



April 29, 2011

TO: SCVHHS Executive Management Group

FROM: Nancy Kaatz *NKaatz*
Chief Financial Officer, SCVHHS



Central Services
Policies
and
Procedures

SUBJECT: Appearance and Dress Code

REFERENCES: SCVHHS #251.0 Photo Identification Badge/Access Card
VMC policy #640.1 Scrub Clothing
Infection Prevention Policy #501 Clothing

BACKGROUND:

The appearance of Santa Clara Valley Health and Hospital System employees directly influences the first impression of clients, patients, families, visitors, and other members of the community. Personal appearance and hygiene appropriate to the health care environment inspires confidence, projects an image of professionalism and competence, promotes safety awareness, and provides a sense of teamwork and excellence to the community and the employees. By accepting responsibility for appropriate personal appearance and hygiene each staff member contributes positively to the customer's overall impression of his/her SCVHHS experience.

Dress and grooming standards contribute to personal safety and a professional relationship with clients, patients, the public, and coworkers.

POLICY:

All personnel, regardless of their duties are expected to dress appropriately according to the requirements and responsibilities of their role in SCVHHS. This policy is intended to serve as a minimum standard for all personnel.

PROCEDURE:

Responsible Party	Action
Cost Center Managers/Directors	Departments may establish specific appearance and dress policy as they relate to the departmental mission, regulatory, and safety requirements,

within the framework of this policy. It is the responsibility of department managers and directors to implement, enforce, and comply with this policy, as well as any department specific policy. Staff should be directed to review and adhere to their department's policy. The following standards are the minimum requirement for all personnel.

All Employees

General: Identification badges are supplied by Human Resources and display name, photo, and title/role. Badges are to be worn by all employees whenever the employee is on the premises with full name, title and photo clearly visible and unobscured.

If lost or damaged, badges shall be replaced by Human Resources in accordance with SCVHHS Policy #251.0 Photo Identification Badge/Access Card. Badges are to be returned to Human Resources upon completion of employment.

Shoes are clean and in good repair. Footwear which is inappropriate to the extent that its ordinary use creates the possibility of injuries shall not be worn. Business-wear open-toed shoes may be worn with or without hosiery. Beach-wear shoes and flip-flops are not acceptable. People in certain areas may be required to wear closed-toed shoes. Infection Control policy may supercede this standard for clinical areas.

Hair, beards, mustaches, and sideburns must be kept in such a manner that they do not present a safety hazard or violate infection control policies (where applicable). In clinical areas, the Infection Control policy shall supercede this standard.

Jewelry that interferes with duties or presents a safety hazard shall not be worn.

Employee's use of scented products is to be minimized in order to avoid adverse reactions by other employees, clients or patients.

Nails and cuticles are clean and do not interfere with performance of job duties. In sensitive areas, as defined by Infection Control, artificial nails may be prohibited. In clinical areas, the Infection Control policy shall supercede this standard.

The following are examples of non-acceptable dress:

- Shorts, other than in areas approved by administration
- Mini skirts (skirts which are mid-thigh length or shorter)
- Midriff length tops, low cut, strapless, backless or see-through garments
- Leggings or Spandex tights
- Sweat suits or sweat pants

- Blue denim jeans, other than in areas approved by administration
- Undershirts worn as a shirt, tee shirts with logos, graphics or silk screened designs, other than in areas approved by administration
- Hats, other than those traditionally worn as part of a religious observance or in areas approved by administration
- Obviously frayed, torn, patched, or stained clothing
- “Camouflage-type” military fatigues

Clothing which displays profane words or graphics

Clinical Staff

In addition to the general policy above, RN, LVN, Respiratory Care Practitioner, Clinical Laboratory personnel, Nurse Practitioner, Clinical Nurse Specialist, Infection Control Nurse, CRNA, Technician, Dentist, Dental Assistant, Medical Assistant, Pharmacist, HSA, NA, and Unit Support Assistant must wear either Option A or B below, as specified by individual departmental policy.

Option A: white lab coat over appropriate attire, or

Option B: commonly recognized health care uniform of “scrub” top and bottom, “scrub” dress, uniform top and pants, or uniform dress. White denim pants are acceptable.

Clinical Staff

SCVMC issues and maintains scrub clothing according to Administrative Policy #640.1 and Infection Prevention Policy #501. Only authorized personnel may wear these scrubs.

Psychiatry patient care personnel are not expected to wear uniforms.

Environmental Services, Food Services, and Volunteers

In addition to the general policy above, personnel must wear the department approved smock or top with either white, beige, navy blue, or black long pants as specified by individual department policy.

Safety shoes may be required for some assignments.

Issued: New
Revised:

