

Purpose:

- A. University of Utah Health Hospitals and Clinics has established a professional image standard, which outlines dress and grooming guidelines to promote a consistent professional image for all employees who work within the healthcare system to ensure customers and employees feel safe and comfortable.

Definitions:

- A. Patient Care Area: Any area in which patients are present. This includes the entrance to any unit or clinic, nursing stations, patient rooms, and reception/waiting areas.

Description:

- A. This applies to any employee who is at work as part of the employee's regular duties and is representing the organization to the public.
- B. As an employee of University of Utah Health Hospitals and Clinics, you are expected to maintain a professional image while working in the clinics, health care areas, office environments, and while attending company events, seminars, trainings, conferences, or meetings on campus or off-site.
- C. This policy outlines the minimum requirements for professional appearance. A manager/supervisor/department shall retain the discretion to set standards at higher level for employees based on patient contact or job functions. Higher standards must be communicated to the unit/department and documented to ensure understanding.
- D. Groups requesting exceptions to the policy should contact their direct manager. Final decisions will be made by Hospitals and Clinics Operations Council. Individuals requesting an accommodation or exemption should contact Hospitals and Clinics Human Resources. The University of Utah, including its entities, is an equal opportunity employer and is fully committed to the principle of nondiscrimination in all employment related practices and decisions.

Implementation:
Dress Standards

- A. Listed below are the acceptable and unacceptable clothing styles:

Clothing/Accessory Style	Acceptable	Unacceptable
Tops/Jackets	Tops should fit appropriately and look professional, wrinkle free, and clean. If wearing a logo it should be the University of Utah or U of U Health.	Tops that reveal undergarments or abdomen. Halter tops, spaghetti-strap, scrub top (if non-clinical) or are worn out (holes, tears, faded, stained) are also unacceptable. Any type of fleece material is not permitted in clinical areas due to infection control.
Pants/Dresses/Skirts	Pants/dresses/skirts should fit	Pants/dresses/skirts that

	appropriately and look professional, wrinkle free, and clean, and should be appropriate for your job and work area. All dresses and skirts should have modest hemlines.	reveal undergarment or expose abdomen or are worn out (holes, tears, faded, stained).
Footwear	Footwear should be professional and in good, clean condition. Includes: pumps, flats, boots, loafers, professional sandals, and other leather shoes. High heels should not exceed 3 inches for safety reasons.	Footwear that does not comply with department-specific safety regulations. Flip flops of any kind including thong-style flip flops, beachwear flip-flops, yoga flip-flops etc. Footwear that is odor-ridden, worn, or stained.
Jewelry Body Piercing	Ear piercings and nose studs are acceptable. If ear has a gauge, the gauge should be removed and the hole should be plugged with plugs matching skin tone.	Exposed eyebrow, tongue, cheek, lip, or nose ring. Piercings should be concealed if outside acceptable.
Tattoos	Tattoos should be non-offensive.	An employee may be asked to cover tattoos, depending on the unit or business need. For example, any tattoo that could be perceived as offensive or hostile in the workplace based on racial, sexual, religious, ethnic or other characteristics of a sensitive or legally protected nature that would diminish your effectiveness in your ability to provide care for our patients or support your co-workers must be covered during your shifts.
Employee Badges	Badges must be worn below eye level and above the bottom of the sternum, free from distracting stickers, pins, etc. Photo ID must be legible and visible at all times.	Lanyards used to hold ID badges are not permitted.

<p>Nursing Uniform</p>	<p>RNs and LPNs: University Hospital Huntsman Mental Health Institute Craig Neilsen Rehabilitation Hospital University Orthopedic Center Ambulatory Locations</p> <ul style="list-style-type: none"> ○ White, red, black or navy shirt or scrub top that looks professional, wrinkle free, and clean. Red, black or navy shirts/scrub tops must be worn with matching scrub bottom color. ○ Scrub pants in either red, black, or navy which look professional, wrinkle free, and clean. ○ Scrub skirts in either red, black, or navy which look professional, wrinkle free, and clean. Scrub skirts must be full length. ○ Undershirts may be white, red, black, or navy. Undershirts do not need to match scrub top or bottom when worn together. ○ Vests or jackets may be white, red, black or navy. Vests or jackets do not need to match scrub top or bottom when worn together. <p>Nursing Assistants and Medical Assistants:</p> <ul style="list-style-type: none"> ○ Shirts or scrub tops and pants must be in the same color of red, black, or navy. They must look professional, wrinkle free, and clean. ○ Scrub skirts must be the 	<p>Logo shirts under white tops. Any fleece material.</p>
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	<p>same color as the scrub top (red, black, or navy). Scrub skirts must be full length and look professional, wrinkle free, and clean.</p> <p>Huntsman Cancer Hospital</p> <ul style="list-style-type: none">○ White, black, royal blue, caribbean blue or navy shirt or scrub top that looks professional, wrinkle free, and clean. Black, royal blue, caribbean blue or navy shirts/scrub tops must be worn with matching scrub bottom color.○ Scrub pants in either black, royal blue, caribbean blue or navy which look professional, wrinkle free, and clean.○ Scrub skirts in either black, royal blue, caribbean blue or navy which look professional, wrinkle free, and clean. Scrub skirts must be full length.○ Undershirts may be white, black, royal blue, caribbean blue or navy. Undershirts do not need to match scrub top or bottom when worn together.○ Vests or jackets may be white, black, royal blue, caribbean blue or navy. Vests or jackets do not need to match scrub top or bottom when worn together. <p>Nursing Assistants and Medical Assistants:</p>	
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	<ul style="list-style-type: none">○ Shirts or scrub tops and pants must be in the same color of black, royal blue, caribbean blue or navy. They must look professional, wrinkle free, and clean.○ Scrub skirts must be the same color as the scrub top (black, royal blue, caribbean blue or navy). Scrub skirts must be full length and look professional, wrinkle free, and clean.	
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<p>Personal Items</p>	<p>Personal items such as hip packs, backpacks, purses or other types of bags are to be clean, professional, and free from offensive or unprofessional images or words. Items must be appropriately stored in lockers or other spaces provided by the department while at work. In the event a bag is required due to a medical condition, please work with your department and/or Human Resources to ensure appropriate accommodations can be made.</p>	<p>Personal items such as hip packs, backpacks, purses or other types of bags are not to be worn or handled while providing patient care due to infection control measures.</p>
<p>Grooming Standards</p>	<p>Employee should practice personal hygiene and be free of offensive odor. Hair should refrain from being distracting and be clean and pulled off face when appropriate. Facial hair including mustache and beard should be trimmed. Makeup should appear professional. No hats or head coverings should be worn inside (except for approved departments and for those worn for religious and/or medical purposes). Fingernails must be clean.</p>	<p>Perfume, lotions, or cologne that might interfere with those who are ill or allergic to such odor. Clothing and body with smoke odor. Extreme trends such as mohawks, long spiked hair or any other hairstyles that could create an infection control issue. Acrylic nails, as determined by the department.</p>
<p>Face coverings per Hospitals and Clinics Face Covering (Masking) and Eye Protection for COVID-19 policy</p>	<p>Face coverings (i.e. non-procedural protection) should be clean and professional.</p>	<p>Face coverings that include offensive, politically charged, obscene, unprofessional images or words.</p>

Discipline

- A. Failure to comply with this policy will result in disciplinary action up to and including termination.