

**HACKETTSTOWN REGIONAL MEDICAL CENTER
NURSING POLICIES
DRESS CODE/GROOMING**

Effective Date: March 1, 1990

Cross Referenced: 8620 addendum 16

Reviewed Date: 2/12

Revised Date: 7/2015

Policy No: 8620.Dress Code

Origin: Division of Nursing

Authority: Chief Nursing Officer

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SCOPE

All employees within the Nursing Department

PURPOSE

To further define the hospital's appearance policy (AD 49) set forth for the Nursing Department appearance requirements. Since the entire hospital staff influences patients by reflecting the principles and standards of the hospital, it is essential that nursing personnel lend dignity to the profession and inspire confidence in patients by always presenting a professional appearance.

POLICY

All staff members are required to look professional when interfacing with the public. A well-groomed personal appearance, which includes cleanliness, proper hygiene, and appropriate attire, is essential in the medical center. **The manager of the department or area will be responsible for ensuring compliance with this policy and procedure as outlined. Staff members who are not in compliance will be asked to leave work and return in the proper attire.**

PROCEDURE

The following rules shall be adopted by all the nursing staff.

A. **DRESS CODE AND UNIFORMS**

1. Clothing and uniforms must be of professional appearance, clean, pressed, and in good repair. All garments must be made of opaque fabric.
2. Dresses, skirts, or culottes may not be shorter than 2" above the knee. Dress shirts and polo shirts are acceptable.
3. Colored sweaters and smocks are permitted, but t-shirts with logos or advertisements are not allowed.
4. Hosiery and undergarments are required at all times. Evening hosiery (e.g. sparkles, fishnets) is not permitted. Hosiery and/or socks must be worn at all times while on duty.
5. Undergarments may not be visible through clothing or uniforms.
6. Jeans, sweat pants, leggings, or tight fitting apparel are not acceptable
7. Footwear is required. Non-skid shoes are recommended. Footwear must be appropriate for the type and location of work being performed as determined by the department director. Open toe shoes are not permitted in patient care departments.
8. Shoes must be polished and kept in good repair. Athletic type shoes, below the ankle, which are predominantly solid in color, coordinating with uniforms or standard color combinations, may be worn.
9. Clean sturdy shoes will be worn in all Nursing areas. "Noisy" shoes are not permitted. Crocs (without holes in tops) are permitted. Clogs (if no noisy heel) are permitted.
10. Supportive, uniform sneaker type shoes are permitted.

Approved at _____ Meeting
month / year Committee Name

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11. RN badges and hospital identification badges must be worn at all times as specified in the hospital's appearance policy.
12. Infection Control: isolation gowns should NOT be worn outside of patient care areas.

B. UNIFORM SCRUBS

1. OB, Vascular/Cardiac Cath Lab, PACU, OR, Minor Procedures, Central Supply staff, and Environmental staff working in these areas, are required to wear scrubs/warm-up jackets supplied by the hospital for infection control and safety purposes.
2. The OB eggplant color is worn **only** in OB as a security measure (as one way for patients to distinguish the OB unit staff from other departments in the hospital).
3. The OR, PACU, Cath Lab and Central Service ceil blue color is worn **only** in these areas as a way to maintain the sterile environment required in the surgical areas.
4. The teal blue scrubs are to be worn **only** by Minor Procedures employees while in the endoscopy rooms. Employees wearing teal blue scrubs must change into clean scrubs prior to entering any surgical areas.
5. Refer to Administrative Policy AD 49 for proper disposition guidelines.
6. Staff members not working in the above mentioned areas are not allowed to wear these scrubs.
7. **Staff members who wear scrubs in all other clinical areas will not be restricted to any color or pattern. Exceptions however are patterns that communicate a distasteful message and extreme uniform colors such as oranges, purples, or bright reds/yellows are not permitted.**

C. JEWELRY

1. Jewelry should be worn in moderation as appropriate for the job.
2. Wedding rings and/or engagement rings are acceptable.
3. Earrings must not exceed one inch in length or width.
4. Body piercing jewelry (other than earrings) should not be visible. Pierced nose rings or studs, pierced tongue jewelry, pierced eyebrow jewelry, or any other visible piercings are not acceptable. Ear gauges are not acceptable.
5. Simple chains may be worn inside of uniform.

D. GENERAL GROOMING

1. Hair should be cleaned, neatly combed, and worn at a length and style that is appropriate to the job. Hair should not fall in the face or obstruct eye contact. Extremes in dyeing, bleaching, or coloring of hair is not permitted. Unnatural colors such as blues, greens, oranges, purples, or bright reds/yellows are not permitted.
2. Employees should not use excessive amounts of cosmetics, cologne, perfume, etc. Beards and mustaches should be clean and neatly trimmed.
3. Tattoos must be covered (and not visible) at all times.

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4. Visible body piercings (tongue, eyebrow, nose, or lip rings, etc.) must be removed while in the work environment.
5. Nails should be clean, neatly manicured and an appropriate business length for employees in all departments of the hospital. Direct patient care providers' nails must not be longer than ¼ inch.
6. Consistent with infection control standards, artificial fingernails, extenders or coverings, including but not limited to: wraps, gels, shellac, are NOT allowed for healthcare workers who have direct physical contact with patients including patient devices and patient supplies.
7. Nail polish, if worn at all, must be free from chips or cracks. (See Policy IC001 "Hand Hygiene.")
8. Refer to Administrative Policy AD 49 for Grooming Standards. This includes the nail policy.
9. Unit-specific policies may reflect stricter policies for attire and jewelry.

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