

El Paso - Ambulatory Clinic Policy and Procedure

Title: DRESS CODE POLICY FOR NON-CLINICAL AREAS	Policy Number: EP 9.6
Regulation Reference:	Effective Date: 10/2012

Policy Statement:

The purpose of this Texas Tech University Health Sciences Center/Paul L. Foster School of Medicine/Gayle Greve Hunt School of Nursing Policy and Procedure is to establish guidelines for appropriate dress while working in non-clinical areas.

Scope and Distribution:

This policy applies to Texas Tech University Health Sciences Center/Paul L. Foster School of Medicine/Gayle Greve Hunt School of Nursing (TTUHSC/PLFSOM/GGHSON) employees and volunteers working in non-clinical areas.

Procedure:

A. Definitions

1. Non-Clinical Areas are any areas where faculty, staff students or volunteers do not have direct contact with patients and/or their representatives.

B. Responsibilities

1. The Department of Human Resources will provide a copy of the Dress Code Policy to employees and volunteers during New Employee Orientation.
2. Employees and volunteers are accountable for being knowledgeable about and complying with the Dress Code Policy by maintaining a professional appearance at all times.
3. Departments are responsible for monitoring and enforcing the policy as well as approved standards of hygiene.
4. Identification Badges must be worn above the waist on the outside of the uniform, lab coat, or street clothes at all times while at work.

C. General Appearance

1. Each employee and volunteer's appearance should be appropriate to convey the level of professionalism, hygiene and grooming consistent with the job duties being performed by the employee or volunteer.
2. Clothing should be appropriate to the work place as determine by the Department. Examples of articles of clothing that are considered inappropriate include, but are not limited to:
 - a. shorts
 - b. sweats
 - c. mini-skirts

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- d. flip-flops
 - e. spaghetti traps
 - f. clothing that expose the midriff and torso
 - g. any article of clothing or jewelry deemed inappropriate by the Department
3. Shoes must be worn appropriate to the department and job requirements.
 4. Holiday costumes (i.e., for Halloween) are not allowed.
 5. TTUHSC Pride Day is every Friday. Employees and volunteers are encouraged to show their pride by wearing black/red and/or the TTUHSC/PLFSOM/GGHSOON branded shirts. Clean, neat jeans are acceptable on Pride Day if wearing appropriate shirts.
 6. Personnel working in clinical areas are guided by Dress Code Policy for Clinical Areas, EP 1.8.
 7. Nursing Personnel (i.e., RNs, LVNs, CMAs, etc.) are guided by ACP 9.28 and EP 1.8.
- D. Safety and Infection Control Considerations – Safety is an important factor that must be considered in order to promote efficiency, quality care as well as decrease health hazards and/or risks.
1. Jewelry should reflect a professional image if worn at work. Jewelry that could become a hazard, interfere with work duties, or may be the cause of an accident should not be worn while at work.
 2. Hair must be clean and neat in appearance and worn in a business-like manner so it does not interfere with work duties. Facial hair such as beards and sideburns must be neat, clean and well trimmed.
 3. Fingernails should be clean and of a “professional” length.
 4. Moderate use of cosmetics, perfume, colognes or shaving lotions is acceptable.
 5. Daily bathing, use of deodorant and daily oral hygiene are Infection Control essentials.

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