



DEPARTMENT: Human Resources	POLICY DESCRIPTION: Professional Dress Standards
PAGE: 1 of 3	REPLACES POLICY DATED: HR.OP.026
EFFECTIVE DATE: February 1, 2019	REFERENCE NUMBER: HR.ER.21
DIVISION/LOB/ENTERPRISE: HCA Mission Health	

SCOPE: All applicable employees
PURPOSE: To provide guidelines to ensure that employees of the organization maintain a professional appearance.
<p>RESPONSIBILITIES:</p> <p>It is HCA Mission Health’s policy that every employee projects a professional and business-like appearance at all times while on duty. Each employee is required to ensure that their dress, grooming and personal hygiene standards do not constitute a safety or health hazard and are appropriate to their work situation.</p> <p>The following standards are guidelines and are not intended to cover every situation. Leadership will address issues not covered in this policy. Disciplinary action will be taken up to and including termination for failure to adhere to the dress and personal appearance guidelines.</p> <p>REQUIREMENTS:</p> <p>Department Directors, Supervisors or Designees are responsible for the consistent enforcement of the dress and personal appearance of their employees. Employees who arrive at work inappropriately dressed will be asked to clock out, with the understanding that they correct the situation and return to work as quickly as possible. The employee will be subject to appropriate disciplinary action. (PTO usage during this time will not be allowed.)</p> <p>Professional and business-like appearance and presence is defined by the following guidelines:</p> <p>Personal Grooming and Hygiene</p> <p>A. Jewelry</p> <p>Due to safety concerns, employees are to keep personal jewelry to an absolute minimum. Visible body piercing is limited to the ears and nose. (Ears are limited to three earrings per ear and nose jewelry is limited to studs no larger than a pin-head and flush with the nose). Hoop or dangling earrings should be no longer or wider than one inch. Under no circumstances will any body piercing that poses a risk to the patient, employee or create an infection control hazard be allowed. Employees whose jewelry is determined to portray an image incompatible with the hospital’s professional standards will be expected to remove the jewelry while they are at work. Specialty patient care</p>



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PAGE: 2 of 3	REPLACES POLICY DATED: HR.OP.026
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areas may have further restrictions.

B. Hair Style and Length

In all areas, employees are expected to maintain the cleanliness and overall appearance of their hair. Long hair is permitted as long as the hair does not visually impair the employee and is appropriately restrained. Extreme colors are not permitted. Hair ornamentation should be kept to a minimum. All hair ornaments must be professional in appearance. Hair nets are required in food service areas.

C. Nails

Fingernails should be clean and neatly manicured. Staff members providing direct patient care (clinical, environmental services, dietary staff) should maintain natural fingernail tips at ¼ inch or less in length and may not wear artificial fingernails or extenders (i.e., acrylic nails; tips; wraps made of silk, linen, fiberglass; gel or gel nail polish/powder; glues; and mixtures of these products). Fingernail polish is allowed for staff members as long as it is well-maintained and is not chipped.

D. Facial Hair

Male employees are permitted to wear beards and mustaches if they are neatly trimmed and appropriately maintained. Extreme facial hairstyles are not permitted.

E. Tattoos

In order to maintain a professional appearance at all times, tattoos must not be visible and should be covered during working hours.

F. Personal Hygiene

All employees are expected to maintain the highest standards of personal cleanliness. Employees must maintain an awareness of patient and coworker sensitivity to both body odor and perfumes or colognes. Due to respiratory and chemical sensitivity of others, perfumes, cologne, and scented lotions should be worn conservatively and should be avoided in clinical areas. Odor of tobacco smoke on clothing or hair must be minimized. Employees may be required to return home to change clothing in order to reduce the odor of tobacco smoke.



DEPARTMENT: Human Resources	POLICY DESCRIPTION: Professional Dress Standards
PAGE: 3 of 3	REPLACES POLICY DATED: HR.OP.026
EFFECTIVE DATE: February 1, 2019	REFERENCE NUMBER: HR.ER.21
DIVISION/LOB/ENTERPRISE: HCA Mission Health	

Dress and Clothing

Attire should be clean, pressed, properly fitted and in good repair. All clothing is to be moderate in style, appropriate for the nature of the work, the work site, position and responsibilities, and considerate of the expectations of patients and visitors served.

Examples of **unacceptable** attire in the workplace include, but are not limited to, the following:

1. Shorts, sweatpants
2. Tank, halter or tube tops (backs must be covered at all times)
3. Exposed midriff and back
4. Revealing clothing or undergarments visible under or above clothing
5. Bleached, torn, patched, or un-hemmed clothing
6. Hats or caps, unless part of a uniform, or worn for religious or medical reasons.
7. Beachwear (flip-flop sandals, “jellies”, etc.)
8. Distracting or derogatory clothing (offensive language or political statement) or attire advertising products or displaying messages/photos inappropriate to a healing setting (logos for alcoholic or tobacco products)
9. Jeans and denim
10. Uncovered tattoos
11. Visible face or body piercings. (Refer to A. Jewelry for acceptable piercings)
12. Sweatshirts, Hoodies
13. Sleeveless tops

Non-Clinical Staff

Employees are expected to dress in appropriate business attire.

Clinical Staff Role Specific Dress Code

Staff members who provide patient care will follow the [role specific dress code](#) as outlined in this document. Hospital-issue scrubs are not to be substituted for department uniforms. Tee shirts should not be worn in lieu of a scrub top.



DEPARTMENT: Human Resources	POLICY DESCRIPTION: Professional Dress Standards
PAGE: 4 of 3	REPLACES POLICY DATED: HR.OP.026
EFFECTIVE DATE: February 1, 2019	REFERENCE NUMBER: HR.ER.21
DIVISION/LOB/ENTERPRISE: HCA Mission Health	

Shoes will have closed toes and have minimal color. Neon colored shoes are not permitted.

Staff members who routinely cross the “red line” into a procedural area should wear hospital laundered green scrubs. No other staff members may routinely wear hospital laundered green scrubs.

Fleece, sweaters and sweatshirts are not permitted due to infection prevention protocol.

Business casual attire is expected when attending classes. Casual dress may be acceptable when specified.

REFERENCED RESOURCES:

1. [HR.ER.21.01 Mission Health Role Specific Dress Code](#)



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PAGE: 5 of 3	REPLACES POLICY DATED: HR.OP.026
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Appendix A: Role Specific Dress Code

Role Specific Dress Code
(Addendum .01 for HCA policy HR.ER.21)

Role	Color
Registered Nurses	Navy blue bottoms with solid white top (includes undershirt and jacket) or All White
Licensed Practical Nurses	Sage Green scrubs and jacket with white undershirt as needed
Certified Medical Assistants	Ceil Blue scrubs and jacket with white undershirt as needed
Certified Nursing Assistants/Patient Care Technicians	Galaxy Blue scrubs and jacket with white undershirt as needed
ED Paramedics	Khaki top, green pants
Air Medical (MAMA)	Flight Suit
EVS Staff	Wine tops/black bottoms; black shoes
Front office staff in clinics/medical practices	Business Casual (No Scrubs) unless cross trained to work in clinical area on a regular basis. In that case, wear role specific colored scrubs.
Health Unit Coordinators	Business Casual (No Scrubs)
Home Health Nursing Staff	Colors based on role, may wear scrubs or may choose heavier garments based on weather.
Labor and Delivery	Hospital laundered green scrubs
Laboratory	Caribbean blue
NICU	Pediatric Friendly
Pediatrics	Pediatric Friendly
Pharmacy Technicians	Hunter Green, with option for black bottoms
Pharmacists	Professional attire
Pulmonary Support Technicians	Khaki
Imaging	Navy Scrubs with option for gray bottoms. Navy or white undershirt.
Respiratory Therapy	Pewter / medium gray
Therapy Staff	Business Casual (no scrubs)