PURPOSE: To emphasize the importance of a professional appearance and dress in delivering services to our customers and their families. An important contributing factor to the success and acceptance of HealthONE Swedish Medical Center is the professional image and appearance of its employees. A pleasant, professional, and neat impression on our patients, the general public, and coworkers is required to develop pride and confidence in our hospital and its employees contributing to Swedish Memorable Care.

RESPONSIBILITY: All Swedish Medical Center leaders will be responsible for the application and enforcement of this policy within their respective departments, as well as across the organization. Human Resources will be responsible for interpretation of application of this policy.

POLICY:

1. A clean, neat professional appearance is required of all employees. The requirements of the job are the main criteria used by the department to establish dress standards. All aspects of the dress code are applicable if an employee is performing any services in any work area of our campus.

2. Employees who may come in on a day where they do not perform their regular duties or represent Swedish in any business transactions but are paid to attend training, staff meetings, orientations, or competency days will dress in clean, neat, and conservative but casual clothing. No halter tops, exposed midriffs or cleavage. Name tags should not be worn, but readily available for identification.

3. If employees report to work improperly dressed or groomed, the Department Director or designee will take appropriate action, which may include instructing employees to return home, to address issues. Employees will not be compensated during such time away from work and disciplinary action will be implemented.

4. Swedish Medical Center dress code includes but is not limited to the following standards:

   Hair
   - Clean and well-groomed hair is expected. Hair must be secured in a fashion that does not interfere with patient care, work function or safety.
   - Beards, mustaches, and sideburns must be neat, trimmed, and well groomed.
   - Extreme hairstyles, those that distract from the professional culture and exotic colors or materials (for example feathers) are not acceptable.

   Jewelry
   - Jewelry should be professional in appearance. The amount of jewelry worn should not be excessive.
   - Ear gauges are not acceptable. Ear gauges must be replaced by flesh or clear plugs.
   - Body piercing (including tongues), that is not covered by appropriate clothing is not acceptable, exception: ear lobes.
   - Any piercings (not covered by clothing) other than ear lobes, must be removed. Flesh colored or clear piercing plugs may be utilized. These plugs must be flat to the surface of the body.
- Jewelry should not come in contact with patients, the work area, or be such that it may cause a safety issue.

**Cosmetics**
- Make-up, if worn, should be worn in moderation.
- Fragrances can be worn if lightly applied due to sensitivity and allergies of internal and external customers.
- Heavy scent of tobacco, food, or body odor may be offensive and is not acceptable.

**Fingernails**
- Artificial nails are not allowed when providing patient care. (See Infection Control P&P #8711.297)
- Artificial Fingernails: nails or extenders that are attached to native nails and have been shown to harbor gram negative bacilli and yeasts leading to hospital-acquired infections for patients. Examples of artificial nails include, but are not limited to, extenders, bonding, acrylic tips, appliqués, wrappings (i.e. silk), tapes, inlays or jewelry (glued or pierced).
- Natural fingernails should be short and well-kept and no longer than ¼” in length.

**Tattoos**
- Visible tattoos and or body art must be covered to the greatest extent possible.

**Footwear**
- Footwear must be clean, in good repair and appropriate for the work duties and responsibilities performed, meeting the safety needs of the environment.
- Hose or socks must be worn at all times for employees described in Patient Care Areas (Please refer to Section #5: Patient Care Areas) This includes, but is not limited to Nursing Services, Case Management, Respiratory Therapy, PT/OT/SP, tray delivery staff from FANS, Radiology, Cardiac Testing, Cath Lab, Surgical Services, any employee or director having direct patient contact.
- Footwear may be worn without socks or hose, in areas other than those mentioned above if wearing pants.
- Sandals or flip flops are not acceptable.
- Footwear selection must be determined by safety, comfort, uniform expectations and business appearance concerns.

5. **PATIENT CARE AREAS:**
Staff assigned to work in patient care areas (inpatient and outpatient) will subscribe to the following professional image standards. If an employee chooses to wear a jacket, it must be the same solid color of the assigned uniform. Jackets with a hood are not acceptable.

A. **Registered Nurse**
- Caribbean Blue Scrubs: top, pants and optional jacket.
- A solid white, black or Caribbean Blue colored shirt may be worn under the scrub top.
- If white or black is worn under a jacket, the jacket must remain on for role identification.
- Nursing Supervisors may wear a white lab coat over the Caribbean Blue scrub top and pants.
- Directors of Patient Care (DPC) and Assistant DPC may wear a white lab coat over appropriate business attire or scrubs appropriate to their area.
- (Exception- Surgical Services, Labor and Delivery, Special Procedure areas).
- Womens and childrens turquoise scrub top, black pants, black stitching.

B. **Patient Care Assistant**
- Wine Scrubs: top, pants and optional jacket.
• Womens and childrens turquoise scrub top, black pants, black stitching.

• A solid white, black or Wine colored shirt maybe be worn under the scrub top.
• If white or black is worn under a jacket the jacket must remain on for role identification.

1. Radiology / Cardiac Testing
   • Navy Scrubs: top, pants and optional jacket.
   • A solid white, black or navy colored shirt maybe be worn under the scrub top.
   • If white or black is worn under a jacket the jacket must remain on for role identification.

2. Therapies- PT /OT, Speech
   • Khaki scrub top, optional jacket, black scrub pants
   • A solid white, black or Khaki colored shirt maybe be worn under the scrub top. If white or black is worn under a jacket the jacket must remain on for role identification.

3. Respiratory Therapy
   • Olive green scrub top, optional jacket, black scrub pants
   • A solid white, black, or olive green colored shirt may be worn under the scrub top.

4. If white or black is worn under a jacket, the jacket must remain on for role identification.

5. Lab
   • Pewter scrub top and pants; optional jacket
   • A solid white, black, or pewter colored shirt may be worn under a jacket, the jacket must remain on for role identification.

6. Unit Secretaries
   • Black scrub jacket with business attire.
   • Scrub tops are not acceptable.
   • However, scrub bottoms may be worn if black or of a different, solid color of clinical positions above.

Holiday Scrubs - Holiday specific scrubs may be worn the day before, day of and day after the holiday. Specific holidays these may be worn are: Christmas/Hanukkah, Valentine’s Day, St Patrick’s Day, 4th of July, Easter and Halloween.

6. BUSINESS ATTIRE:
   Staff assigned to work in business areas (non-patient care) will subscribe to the following professional image standards; professional or business attire is expected:
   • Shirts with collars, button, front or pullover style with finished neckline; blouses; turtleneck; sweaters; jackets/blazers; slacks, trousers, modest length skirts; dresses and jumpers, professional sleeveless garments extending to the edge of the shoulder
   • Uniforms/ lab coats in accordance with department guidelines.
   • Only properly fitted clothing is acceptable, appropriate for body size.
   • Appropriate undergarments must be worn but not visible.

7. UNACCEPTABLE ATTIRE:
   Some examples of unacceptable dress include but are not limited to:
   • Tank tops (unless covered by a jacket or sweater)
   • T-shirts, sweatshirts/pants, no denim/ jean clothing of any color.
   • Clothing with logos other than SMC, HealthONE, or HCA.
   • Leggings/ stirrup pants, capri, crop or gaucho pants.
• Extreme skirt slits.
• Military style fatigues.
• Jogging suits.
• Shorts, skorts or short skirts (worn higher than 2 inches above the knee).
• “Scrub sets” are unacceptable for non-clinical staff.
• No display of cleavage, midriffs or lower back.
• No headwear/hat unless assigned by department uniform standards.

8. Personal communications and entertainment equipment:

• Personal cellular phones will not be carried on the person while working unless approved by department director/designee for specific emergency contact needs.
• Personal headphone radios or other such devices are not allowed.

9. The identification badges provided by the hospital must be worn by all employees while on duty. Names and pictures must be clearly visible and worn above the waist. Employees may only wear certification, hospital issued or academic pins or buttons while on duty.

10. Departments may have more detailed appearance and dress policies according to their specific needs as long as it complies with the HealthONE Swedish Medical Center Personal Appearance and Dress Policy (3.17a). The appropriate Senior Administrator must approve departmental dress codes.

11. Request for Exception:
A staff member may request an exception from this policy for specific individual circumstances (e.g. religious practice, medical need) by submitting a written request to the Vice President of Human Resources, who will determine if the exception is approved.

Effective Date: 8/02
Reviewed:
/Revised: 6/10, 7/11, 11/11, 2/13, 11/13, 8/14
Committee Approval: Hum Res. Com
Administration: Mary White, CEO
Medical Staff:

SWEDISH MEDICAL CENTER