any area not covered by normal clothing.

Tattoos

Tattoos or other types of body art must be covered if possible.

Any tattoo that may be considered offensive by patients or visitors must be covered by clothing, a band-aid, make-up, etc.

Perfumes, Colognes and Makeup

Perfumes or colognes should be used conservatively and in a manner that is considerate of the public and of one's colleagues.

Perfumes or colognes may be prohibited in areas where they may have an adverse effect on patients.

Makeup should be worn in moderation and the staff member should maintain a professional appearance.

Department-Specific Policies

All department managers are expected to discuss the general dress code with all staff members and to determine what "professional" dress is in the particular department.

Departments may adopt more specific dress code policies appropriate to their individual functions.

Compliance

Department heads are responsible for enforcing this policy and ensuring that all staff members meet the dress code standards. Any staff member who has questions regarding these standards should consult with his/her supervisor.

All staff members are expected to comply with the dress code policy. Staff members who are not compliant may be sent home to change if they wear inappropriate attire to work. Such staff members will not be compensated for the time away from the workplace.

Repeated noncompliance may result in disciplinary action up to and including dismissal. Compliance with the dress code should be noted on every employee's performance evaluation.

REFERENCES

REVISION HISTORY

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