

# **THE CHILDREN'S HOSPITAL OF PHILADELPHIA**

Department of Nursing Policy 2:6

Policy Manual Title: Nursing, Respiratory Therapy & Neurodiagnostics Professional Dress and Appearance

Effective Date: September 5, 2017

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## **PURPOSE:**

To promote a professional work environment for all personnel within the Children's Hospital of Philadelphia's Department of Nursing, Respiratory Therapy and Neurodiagnostics, staff members are asked to reflect upon that professional appearance and conduct affect how our peers, patients, and families all perceive our ability to deliver care in a competent and caring manner. Specific consideration has been given in writing these guidelines to reflect concern and respect for the diverse groups of individuals (developmental, religious, ethnic, demographic, etc.) served by our organization.

All Nursing, Respiratory Therapy and Neurodiagnostics personnel are expected to be familiar with and meet the appropriate and consistent professional employee appearance and identification standards outlined in Human Resource Policy 5-7, Employee Appearance. Disciplinary actions are outlined in CHOP Policy 5-2 - Rules of Conduct.

## **POLICY:**

This professional appearance policy addresses compliance with pertinent safety and infection control standards. Individual areas may set additional guidelines regarding employee appearance that fit their specific needs.

## **COVERAGE:**

All Department of Nursing, Respiratory Therapy and Neurodiagnostics personnel.

## **RESPONSIBILITY:**

- A. All Department of Nursing, Respiratory Therapy and Neurodiagnostics personnel are accountable for adhering to this policy.
- B. Department heads, managers, and supervisors are to review this policy with their staff and ensure compliance.

## **PROCEDURES:**

### **A. Appropriate Clothing, Accessories and Appearance**

1. Department of Nursing, Respiratory Therapy and Neurodiagnostics personnel providing either direct or supportive care are required to wear their discipline's identified scrub color and provided jacket (optional) distributed by Medline (Ave. Brand).
2. Department of Nursing, Respiratory Therapy and Neurodiagnostics personnel who do not anticipate being in direct clinical patient care must adhere to Human Resource Policy 5-7, Employee Appearance.
  - a. Nurses in APN, administrative, or indirect care roles are expected to professionally represent CHOP through business professional attire (skirt, jacket, dress, sweater, shirts, dress pants or khakis, no jeans).

- b. Staff called in to direct patient care from off unit or non-patient care time will be expected to adhere to requirements for direct clinical patient care.
- c. Staff coming in to the hospital for any work related reason (including meetings, classes, etc.) should come in appropriate work attire for their area in case patient care is required.

3. Hair must be neatly combed, clean, and styled or contained in such a manner that it will not come in contact with the patient or the care field. Style and length of hair should minimize touching/adjusting or handling of hair during patient care. Facial hair must be clean and dry, controlled and trimmed, so as not to interfere with job duties.

#### 4. Tattoos, Piercings, and Body Art

- a. Visible tattoos are not permitted
- b. Facial tattoos and piercings are not permitted.
- c. Jewelry, cosmetics, and other accessories shall be appropriate to work assignments and may not be worn where safety or health standards would be compromised. Moderation is encouraged.
  - a. Jewelry: Small or stud earring, wedding rings, and watches are permitted. Hoop/long earrings, rings, and bracelets are to be avoided as they can interfere with employee safety and/or proper hygiene.

5. Be mindful of good personal hygiene. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors that may be offensive to patients, families and other staff are not acceptable.

6. All employees are required to wear their name badges while on duty. The badge must be worn in such a way as to allow the picture and name to be visible to patients, visitors, and staff.

7. In accordance with Patient Care Manual: Hand Hygiene policy, fingernails should be clean and well cared for. Nails should be no longer than ¼ inch from fingertip in length. **Artificial and long natural nails** are not permitted in any clinical area. The definition of artificial nails includes, but is not limited to, acrylic nails, all overlays (including gel nail polishes), tips, bonding, extensions, tapes, inlays, and wraps. Nail jewelry and nail art is not permitted. Nail polish, if worn, should not be chipped.

#### 8. Scrubs:

- a. Scrubs (including tops, pants, and jacket) must be purchased from Medline. Scrub tops and jackets will be embroidered only with CHOP logo and discipline.
- b. Short sleeve shirts of any color are permitted under scrub tops.
- c. Long sleeve t-shirts are not permitted to be worn under scrub tops.
- d. Hospital issued scrubs are permitted only in designated areas of the hospital, i.e. perioperative complex, interventional radiology, and GI suite.
- e. Scrubs borrowed from the hospital to finish out a shift in cases of soiling, damage, or for other reasons should be returned to the linen department during next scheduled shift.
- f. Scrubs stamped with other institutional names or logos are not to be worn

- g. Laundering: Scrubs should be clean and wrinkle-free. Scrubs should be laundered after daily use. Jackets should be laundered weekly or when visibly soiled at a minimum. Clothing should be protected as needed through the application of Standard Precautions and the use of appropriate personal protective equipment, such as an isolation gown.

9. Shoes:

- a. Shoes must be safe, clean, in good repair, and appropriate for the work to be performed. Sandals, thongs, and bare feet are unacceptable.

**B. Inappropriate Clothing, Accessories, Adornments, and Practices**

- a. Hair of unnatural color, i.e. blue, purple, pink, etc.
- b. Hats, caps, bandanas, scarves, du-rags, unless for safety purposes or established religious customs or medical reasons. Stereo headphones are also prohibited.
- c. It is not acceptable for staff to use linen or blankets for warmth while on duty.
- d. Sunglasses are not to be worn indoors during working hours (unless prescribed by a physician).

**C. Special Holiday Dress Guidelines**

While many of our patients, families, and staff enjoy the traditions associated with Halloween and other holidays, all Department of Nursing, Respiratory Therapy and Neurodiagnostics personnel are required to wear each discipline's identified scrub color during these times.

- 1. Costumes and / or masks must not be worn while providing direct care.

**D. Disciplinary Actions**

- 1. Outlined in CHOP Policy 5-2 Rules of Conduct

Approved by:

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Nursing

Written: 12/10