PERSONAL APPEARANCE GUIDELINES	PENNSTATE Milton S. Hershey Medical Center
Hershey Medical Center – Hospital Administrative Manual	**Policy Number: HR-34 HAM**
Replaces: June 2003 - Personal Appearance Guidelines for the Academic Support Building	**Effective: September 2004**
Authorized: **David Hefner, Executive Director & COO**	
Approved: **Charles V. Wilson, Chief Human Resources Officer**	

GOAL

The reputation of Penn State Milton S. Hershey Medical Center and Penn State College of Medicine is influenced by the appearance of its faculty and staff. Neat, well-attired and clean appearance creates a World Class atmosphere of confidence, respect and professionalism, which is expected by our patients, families and colleagues.

There may be specific areas of the Medical Center and College of Medicine that have unique issues that will require additions to this policy. Departments are responsible for developing and maintaining their own specific policies regarding personal appearance. In creating departmental policies, department managers should take into consideration these guidelines along with the World Class Appearance Standards.

Department Managers are responsible for ensuring their staff complies with the Personal Appearance Guidelines. It is within the department manager's responsibility to determine appropriateness of dress within the guidelines listed below and departmental policies if applicable. Failure to comply with the organization or department specific personal appearance guidelines will result in progressive discipline.

GENERAL GUIDELINES:

Non-Patient Care Areas:

1. **Professional Attire**
   a. All clothing should fit appropriately for a professional work environment and be neat and clean.
   b. Styles of clothing should enhance appearance.
   c. Appropriate undergarments should be worn. Undergarments that show through clothing or uniform are inappropriate.
   d. Clothing items with written messages or large graphics that are not representative of the hospital or work unit are not permitted.
   e. Tank tops, T-Shirts, tube tops, shorts, short dresses/skirts, and/or other revealing clothing are not permitted.
   f. Tailored (not form fitting or stretch) cropped/capri pants are permitted, but must be calf length or longer.
   g. Jean and clothing made of denim fabric of any color are not permitted. (See #4 below for policy allowances.)
   h. Scrubs or other clothing that may cause misidentification as clinical personnel are not permitted.

2. **Grooming**
   a. Hair shall be clean and worn in controlled style to prevent the hair from falling in the face.
   b. Nails will be clean and neatly trimmed with no special adornments, so as not to interfere with performance of job responsibilities.
   c. Make-up should be subdued.
   d. Perfume/cologne/aftershave should be lightly scented and are discouraged due to employee and patient comfort concerns.
   e. Appropriate general body hygiene (cleanliness, lack of offensive body/mouth odor, etc.) is expected.
3. **Accessories**
   a. Shoes will be clean and meet appropriate safety requirements. Flip flop sandals and other similar styles are not acceptable. Sneakers/athletic shoes are not appropriate in our office environment.
   b. Campus issued identification badges are to be worn above the waist level at all times when on duty.
   a. Visible body modification is discouraged based on the fact that it may be offensive to others. This includes body piercing, (i.e. nose, tongue, eyebrow, chin), earrings in excess of two (2) per ear and the wearing of body jewelry or the display of tattoos on the body.

4. **Other Considerations/Guidelines**
   a. Casual Dress or Dress Down Days – "Casual Days" and "Dress Down Days" are to be interpreted as, "Business Casual Days".
   b. Jeans of any color are only acceptable in COM Research laboratories or on days departments are moving or cleaning their offices.

<u>Patient Care Areas:</u>

1. ***Professional Attire:***
   a. In those areas that have defined a uniform, the guidelines for that area will be followed. Uniforms should fit properly, be complete, clean and neat. Employees are responsible for the maintenance of their uniforms.
   b. Scrubs or other clothing that may cause misidentification as clinical personnel are **not** permitted. Scrubs must be worn consistent with Policy A-42, Uniform Scrub Suit Policy.
   c. Clothing and footwear, which is dirty or contaminated, must be removed or covered before entering public areas.
   d. Appropriate undergarments should be worn. Undergarments that show through clothing or uniform are inappropriate.
   e. White jeans are acceptable in patient care areas.
   f. Tailored (not form fitting or stretch) cropped/capri pants are permitted, but must be calf length or longer.

2. **Grooming**
   a. Hair shall be clean and worn in controlled style to prevent the hair from falling in the face. Long hair should be pulled back for direct patient care.
   b. Natural nails must be kept trimmed (less than ¼ inch from tip of finger) and clean (free of visible dirt) with no special adornments. Nail polish is discouraged in all patient care areas and is not permitted in the operating room, as chipping makes adequate cleaning difficult and may support the growth of organisms. Chipped nail polish must be removed.
   c. Any Health Care Worker (HCW), including physicians, whose job includes hands on direct patient care or assessment, medication or food preparation, handling or processing of equipment and or supplies used on patients may not wear artificial fingernails or artificial nail products. These products include but are not limited to artificial nail tips, nail jewelry,

overlays, wraps, weaves, gels and extensions. HCW's who wear artificial nails are more likely to harbor pathogens on their fingertips than are those who have natural nails.

d. Make-up should be subdued.
e. Perfume/cologne/aftershave should be lightly scented and are discouraged due to employee and patient comfort concerns.
f. Appropriate general body hygiene (cleanliness, lack of offensive body/mouth odor, etc.) is expected

3. Accessories

b. Generally, caregivers are expected to wear white or mostly white clinical or sneakers/athletic shoes. Because safety is a priority, shoes will be clean and must meet appropriate safety requirements for the work area. Open toed shoes are not acceptable.
c. Jewelry will not interfere with patient care or performance of hand hygiene or puncture gloves.
d. Campus issued identification badges are to be worn above the waist level at all times when on duty.
e. Visible body modification is discouraged based on that fact that it may be offensive to others. This includes, body piercing (i.e., nose, tongue, eyebrow, chin, etc), earrings in excess of two (2) per ear and the wearing of body jewelry or the display of tattoos on the body.

ENFORCEMENT

All levels of management, including department managers and supervisors are responsible for teaching, role modeling and enforcing the Personal Appearance Guidelines through consistent application. Managers and supervisors will evaluate staff compliance with personal appearance during their annual Performance Appraisal.

Managers and supervisors may prohibit staff members from working until they change into appropriate attire or make other adjustments necessary to comply with standards. The employee may be required to leave the hospital without pay until returning in appropriate attire.

PERSON RESPONSIBLE FOR REVIEW OF POLICY: Chief Human Resource Officer

Reviewed: 08/04
Revised: 09/04

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