

Professional Appearance

Team members should present a professional image in their appearance and actions in order to Own the Moment and Champion Excellence.

Policy

This policy is to set a minimum guideline for team members regarding appearance. Our ability to Champion Excellence and inspire trust from our patients and families is dependent on presenting a professional image in our appearance and in our actions. Communication professionals say people form an impression of someone within seven seconds of their first meeting. If our team members look and act professionally, patients and families have greater confidence in our ability.

We want our team members to not only do their best, but to also look their best as they continue to Own the Moment and mirror the professional image of our organization. Some of the guidelines (such as footwear) reflect safety and health issues for our team as well as patients, while others work towards Fostering Unity. An important goal of this policy is consistency. When everyone interprets the policy in the same manner, the result is consistent and fair administration.

Departmental dress codes which exceed hospital standards must be followed. The Professional Appearance policy must be followed whenever at work and on the clock, including trainings and professional development.

Any medical, religious or other exceptions to the "Professional Appearance" policy must be approved by Human Resources. Documentation to support reasons may be required. Permanent medical exceptions must be updated annually.

Procedures

General Guidelines

Your attire should always project a well-groomed, professional appearance. If you have a question or concern about whether something is appropriate to wear, the best rule is not to wear it, or discuss it with your manager or supervisor before coming into work.

IDENTIFICATION BADGE	<ul style="list-style-type: none"> Team members will wear their Unity Point Health I.D. badge at all times while at work. I.D. badge is to be worn at chest level with photo and name visible. "Official" hospital stickers (approved by Human Resources and Public Relations) may be worn on the front of the name badge, but name and photo must always be visible. <p>Not Acceptable:</p> <ul style="list-style-type: none"> Adornments on the front of the name badge including stickers unless approved by Human Resources or Public Relations (<u>I.e.</u> Influenza sticker)
FOOTWEAR	<ul style="list-style-type: none"> Footwear and /socks should meet safety standards for the job performed.

	<ul style="list-style-type: none"> • OSHA requires the use of protective footwear when team members are working in areas where there is a danger of foot injuries, splashing blood or OPIM (other potentially infectious materials). • Open toed shoes are not allowed in patient care areas. • Appropriate footwear must be worn for performance in the job. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Sports sandals (i.e. Nike or Reebok sandals) • Crocs with holes • Beach footwear (i.e. flip-flops)
HAIR	<ul style="list-style-type: none"> • Hair should be neat and clean. • Direct patient care givers with shoulder length or longer hair should have it pulled back away from the face and secured so it does not fall or interfere with patients or the work area. • Facial hair must be kept clean and neatly trimmed. • Hair nets or hair covers may be required in some areas. • Hats/caps should be removed when entering the facility. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Long hair falling into patients or work area.
NAILS	<ul style="list-style-type: none"> • Fingernails should be in good repair, clean and neatly trimmed as fingernails can promote the spread of infection and be a safety hazard when providing patient care. • If nail polish is worn, it should be free of chips. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Artificial nails, long nails or painted nails if providing direct patient care.
CLOTHING	<ul style="list-style-type: none"> • Clothing should be clean and in good condition (free of holes and tears) and fit properly. • Undergarments should be worn. • Departmental policies will address uniforms or special clothing for a specific position and area. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Visible undergarments • Tank or halter tops/dresses • Hoods on clothing are not be worn while working unless work is outside • Blue jeans, bib overalls • Spandex pants • Leggings • Jogging suits • Pants that drag on the ground • Tight clothing, including uniforms, skirts, dresses, pants, or tops • Revealing clothing such as low-cut tops, high slit skirts, bare midriff or short skirts
T-SHIRTS & SWEATSHIRTS	<p>T-shirts and sweatshirts are not appropriate as professional dress in many instances. UnityPoint Health logo wear, including T-shirts, can be worn under a jacket unless there is a department specific uniform that does not allow T-shirts</p>



	<p>or sweatshirts. UPH logo wear, including T-shirts are allowed on Fridays unless department leadership sets a different expectation that is more restrictive.</p> <p><i>For special hospital-wide events/occasions</i>, UPH logo wear, including T-shirts and sweatshirts may be allowed beyond Fridays. These must have Vice President approval and communicated ahead of time.</p> <ul style="list-style-type: none"> • Examples of such events include Cy-Hawk, Festival of Trees and Lights, Rally Against Cancer, etc.
ACCESSORIES	<p>Accessories should be professional and not prevent a team member from performing their job.</p> <ul style="list-style-type: none"> •
TATTOOS	<p>Tattoos that are visible while working cannot be discriminatory in nature. Prohibited content includes, but is not limited to, tattoos that are:</p> <ul style="list-style-type: none"> • <u>Obscene</u>: • Sexually <u>explicit</u>: • Advocate discrimination based on: <ul style="list-style-type: none"> ○ <u>Race</u>: ○ <u>Color</u>: ○ <u>Religion</u>: ○ National <u>origin</u>: ○ <u>Age</u>: ○ Sex, including gender presentation and sexual <u>orientation</u>: ○ Citizenship; and/or ○ Disability • Tattoos that are discriminatory or symbolize affiliation with gangs, <u>supremacist</u> or extremist groups, advocate illegal drug use, depict nudity, or are of a nature such as to bring discredit to UnityPoint Health-Des Moines must be covered.
ODOR	<p>Personal hygiene is an expectation of all team members.</p> <ul style="list-style-type: none"> • Body odor, tobacco odor and perfume/cologne can be offensive to patients, family members or co-workers. Some perfumes/colognes or tobacco odor can cause an allergic reaction in sensitive individuals. • In some work areas, perfumes and colognes may be worn in moderation, but must be discontinued if a problem. <p>Not Acceptable:</p> <ul style="list-style-type: none"> • Perfumes and colognes in patient care areas • Tobacco odor • Body odor

Effective Date: December 1999

Review Date: May 2002/September 2003/June 2006/March 2007/July 2016, November 2017

Update Dates: September 2008, January 2010, April 2013, July 2013, October 2013, February 2014/July 2016, May 2020, November 2021

Uniform Guidelines

Your supervisor will provide Department/Unit specific uniform rules. The following general uniform colors have been designated for the following roles:

<p>REGISTERED NURSE</p>	<ul style="list-style-type: none"> • Skirts, pants, tops and jackets must be solid navy or white <ul style="list-style-type: none"> ◦ Solid white or navy sweater cardigans may be worn instead of a cover jacket ◦ Pants should be ankle length and not drag on the ground • Shirts worn under scrubs must be grey, navy, white, or black • Closed toe shoes • OB: Ceil blue/hospital laundered scrubs • Blank: Solid color scrub dress, pant, top, or cover jacket in navy or grey. A "child friendly print" or solid scrub top in a coordinating color may be worn. • Child Life may wear clothing with their emblem, established as a patient safety measure. • ECLS Specialists: Dark gray scrubs, contrast trim, zip up jacket from the UPH logo store is acceptable to wear with scrubs. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
<p>PATIENT CARE TECH (PCT)</p>	<ul style="list-style-type: none"> • Skirts, pants, tops and jackets must be solid mulberry, cranberry or port. <ul style="list-style-type: none"> ◦ Pants should be ankle length and not drag on the ground • Shirts under scrubs must be mulberry, grey, white, or black • Closed toe shoes • OB: Ceil blue/hospital laundered scrubs • Blank: "Child friendly print," any color coordinating with mulberry, cranberry, or port. • Contrast trim zip up jacket from the UPH logo store is acceptable to wear with scrubs <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater) • White tops and jackets
<p>LPN/CP2</p>	<ul style="list-style-type: none"> • Skirts, pants, tops and jackets must be khaki or cinnamon. • Closed toe shoes. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater) • White tops and jackets
<p>UNIT SECRETARY</p>	<ul style="list-style-type: none"> • Casual business attire with or without uniform jacket. • Solid color uniforms may be worn if they do not contain colors of other job categories. <ul style="list-style-type: none"> ◦ Suggested colors are orchid/lavender, red, teal, or yellow. • Closed toe shoes <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim

	<ul style="list-style-type: none"> • Sleeveless shirts (unless covered with a jacket or sweater) • White tops and jackets
REHAB THERAPY TEAM-ADULT INPATIENT	<ul style="list-style-type: none"> • Physical, Occupational and Recreational Therapists, and Speech Pathologists <ul style="list-style-type: none"> ◦ Black shirt with black or khaki pants. White may be worn underneath black top. Pants must be ankle length. • Closed toe shoes <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
REHAB THERAPY TEAM- BLANK & ADULT OUTPATIENT	<ul style="list-style-type: none"> • Physical and Occupational Therapists, Speech Pathologists, and Audiologists • Color? • Casual business attire. • Closed toe shoes. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
RESPIRATORY THERAPY	<ul style="list-style-type: none"> • Ceil blue or casual business attire with a white lab jacket. • Closed toe shoes. • ECLS Specialists: Dark gray scrubs <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
SURGICAL SERVICES	<ul style="list-style-type: none"> • Ceil blue/hospital laundered scrubs. • Closed toe shoes. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
LABORATORY	<ul style="list-style-type: none"> • Casual business attire or scrubs with white lab coat or protective gown. • Closed toe shoes. <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
PHARMACY DEPARTMENT	<ul style="list-style-type: none"> • Pharmacists, Pharmacy Interns, Technicians, Inventory Analysts and Pharmacy Students <ul style="list-style-type: none"> ◦ Casual Business attire or hospital issued scrubs (no combination of scrub top and business casual) ◦ Lab coat optional ◦ Closed toe shoes <p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
CARDIOVASCULAR & NEURODIAGNOSTIC	<ul style="list-style-type: none"> • Pewter, gray, black, or red scrubs • Casual business with a white lab coat or vest • Closed toe shoes

	<p>Not Acceptable</p> <ul style="list-style-type: none"> • Shorts • Denim • Sleeveless shirts (unless covered with a jacket or sweater)
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IMMC CENTRAL SUPPLY, EXTERNAL DISTRIBUTION, COURIER, MAILROOM	<ul style="list-style-type: none"> • Maroon polo shirt with blue pants
ILH & MWH CENTRAL SUPPLY	<ul style="list-style-type: none"> • Maroon polo shirt with khaki pants
DIETICIAN	<ul style="list-style-type: none"> • Casual business attire with a White Lab Coat (coat is optional)
ENVIRONMENTAL SERVICES	<ul style="list-style-type: none"> • Purple polo with blue pants • Slip resistant shoes
FOOD SERVICES	<ul style="list-style-type: none"> • Cooks: Chef coat with black pants • Host/Hostess: French Blue shirt, black vest and black pants • Food Service Associates: Chef coat with black pants • Atrium Food Service Associates: French blue shirt, multi-colored tie with black pants • Slip resistant shoes
LINEN SERVICES	<ul style="list-style-type: none"> • Maroon polo shirt with khaki pants
TRANSPORT	<ul style="list-style-type: none"> • Light blue polo shirt with black or navy blue pants
PLANT OPERATIONS/ MAINTENANCE	<ul style="list-style-type: none"> • Plant operations: Navy blue shirt with navy pants • Maintenance: Light blue shirt with navy pants • Painter: White shirt and pants • Carpenter: Green shirt with brown pants
GROUNDSKEEPING	<ul style="list-style-type: none"> • Warmer weather – blue polyester “wicking” type short sleeve shirt with UPHDM logo. Shorts when appropriate for safety. • Cooler weather – cotton shirts/sweatshirt with UPHDM logo and Long pants. • Steel-toed boots both warm and cold weather.
PUBLIC SAFETY	<ul style="list-style-type: none"> • Dark blue shirt and trousers, short sleeved shirt for summer wear and long-sleeved shirt for winter use. (Class A uniform). • Blue polo style shirt with Public Safety on back, and black BDU type pants (Class B uniform). • Management and/or Lead Officers: dark blue polo shirt with badge on the left breast. • The Duty Belt and Kevlar vest are considered part of the uniform and therefore must be worn at all times.
VALET SERVICE	<ul style="list-style-type: none"> • Light tan or khaki-colored trousers worn with dark brown or black shoes • Dark navy blue polo style shirt with “Valet” on back

Uniforms – Blank Outpatient Departments/Midwife and Perinatal Services

<p>CLINICAL</p>	<ul style="list-style-type: none"> • Scrub pants/skirts must be solid black or gray • Scrub tops and jackets should be solid in color (no specific colors) • Undershirts may be patterned or solid colors • Scrub tops and jackets must have the Blank/UnityPoint logo embroidered and visible at all times • Closed toe shoes <p>Not Acceptable</p> <ul style="list-style-type: none"> • Denim • Tops and dresses with graphics • Sleeveless shirts (unless worn with a jacket)
<p>NON-CLINICAL</p>	<ul style="list-style-type: none"> • Business casual tops and dresses • Black or gray business casual pants, capris, or skirts • Scrubs may be worn in Perinatal or Midwife services (see clinical guidelines for approved colors) • Blank logo pin or Blank/UnityPoint logo embroidery may be worn • Closed toe Shoes <p>Not Acceptable</p> <ul style="list-style-type: none"> • Denim • Tops and dresses with graphics • Sleeveless shirts (unless worn with a jacket)