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Owner: *Jane Miller: Dir*

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*Ambulatory Care - UCLA*

*Resnick Neuropsychiatric Hospital*

*Santa Monica UCLA Medical & Orthopaedic*

*UCLA Health*



# Health

## Dress and Personal Appearance Code, HS 7314

### PURPOSE

Every staff member of the UCLA Health System represents the organization to the patients and visitors who come to a UCLA health care facility for their care.

Patients and visitors will feel more comfortable and safe in our facilities if we, the staff members who care for them, present ourselves in a professional manner.

We want to be known for our excellence and professionalism. Assessment of our professionalism begins with the first impressions we make, including how we are dressed.

The purpose of the dress and personal appearance code is to provide guidelines for all staff members while we are at work.

### SCOPE

This Health System Policy applies to all staff members including direct patient care providers, support staff, administrative staff and staff who work at off-campus locations at the Ronald Reagan UCLA Medical Center, the Santa Monica UCLA Medical Center & Orthopaedic Hospital, the Resnick Neuropsychiatric Hospital (RNPH) at UCLA and the Licensed Clinics.

### POLICY

All staff members are expected to dress in a professional manner and maintain a professional appearance at all times. In general this means employees should be dressed neatly and modestly.

Clothes should be clean and staff members themselves should demonstrate good personal hygiene. Individual departments may have specific requirements that include uniforms or other standard clothing.

Staff members are expected to comply with their departmental requirements.

## **I.D. Badges**

I.D. Badges are considered part of the required dress for all staff members. Both California law and the Joint Commission require staff identification.

Patients have a right to know who is treating them.

All staff members, volunteers, and providers are expected to wear their identification badge while they are on duty.

I.D. badges are to be worn on the upper third of the body, with the person's picture and name easily readable by our patients and visitors.

Badges are not to be worn with the name and/or picture turned away from view. Badges shall not be defaced with stickers, pins or any other items as these can deactivate the badge proxy function.

## **General Clothing and Appearance Guidelines**

Staff members are expected to maintain a professional appearance and are asked to wear clothes that are appropriate for their work place.

Clothes worn should fit properly and provide adequate covering for staff members whose work may require bending, lifting or other close personal contact with patients.

Shorts, very short skirts, tank tops or muscle tee-shirts, collarless tee-shirts, sweatpants, baggies, blue jeans and similar casual clothes are not appropriate professional attire.

Staff members who wear uniforms may wear a unit or department approved sweater, sweatshirt or fleece jacket for warmth. Undershirts in neutral or muted tones may be worn underneath uniform tops and should be the same length or shorter than the uniform top.

## **Uniforms**

Some departments require staff members, volunteers and providers to wear a uniform. Uniforms are the property of the University.

Staff members, volunteers and providers in those areas will be provided with the allotted number of uniforms as specified by the department and will be expected to wear the uniform assigned to them.

Uniforms worn by staff members, volunteers, and providers will adhere to the dress code policy and must be clean, neat, properly laundered.

Employees are expected to inform their supervisor or manager when uniforms are in need of repair or replacement.

## **Hair/Headwear**

Hair, beards or mustaches should be clean and neat. Extreme hair colors should be avoided.

Hair must be pulled back or restrained as appropriate to safety in the work area by anyone who provides direct patient care, works with food, or handles other sterile equipment or supplies.

No hats, bandannas, sweatbands or headgear may be worn unless required for medical, safety, religious or cultural reasons or as part of the uniform.

For patient and staff safety, no earphones, MP3 players, cell phones, radios, etc, should be worn by any staff member while on duty.

## Shoes

Shoes must be safe for the working conditions in the individual departments. For safety reasons, patient care staff members should wear closed toe footwear.

Clean athletic shoes of an appropriate color are acceptable.

Shoes like flip-flops or work boots are not appropriate for healthcare workers.

Clogs or sandals may be worn if they are appropriate for the work setting.

## Nails

Staff who work in patient care areas, or who are involved in patient care, shall have natural nails that are kept clean, neatly trimmed and ¼" long.

(See [2002 CDC Hand Hygiene in Healthcare Settings Guidelines](#))

Nail polish in good repair (i.e., not cracked) is permitted.

Artificial nails, gel overlay (e.g., OPI Axxium Gel, CalGel, CND Shellac, Harmony Gelish), nail art (e.g., glitters, piercings, 3D art, and adding accessories like studs, rhinestones, beads, aluminum foil), tips and/or fillers are not allowed in direct patient care areas, including where food is prepared.

## Jewelry

Jewelry must look professional and not interfere with safety or performing assigned functions.

## Tattoos

Body tattoos and body piercing should be discreet, professional and not pose a safety hazard.

## Hygiene

Employees are expected to maintain good personal hygiene such that body odor, smoke or other odors are not detectable.

## Fragrances

Employees should refrain from wearing heavily scented products because patients, employees, and visitors who are sensitive to perfumes and chemicals may suffer potentially serious health consequences.

## Department-Specific Policies

All department managers are expected to discuss the general dress code with all staff members and to determine what "professional" dress is in the particular department.

Departments may adopt more specific dress code policies appropriate to their individual functions.

# Compliance

Department managers are responsible for enforcing this policy and ensuring that all staff members meet the dress code standards. Any staff member who has questions regarding these standards should consult with his/her supervisor.

All staff members are expected to comply with the dress code policy. Staff members who are not compliant may be sent home to change if they wear inappropriate attire to work. Such staff members will not be compensated for the time away from the workplace.

Repeated noncompliance may result in disciplinary action up to and including dismissal. Compliance with the dress code should be noted on every employee's performance evaluation.

# References

None

# Revision History (Pre PolicyStat)

Initially Policy numbered HS 0341 (moved to HR Category)

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# APPROVAL

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HS 7314 Appendix

# Uniform Attire

Employees are expected to wear the uniform and uniform color assigned to their position to enable patients,

visitors and colleagues to identify staff and their roles on the healthcare team. The uniforms contain an identifiable UCLA logo in the left upper chest and embroidery that clearly identifies the classification of the healthcare provider.

- Registered Nurses and Licensed Vocational Nurses: Navy Blue Scrub
- Transport Registered Nurses: Navy fire retardant pants and jackets, with cotton tops in designated colors options (Navy, Moonlight Blue or White)
- EMT and Adult Transport Team: Navy fire retardant pants and jackets, with cotton tops in designated color options (Navy, Moonlight Blue or White)
- Pediatric transport team: Fire retardant Nomex uniforms and cotton polo shirts in designated colors (Navy, Moonlight Blue or White)
- Clinical Care Partner and / or Combination Administrative and Clinical Care Partner/Medical Assistants: Olive scrub uniform
- Administrative Care Partner: Silver or Blue **French Blue**
- Ambulatory Care Front Office Personal: Blue collared shirts and black sweaters
- Respiratory Therapy: Ciel blue scrub uniform
- Rehab Services
- Administrative Care Partner: Silver or Blue with coordinating employee provided slacks / pants / skirts / or dresses are in the color of black.
- Ambulatory Care Front Office Personal: Blue collared shirts and black sweaters
- Respiratory Therapy: Ciel blue scrub uniform
- Nurse Practitioners wear Navy blue scrub uniform or business attire and lab coats
- Radiology? French Blue Admin Shirts and Black Sweaters (Technicians Chocolate Brown and Olive- With No Title Logo: (RN's wear Navy Blue) scrub uniform
- Child life: Purple scrub uniform
- Escort: greenish color polo shirt with khaki pants
- EVS: (Housekeeping) Navy pants and Slate Blue Polos for Men & Pale Blue Tunic for Ladies
- Lift Team: Black Scrub top and bottom
- Dietary: white shirts, black pants
- Patient Transport: Khaki Pant and Clay Green Polo Shirt
- Mental Health Practitioners and Licensed Psychiatric Practitioners: Royal Blue (without embroidery identifying classification)

**Attachments:**

No Attachments

**Approval Signatures**

Step Description	Approver	Date
Administration Approval	Johnese Spisso: Ceo Med Ctr [MW]	02/2019
Administration Approval	Carlos Lerner: Speaker-Unex [MW]	02/2019
Administration Approval	Roger Lee: Hs Clin Prof-Hcomp [MW]	02/2019
Administration Approval	Laurie Casaus: Hs Assoc Clin Prof-Hcomp [MW]	02/2019
Executive Medical Boards - MSEC, RNPH PSEC, SMEMB	M Lynn Willis: Mgr [KK]	02/2019
Hospital System Policy Committee Chair	M Lynn Willis: Mgr [KK]	01/2019

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Hospital System Policy Committee	Kailyn Kariger: Admin Anl Prn 1	01/2019
	Jane Miller: Dir Ast	12/2018

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