

## Appearance Policy

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### Providence Regional Medical Center Everett (“ministry”)

**Department:** Human Resources

**Approved by:** Chief Human Resources Officer

**Effective Date:** 8/1/2015

**Policy Number:** HR 104

**Policy Name:** Appearance

**Scope:** Policy applies to all caregivers

**Policy:** All PRMCE staff shall be professional in their appearance when working

**Intent:** As a healthcare provider, personal appearance is a tangible representation of our brand promise – “Know me, care for me, ease my way.”

#### **Definitions:**

*Professional:* Neat, clean and hygienically responsible.

*Unit/division/department specific requirements:* Each unit/division/department may require specific elements in order to respond to staff concerns, patient care requirements or staff safety (for example slip resistant soles in departments where water may be present on the floor).

#### **Minimum Specifications:**

1. See Attachment A
2. Leaders will engage staff in establishing unit specific requirements
3. Adherence to unit specific requirements is required
4. If staff or patients raise concerns about an individual’s appearance, it may be grounds for individual staff counseling (in addition to routine counseling based on non-compliance with policy)
5. If an individual is wearing a badge (because they are being paid) appearance standards must be met
6. No jeans when performing primary work responsibilities except with written authorization from the CEO. No department specific jeans day as fund raisers. If present for a meeting or training and wearing jeans, the name badge should not be displayed, but available to the employee for access and proof of employment. For any other jeans-related issues not specifically outlined here, written approval from the CAO must be obtained in advance.

#### **Procedures:**

1. Leaders will engage staff to determine any unit/division/department specific requirements.
2. Patient care, patient satisfaction and staff safety will be overriding factors in determining specific dress code requirements.

**Consequences:** Violation of this policy may constitute grounds for immediate disciplinary action, up to and including termination of employment, service, or association with PH&S.

The statements of this policy document are not to be construed as a contract or covenant of employment. They are not promises of specific treatment in specific situations and are subject to change at the sole discretion of the ministry.

Attachment A

**Minimum Specifications**

Policy Statement	Patient Care Setting	Business Setting
	<p><b>These guidelines apply to all employees:</b></p> <p><i>At all times, if the employee is assigned to work in a patient care or clinical department or area</i></p> <p><i>When work requires presence in a patient care or clinical department or area, if the employee is not assigned to a patient care or clinical department or area (e.g. conducting a facility tour, visiting patients, etc.) a patient care or clinical department</i></p> <p>Visitation/touring/work requires presence on a patient care unit or in a clinical unit</p>	<p><b>These guidelines apply to all employees who:</b></p> <p>Work in office and other non-clinical or non-patient care settings*</p> <p>*Notes:</p> <p>1. Patient Care Setting guidelines apply any time an employee is present in a patient care or clinical department or area</p> <p>2. Receiving technicians working on the loading dock and Facilities staff working in active construction environments may wear black denim pants.</p>
Uniforms	As appropriate based on individual department guidelines (Cannot be solid Teal color.)	N/A
Hospital Owned-Teal Uniforms	Hospital laundered Teal uniforms are provided for these departments: Operating rooms, Cath Lab, IR, SPD, GI Lab Labor Delivery and ancillary staff assigned to the above areas.	
Footwear	<ul style="list-style-type: none"> <li>· Closed-toe shoes are required</li> <li>· Slip resistant footwear in clinical areas and in other areas with high risk of wet floor</li> </ul>	Appropriate open-toe dress shoes are acceptable, but they must be of a professional business style
Nails	No acrylic nails or extenders.	

**General Appearance Standards**

General Appearance	For all Employees
Guidelines	<ul style="list-style-type: none"> <li>· Clothing and footwear must be professional in appearance</li> <li>· Clothing must be clean and wrinkle-free</li> <li>· Clothing must be free of fragrance or odor (including tobacco odor), and in good repair</li> <li>· Clothing style must be conservative and appropriately fitted to allow freedom of movement</li> <li>· Fashion adornments and accessories should be simple and conservative</li> </ul>
Sports Jerseys	Athletic Sports Team Jerseys are allowed on Fridays. Jersey must be professional, clean, with no obscene symbols or words
Badge	<ul style="list-style-type: none"> <li>· ID Badge is mandatory and must be visible at all times</li> <li>· Items may not be attached directly to name ID badge except for Executive Leadership approved materials and information</li> </ul>
Fragrance	<p>Personal fragrance products, including fragrances, colognes, lotions, powders, perfumes and similar products are not to be worn</p> <p>Other fragrance products, including scented candles, room sprays, potpourri and other similar items, are also not permitted in the workplace</p>
Jewelry	<ul style="list-style-type: none"> <li>· Simple, conservative adornments or accessories are recommended</li> <li>· Earrings are limited to 3 or fewer per ear</li> <li>· Rings are limited to 2 or fewer per finger or hand, excluding wedding sets</li> </ul>
Piercings	<ul style="list-style-type: none"> <li>· Piercings are limited to one small, unobtrusive nose stud; one small eyebrow ring; no other facial piercing</li> <li>· Tongue piercing is acceptable providing it is not visible and speech is unaffected</li> </ul>
Tattoos	May not be offensive (e.g. skulls, blood representations associated with death, pin-ups) or excessive
Buttons, Stickers, Ribbons	Limited to 3 professional/credential (i.e., RN, RT, PT, Providence service) pins,

	<p>ribbons or stickers – Items may be no larger than 3 inches</p> <p>Items may not be attached to hospital identification badge, nor obstruct it in any way</p>
Grooming	<ul style="list-style-type: none"> <li>· Makeup should be conservative and non-theatrical</li> <li>· Hair should be neat, clean and well-groomed</li> <li>· Nails must be clean, neatly trimmed or manicured and appropriate for patient/family interactions or work setting</li> </ul>

### Examples of Unacceptable Appearance/Apparel

Not Acceptable	For all Employees
Clothing	<ul style="list-style-type: none"> <li>· No denim jeans of any color (except as approved by the CEO)</li> <li>· Overalls</li> <li>· Shorts</li> <li>· Skirts shorter than mid-thigh length</li> <li>· Hooded sweatshirts *If hoods on shirts or sweaters they may not be up.</li> <li>· Apparel with logos, other than official Providence logos</li> <li>· Hats or inappropriate head coverings (unless for infection control, medical or religious reasons)</li> <li>· Halter tops, tank tops, tube tops, or cut-off/midriff style blouses and tops</li> <li>· Leggings or leggings as pants</li> <li>· Undergarments worn as outerwear or visible through outerwear</li> <li>· Cargo-style capris</li> <li>· Athletic wear (pants, shirts, jackets, or sweats)</li> </ul>
Fabric	<ul style="list-style-type: none"> <li>· Spandex</li> <li>· Sheer or see-through fabrics or gauze</li> </ul>

	<ul style="list-style-type: none"> <li>· Metallic fabrics</li> <li>· Clinging knits</li> </ul>
Appropriateness	<ul style="list-style-type: none"> <li>· Small or tight clothing</li> <li>· Oversized clothing</li> <li>· Low cut, revealing or loose necklines</li> <li>· Exposed midriff or back</li> </ul>
Cleanliness	<ul style="list-style-type: none"> <li>· Stained or dirty clothing or shoes</li> <li>· Excessively wrinkled clothing</li> <li>· Holes, tears, rips</li> <li>· Unfinished or unraveled hems</li> </ul>
Personal Grooming	<ul style="list-style-type: none"> <li>· Lack of hygiene, bathing</li> <li>· Hair length and/or style that impairs vision or interferes with job performance</li> <li>· Heavy or theatrical make-up</li> <li>· Clothes that are scented with fragrance or cigarette smoke</li> </ul>
Adornments	<ul style="list-style-type: none"> <li>· Extensive or inappropriate tattoos</li> <li>· Excessive or inappropriate facial jewelry</li> <li>· Excessive jewelry (such as multiple bracelets, rings, etc.)</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>· Flip flops</li> <li>· Sandals</li> <li>· 5-toed shoes</li> </ul>
Messages	<p>Messages on clothing not sponsored by PRMCE/PH&amp;S except for allowed brand logos which must be no larger than 1 inch in diameter</p> <p>Items that may be offensive, derogatory or be intimidating to patients about their care</p>
Hospital Owned Teal Uniforms	In areas outside of the above identified departments

**References:**

- Tobacco Free
- Phlebotomy - Processing - TA Duties (All Shifts)
- Laboratory Dress Code