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| Policy No: | 2 PC 1001                     | Effective Date 11/01/04 |

## OBJECTIVE

To promote a neat, clean, professional, and business like appearance consistent with preserving and enhancing the image of the Detroit Medical Center, while assuring that attire is not hazardous or offensive to patients and employees

## SCOPE

All Detroit Medical Center (DMC) personnel assigned to patient care areas.

## POLICY

All personnel shall maintain personal appearance standards that are consistent with the professional image of a health care institution, and all infection control, legal, and safety requirements.

## PROVISIONS

### Universal Personal Appearance Standards

1. Clothing should be of appropriate size and fit permitting freedom of movement. All personal clothing should be clean, neat, and of appropriate length with finished hems. Tucking pant legs into socks is not permitted.
2. Undergarments must be worn at all times, and color and/or design must not be visible through clothing. Socks or hosiery must be worn. Bare legs and feet are not acceptable.
3. Hair is to be neat and clean. Long hair must be so styled and/or restrained so as not to interfere with work performance, safety and infection control. Hair may not obscure vision or come in contact with patient or other surfaces. Head coverings mandated by religious beliefs are acceptable. Nursing school caps are optional. Mustaches and beards must be clean and neatly trimmed.
4. Fingernails must be kept short (i.e., not to exceed 1/4 inch past the fingertip) and clean. Chipped nail polish or enhancements such as jewels may not be worn. Nail enhancements of any kind (e.g., wraps, acrylics, gels and stones) may not be worn in the Operating Rooms, Same Day Surgery, Intensive Care Units (for example, ICU, BMT, Burn unit, NICU, PICU, pheresis), step-down ICU units, or other areas where invasive procedures are routinely performed or when procedures require a surgical scrub. (CDC Guideline for Hand Hygiene in Health-Care Settings. MMWR 51(RR16); 1-44: 2002).
5. Jewelry must not create a hazard to self or others. Visible adornment with tattoos or body paint is not acceptable. No visible ornamental piercing except for ears. No bracelets are to be worn by care providers.
6. Hospital Identification (Badges) must be worn at all times, on the upper chest or shoulder area, while on hospital premises. Full name and photo must be visible. Badge holders/lanyards must not interfere with patient care activities and be worn above waist level.
7. Shoe covers, where required, must be removed when leaving the patient care area.
8. Makeup should be appropriate for office daytime wear. Perfume and scented after-shave lotion must not be worn due to the health risk to others.
9. Personal headphones or personal cell phones are not to be used or worn. Personal beepers may be worn, but must be on vibrating (non-audible) mode and must not be visible.
10. Award, service and school pins are acceptable. Use discretion when using other pins or stickers.
11. Non-Direct Care Activities: Unless otherwise directed, casual business wear may be worn while in orientation, and/or at skills validation class, or other educational offerings. This includes appropriate shoes/hose. If a portion of the day is spent in the clinical area, uniforms, scrubs, or a lab coat must be worn.
12. Off-Site Functions: DMC Personal Appearance Standards must be adhered to when employees or contract employees represent the DMC at any outside conferences, community outreach functions, and other professional/educational events.

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13. Non-DMC (agency and contingent) staff must adhere to the universal personal appearance standards and those appropriate to their job category.
14. The following types of clothing are not permitted:
- A. Jeans or clothing of denim-like material
  - B. T-shirts (without hospital approved design or logos)
  - C. Sweatshirts, sweatpants, or jogging suits  
*Exception: Staff may wear sweatshirts with hospital approved logo-site specific. Personal Trainers at RIM wear RIM Logowear warm-up suits.*
  - D. Shorts or Capris
  - E. Tank or tube tops
  - F. Military fatigues
  - G. Stretch pants, spandex, stir-up pants
  - H. See-through or revealing clothing
  - I. Exercise apparel
  - J. Mini-skirts or mini-dresses (mid-thigh) or slit above mid-thigh
  - K. Leather
  - L. Excessive or inappropriate jewelry
  - M. Sunglasses
  - N. Open toe shoes or sandals

Direct Patient Care Providers

[Registered Nurse (RN), Licensed Practical Nurse (LPN), Patient Care Associate (PCA), Patient Service Associate (PSA)]

1. The following attire is considered appropriate:
  - A. Traditional nursing uniforms or scrub dress of mid-knee length or below.
  - B. Scrub top and pants or skirt. Scrub tops are to be long enough to tuck into pants or skirt, but may be worn either tucked in or not.
  - C. In lieu of a scrub top, polo or other collared shirt may be worn or plain colored T-shirt (without any logo).
  - D. White turtleneck, mock turtleneck or plain white T-shirt may be worn under a scrub top.
  - E. Scrub/warm-up jackets in a coordinating print may be worn with above uniforms or as designated by site.
  
2. Uniform Color:
  - A. The wearing of white uniforms is limited to RNs and LPNs only.
  - B. RNs/LPNs may wear other colors unless the color is assigned to a specific job category or department at their site.
  - C. PCAs and PSAs wear solid color Peacock Blue or Raspberry scrubs respectively, or as designated by site.
  - D. Each facility may require the wearing of color and/or style of uniform specific to a job category or department. See site-specific guidelines for color designation.
  
3. Shoes and Hosiery
  - A. Clean and polished white nurse's shoes. White, black or colored shoes that coordinate with uniform pants or skirt may also be worn.
  - B. No "high top" or athletic shoes that rise above the ankle are permitted.
  - C. No open toe shoes are allowed.
  - D. White or flesh tone hose must be worn with a skirt.
  - E. Hose or socks must be worn with pants.

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Specialty Areas

1. Approved hospital provided and laundered scrubs are to be worn in designated areas only. These include, but are not limited to, the Burn Center (DRH), Labor and Delivery, LDRP, Dialysis and Perioperative areas.
2. Refer to site or department policy for staff assigned to the Rehabilitation Institute of Michigan, and Psychiatric or Chemical Dependency areas.

Indirect And Non-Patient Care Providers

(E.g., Patient Unit Clerks, Transporters, Clinic Staff, Ancillary/Support Staff, Sitters)

1. Refer to site or department policies for specific uniform requirements for patient unit clerks and transporters.
2. Non-patient care providers (e.g., clinic staff) must wear business attire and conservative shoes appropriate for business.
3. Refer to site or department policies for specific uniform requirements for ancillary and support staff.
4. Sitters (DMC and non-DMC employees) may wear casual business wear, uniforms or scrubs while engaged in sitting.

Responsibility

1. Each employee is responsible for maintaining an appearance consistent with this policy. It is the responsibility of management to assure compliance with these guidelines.
2. Managers are expected to counsel employees who wear inappropriate or unsafe clothing.
3. Employees arriving at work in apparel deemed unacceptable or unprofessional will be sent home (without compensation) for more appropriate attire.
4. If the employee does not respond to counseling, verbal and written warnings will be issued per the disciplinary policy.
5. Site managers may make exceptions to the above policy for specific purposes and events.

**ADMINISTRATIVE RESPONSIBILITY**

The Chief Nursing Officer has overall responsibility and authority for administration of policies, procedures and guidelines related to patient care.

**APPROVAL SIGNATURE**

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Patricia E Natale, MSN, Chief Nursing Officer  
Detroit Medical Center

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Date

Review Date 10/1/07  
Supersedes 11/98, 5/2001, 1/1/04