

## Parkview Standards of Professional Appearance and Work Areas

Policy Title: Standards of Professional Appearance and Work Areas

Category: Human Resources

Department: HR

Policy Admin: Dena Jacquay

This policy has been approved and adopted by the following Parkview Hospital/Entity:					
	Hospital/Entity	Origination Date	Last Revision Date	Last Approval Date	Approved by:
<input type="checkbox"/>	Behavioral Health	07/1999	1/2019	1/2019	Dianne Potter, HR Manager
<input type="checkbox"/>	Parkview Dekalb	null	null	null	null
<input type="checkbox"/>	Parkview Huntington	07/1999	1/2019	1/2019	Natalie Nix, HR Manager
<input type="checkbox"/>	Parkview LaGrange	07/1999	1/2019	1/2019	Natalie Nix, HR Manager
<input type="checkbox"/>	Parkview Noble	07/1999	01/2019	01/2019	Natalie Nix, HR Manager
<input type="checkbox"/>	Parkview Hospital Randallia	07/1999	01/2019	01/2019	Dianne Potter, HR Manager
<input type="checkbox"/>	Parkview Reg Med Center	07/1999	01/2019	01/2019	Kari McNamara, HR Manager
<input type="checkbox"/>	Parkview Ortho	07/1999	01/2019	01/2019	Kari McNamara, HR Manager
<input type="checkbox"/>	Parkview Wabash	01/2015	01/2019	01/2019	Natalie Nix, HR Manager
<input type="checkbox"/>	Parkview Whitley	07/1999	01/2019	01/2019	Natalie Nix, HR Manager
<input type="checkbox"/>	Parkview Corporate Office	07/1999	01/2019	01/2019	Rhiannon Kruckeberg, HR Manager
<input type="checkbox"/>	Parkview Home Health & Hospice	07/1999	01/2019	01/2019	Kari McNamara, HR Manager
<input type="checkbox"/>	Parkview Care Partners	07/1999	01/2019	01/2019	Kari McNamara, HR Manager
<input type="checkbox"/>	Parkview Occupational Health	07/1999	01/2019	01/2019	Rhiannon Kruckeberg, HR Manager
<input type="checkbox"/>	Parkview Physicians Group	07/1999	01/2019	01/2019	Kimberly Shining, HR Manager
<input type="checkbox"/>	SCORe	07/1999	01/2019	01/2019	Kari McNamara, HR Manager
<input type="checkbox"/>	The Mirro Center	12/2014	01/2019	01/2019	Kari McNamara, HR Manager
*An asterisk indicates an addendum is included for this facility.					

## I. Policy Statement

To establish guidelines regarding appropriate attire, personal appearance and work areas.

## II. Definition of Terms

A. "Co-worker" as referenced in this policy applies to all individuals employed by Parkview Health, its subsidiaries and affiliates.

## III. Procedure

PH recognizes that professional co-worker appearance, as well as, a clean and orderly work area contribute significantly to each patient's feeling of confidence, safety, and well-being. Leaders have the responsibility to apply these guidelines and make decisions regarding adherence to this policy. In the interests of safety, function, and patient welfare, departments may establish additional rules related to attire and work space.

### A. Professional Attire/Uniforms:

Those required to wear uniforms must wear clean and complete uniforms as defined by facility.

Accessories for uniforms are limited to the employee badge, professional pins and patches, and service award pins, if applicable. Other badges, patches, or pins on uniforms are prohibited, unless approved by the appropriate leader.

Professional Attire guidelines establish specific colors of scrubs/uniforms for the professional groups listed below. The colors below reflect shades chosen from the Cherokee brand of scrubs. Other brands may be worn provided they match the Cherokee brand shade of the particular color.

Department	Guideline
Nursing	Caribbean blue or white
Holistic Response Nurses	Lavender
Nursing Support Staff	Khaki
Cardiopulmonary and Sleep Services	Black
Radiology	Pewter
Pharmacy Techs	Wine
Pediatrics	Nursing pant color and tops appropriate for pediatric atmosphere
Lab	Royal blue, with a light blue or white lab coat
Parkview Warsaw– Clinical Lab Assistants	Black scrubs with green logo
Pharmacists	Professional attire with white lab coats
Pharmacists (working in the ER only)	Wine pants / black shirt

Rehab/Therapies	Hunter green (former color olive green discontinued)
Environmental Services (EVS)	Navy scrubs or navy Dockers-style pants with light blue polo or button-down shirt
Decentralized Equipment (EVS)	Light green
Nutrition Services	Continue to wear black and white
Biomed, Facilities, Grounds	Polo shirts and Dockers-style pants.
Home Health	Specific to clinical specialty as outlined above. Scrubs or Polo shirts consistent with specialty color and Docker-style pants
Occupational Health / Employee Health	Hunter green
Behavioral Health	Behavioral Health – Specific to clinical specialty as outlined above. Scrubs or Polo shirts consistent with specialty color and Docker-style pants. White jackets may also be worn for professional therapy staff.
PPG	Continue current attire guidelines
Parkview Research	New Eggplant
OR	Hospital provided scrubs
Endo	Hospital provided scrubs at some facilities; if not provided, follow colors outlined for nursing/nursing support
SAU	Hospital provided scrubs
OB and NICU	Hospital provided scrubs at some facilities; if not provided, follow colors outlined for nursing/nursing support
Students	Designated school uniforms or facility based required attire, if applicable
Guest Services	Light green button up approved logo tops and black slacks or skirt  Approved black cardigan, black logo jacket or gray logo sweater
Registration/Financial Counseling	Dark gray approved logo shirt and black slacks or skirt

	Approved black cardigan, black logo jacket or gray logo sweater
Patient Transporters	Red tops with/dark gray bottoms
SCORE (hospital setting only)	Light gray
Cancer Institute	Radiation Therapists/Imaging – Pewter Nursing – Caribbean blue Lab - Royal blue, with light blue or white lab coat Pharmacists - White lab coats Pharmacy Techs – Wine scrubs Front Desk/Registration/Scheduling – Dark gray polo with black pants
Oncology Physician Practices	Black scrubs
Managers/clinical support	Will follow Parkview policy and wear white lab jackets when providing clinical care

**B. Offensive Odors:**

Strong, offensive odors from perfume, cologne, body odor, tobacco, etc. will be addressed with the co-worker by the department leader. Human Resources or Employee Health/Occupational Health may also be consulted, when necessary.

Perfumes, colognes and essential oils are to be used in moderation due to possible allergic/asthmatic responses of both patients and staff. Those involved in patient care should be particularly careful for possible patient reactions. Co-workers may be asked to no longer wear the fragrances and may be asked to change clothes/scrubs.

**C. Personal Cleanliness:**

Co-worker's must assure personal cleanliness at all times. This includes hair, beards, clothing, and nails. Anything posing a health or safety risk may be addressed on a case by case basis.

In addition, Infection Control policies specific to your department may apply.

For guidelines regarding artificial nails and other fingernail enhancements, please refer to the policy titled "Hand Hygiene" in the Infection Prevention online manual.

**D. Jewelry and Tattoos:**

Parkview recognizes there are multiple forms of self-expression. Co-worker's may be asked to remove accessories, jewelry, or ornamentation that poses a safety or health risk.

Tattoos/brands that are offensive will be addressed on a case by case basis.

**E. Shoes:**

Clean, appropriate shoes must be worn at all times. Slip resistant shoes are preferred and may be required in some departments.

Specific guidelines regarding hosiery, socks, open toed shoes, can be outlined within each department's specific guidelines related to dress code.

**F. Denim Jeans:**

Blue denim jeans are not acceptable, unless approved for special use by the leader under special circumstances/events. Other denim material can be addressed within the departmental policies.

**G. Shirts:**

Shirts that include messages, insignia or pictures other than the Parkview logo are not acceptable. White or black shirts (short and long sleeve) may be worn under a scrub top.

**H. Jackets:**

Parkview or department specific logo jackets may be worn over the scrubs. Hoodies and sweatshirts are not acceptable.

**I. Caps:**

Inside PH facilities, only caps worn for religious observance are acceptable. All other caps are prohibited, unless approved within department specific guidelines (i.e. bandannas).

**J. Additional Guidelines:**

Exceptions to uniform dress codes may be made to accommodate religious practice.

Departments may identify department specific dress code expectations and are expected to enforce it.

Members of the PH Leadership Team may decide between business casual and business professional attire (i.e. suit, tie, etc.) depending on the activities of their day.

**K. Hospital-Issued Scrubs:**

Provided to co-workers in aseptic and security risk areas only and should be worn only by co-workers in those areas. It is the hospital's responsibility to ensure that we have an adequate supply of provided scrubs for the appropriately designated departments. The utilization of hospital provided scrubs helps prevent the proliferation of hospital associated infections to the patient.

1. Approved areas are defined in the Parkview Health Infection Control/ Employee Health/ Exposure Control Manual.
2. The Director of Linen Services or his /her designee will maintain a listing of these approved areas.

3. If there is a special one-time need for hospital-issued scrubs in an area that does not provide scrubs to staff, an exception may be made with the approval of the Department leader or the House Supervisor.
4. Hospital-issued scrubs may only be worn when working in the approved area of the hospital and shall remain on-site at the end of the shift.
5. Unauthorized removal of hospital-issued scrubs from the facility will be considered theft, and appropriate action will be taken in accordance with the Parkview Health Corrective Action Guidelines.

Non-exempt personnel who are required to change into and out of special attire such as "scrubs" must have five (5) minutes change time at the beginning and end of the shift.

1. When possible, the change time should be included within the regularly scheduled work shift (typically eight (8) hours plus half hour for lunch).
2. It is acceptable to have staff change into scrubs before or after the shift, however, five (5) minutes must be added for each change.
3. If a staff member changes into scrubs more than five (5) minutes prior to the start of the shift and desires to go to the cafeteria or conduct personal business, etc., that personal time should not be considered as time worked.

#### **L. Office/Work Areas:**

In order to convey an image of efficiency and professionalism, all office and work areas should be neat, clean and free of clutter.

1. Work areas should be kept as neat as possible during the regular work day and should be straightened prior to leaving at the end of the work day.
2. Posters, pictures, notes, etc. are permitted on the inside of workstation panels as long as they are neat, organized, and work appropriate. Other personal decorative items, such as framed photos and plants should be limited, to reduce clutter and to maintain a professional looking environment. Your department leader can give you additional feedback on what is appropriate for your area.
3. If your work space is in a public, open location, work-related materials and decorative items are not permitted on the tops of workstation cabinets. This area should remain clear.
4. Co-workers should leave public areas, such as the copier/printer areas, coffee stations, conference rooms, restrooms, and kitchens in a clean and orderly condition for guests and other co-workers.
5. Public areas should not be decorated outside of hospital-provided décor.

6. Any picture or item hung directly on the walls of non-public office space must be approved in advance by the department leader and installed by the facilities department.

If you have questions about professional attire and work area expectations, please see your department leader.

#### **M. Special Day Events**

In our healthcare environment, many of our departments may want to participate in special day events that support a cause that is within the scope of their healthcare initiatives (i.e. National wear Red Day for American Heart Month, or Pink for Breast Cancer Awareness Month). Prior to coordinating these types of special day events, the department must coordinate with Human Resources and marketing at the corporate level, and communication will be sent system-wide.

#### **N. Work-Based Online Profile Personal Picture**

When posting a personal picture in your work-based online profile, co-workers are expected to remain professional and pictures are to be appropriate for the work setting. Parkview has the right to ask co-workers to change their picture if deemed inappropriate for the work setting.