PURPOSE:
To present a positive personal and professional image to patients, visitors, and fellow employees that will instill confidence in others by being appropriately dressed when on duty. To embrace role identity through choice and consistency in uniform selection. To promote confidence and pride in staff by being well groomed and properly attired.

POLICY:

1. The Baptist Health dress code was adopted to insure that all employees maintain personal cleanliness, good grooming and appropriate dress, while at work or at a function representing Baptist Health.

2. All employees, volunteers, contract staff, and physician employees working in our facilities are expected to adhere to the Dress Code. Failure to do so may result in being sent home to change, a verbal warning or progressive formal discipline. In addition to the Baptist Health overall Dress Code, individual departments may have a department specific dress code that must be adhered to as well.

3. All employees must dress and maintain a personal appearance that is appropriate and standard for their gender.

4. GENERAL APPEARANCE

a) Identification Badge - The identification badges must be worn at all times. It is to be worn in the shoulder area with the picture facing out. No lanyards (no cords or chains around the neck to hold the ID badge). Badge Holders are allowed. No outside vendor badge holders are to be used. The Service Award pin may be worn on the ID badge. No other decorative stickers or pins are to be worn on the ID badge, other than those approved by Baptist Health.

b) Jewelry – Jewelry should be small enough and of an appearance not to interfere with equipment or job duties. No more than two pierced earrings per ear and no other pierced jewelry on any other visible part of the body is allowed. Pierced jewelry is only to be worn in ears. No gauges of any size allowed. Only small necklaces, professional school pins, system tenure pins and pins as authorized by the hospital may be worn with the uniform. (Exception: eye glass holder pin with department approval.) Personnel may not wear message pins unless hospital approved.

c) Hair – Neat, clean, and well groomed. Long hair must be pulled back when providing patient care. Only naturally occurring hair colors (not green, blue, etc.) are allowed. Only conservative hair styles and hair ornaments should be worn. Conservative facial hair (beards and mustaches) may be worn if kept neatly trimmed. Facial hair will not be allowed if it interferes in patient care (i.e., masks not fitting properly).
DRESS CODE (cont’d)

d) **Nails** – Clean, short length so as not to interfere with work. No artificial nails, bright/dark colors or nail art may be worn by direct patient care givers.

e) **Cologne/After Shave** – No scented cologne/perfumes, after shave, or lotion to be worn by staff in direct patient contact. No employee should wear strongly scented fragrances.

f) **Tattoos** – Must not be visible while at work and on duty.

g) Maintain good personal hygiene.

5. GENERAL DRESS – unless specified, appropriate for a professional business setting.

a) **Shoes** – Athletic Shoes with no neon colors may be worn with uniforms. Women may wear business and/or dressy sandals for non-patient care areas at the manager’s discretion. Clog like shoes, if worn, must be without holes in the top and must coordinate the employee’s scrubs. White closed toe shoes are always acceptable.

b) **Hose/Socks** – Worn at all times in patient care areas. Socks are to be white or coordinate with the pants and without ornamentation (i.e., bells, beads). Hosiery is to be without ornamentation and should be a neutral color.

c) **Undergarments** – Worn at all times. They are not to be visible or show through clothing.

d) **Outer garments** –

1) **Tops** – Must be opaque (not see through) with no plunging neck lines or low cut backs; sleeveless tops must be covered by a jacket. Midriff tops or waisted tops that allow any bare skin to show are inappropriate. Only plain white shirts are to be worn under scrub tops and must be tucked in. T-shirts are not permitted unless hospital approved on specific days. Plain white turtle necks or Baptist Health white turtle necks may be worn under uniform tops. The Baptist Health and/or Practice Plus polo shirt may be worn as part of the uniform in department designated colors. All scrub uniforms, jackets and lab coats must be solid color (no bright fluorescent); no prints. Monograms on lab coats should be in the department or position approved colors. Sweat shirts may not be worn. Holiday print scrub tops, jackets, or lab coats may be worn two weeks prior to and during recognized holidays.

2) **Pants** – Must not fit tightly and be appropriate in length. Stretch pants, stirrup pants, or warm-ups are not allowed. No shorts or skorts are permitted. Men’s pants must be worn at the waist.

3) **Skirts** – Must not fit tightly and should be appropriate length.

4) **Fabric** – No denim fabrics of any or denim scrubs of any kind are allowed. No overalls allowed.
ADDENDUM TO DRESS CODE:

Baptist Health employees across the system will have new assigned colors of scrubs based on their job category to help differentiate and identify employees more clearly. Baptist Health’s revised uniform policy will present a consistent and professional appearance and color choices for scrubs will be effective beginning March 1, 2014. (Please refer to the following addendum).

6. APPROVED UNIFORMS

**Procedural Areas: (i.e. Surgery, Cath Lab, L&D, Special Procedures)**

Employees in procedural areas that require scrubs, be responsible for providing their own scrubs, as well as laundering. Scrubs may be worn to and from the hospital. Employees choosing to wear street clothes to and from the hospital and then change, are expected to wear appropriate attire. In order to present a consistent and professional appearance, color choices will adhere to the following guidelines:

1. RNs and LPNs in direct patient care will wear Solid Navy or White or combinations of Solid Navy and White.

2. Scrub Techs will wear Royal Blue.

3. Support Personnel will wear Teal Blue.

4. CRNAs will wear Ceil Blue.

5. All scrubs and/or cover jackets and white T-shirts must be made of non-linting material (i.e. 50% cotton / 50% polyester). **NO FLEECE MATERIAL OF ANY KIND.**

6. Scrub jackets, any garment worn over the scrub suit, must be made of scrub material and may not be worn out of the employee’s department.

7. Lab coats are not required when leaving the procedural areas. If the employee chooses to wear a lab coat over scrubs when out of their work area, it must be a lab coat.

8. Hospital provided scrubs may only be worn by hospital personnel.

**RNs and LPNs in Direct Patient Care**

1) Solid White or Navy Scrubs

2) Combination of Solid Navy and White

3) If a vest, sweater or lab coat is worn it must be white. Pediatric Nurses may wear pediatric type prints.

All nurses in direct patient care, regardless of department, are to follow the dress code for nursing. All other employees will follow their department dress code as outlined in the attached addendum.
DRESS CODE (cont’d)

Unlicensed Patient Care Staff (i.e., Nursing Assistants, Support Associates and Patient Aides: Solid dark green scrubs; no white. May wear dark green jackets.

Information Associates/Unit Coordinator - Dark Green scrubs. May wear tan jackets.

Respiratory Therapists – Ceil Blue scrubs with white lab jackets.

Clinical Laboratory- Black scrubs.

Clinical Laboratory – Med Techs – Street clothes (or Black scrubs) with Light Gray Lab coat with Clinical Lab embroidered.

Dietitians – Riviera Blue or Street Clothes & White Lab Jacket.

Social Workers – Olive Green scrubs or Street Clothes and White Lab jacket.

Care Coordinators – Navy/white per nursing dress code.

Therapy Services (Support Staff) – Brown (chestnut or cocoa) scrubs.

Therapy Services (PT) – Silver Gray scrubs or Khaki or Black slacks with solid color polo or button oxford. White Lab coat with department designation is optional.

Therapy Services (OT) – Red scrubs or Khaki or Black slacks with solid color polo or button oxford. White Lab coat with department designation is optional.

Therapy Services (Speech) – Pink scrubs or Street Clothes with White Lab coat with Department designation.

Pharmacy – Street Clothes or Ceil Blue scrubs with Ceil Blue lab coat.

Radiology (Imaging) – Steel Gray scrubs.

Neuro Lab/Sleep Center – Black scrubs.

Medical Records – Black scrubs.

Central (Supply) Services – Caribbean Blue scrubs.

Food Service Employees – Black and White (details in the Department dress code policy).

Maintenance Employees – Work shirt and pants.

Painters – White painter’s pants and shirt or coveralls.

Security – Baptist Health Designated uniforms.
DRESS CODE (cont’d)

Ambulance Staff - Baptist Health Designated uniforms.

Environmental Services – Burgundy shirts with black or burgundy slacks. SP uniforms Black shirt w/SP logo on chest. Pants; either khaki, blue, or black.

Admissions Staff/Schedulers – Admission Reps with face to face contact with patients- Navy Baptist Health Blazer with white button down shirt, navy or khaki pants or skirts. Men must wear ties.

Admissions Non-direct contact – Business attire.

Breast Center – NLR – Pink scrubs.

Cardiac Rehab-Exercise Physiologists – Ceil Blue scrubs.

Patient Transport – Teal scrubs.

Volunteers – Dress Code per Hospital Designation.

BH School Faculty, Staff, Students – Follows the same Dress Code as designated by their department affiliation.

CONSIDERATIONS AND RELATED ISSUES

1. Payment of purchase of uniforms is based on department policy.

2. This policy serves as a minimum standard for all Baptist Health employees. Department specific dress codes may be dictated by the department manager as necessary.