

ST. JOSEPH MERCY ANN ARBOR/LIVINGSTON



Colleague Image Standards (Appearance & Dress Code)

SJMHS Human Resources

Section Number 600 – Work Rules and Corrective Action

Policy Number 625

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POLICY STATEMENT

1. This policy pertains to dress and uniforms required by all Saint Joseph Mercy Health (SJMHS) colleagues.
2. All SJMH colleagues are required to present themselves in a manner and appearance that conveys professionalism and reflects positively on the hospital.
3. Colleagues are required to follow the dress standards specified in this policy.
4. Patients and families must be able to identify members of their caregiver team.

Requirements

Identification Badges: Colleagues are required to wear hospital-provided name badges at all times. Name badges must be worn at collar level and must not be defaced. Lanyards are not permitted. Colleagues are to immediately report to the Security department any lost, stolen, worn, or damaged badges.

Clothing: Clothing must be in good condition—clean, neat, and ironed. Clothing which is stained, faded, frayed, or wrinkled is not acceptable. Below are examples of clothing items that are not approved for work. Department leaders, at their discretion and upon approval of the Dress Code Committee, may have different or additional standards based on business needs and work environment. Colleagues are required to follow business casual dress requirements or the uniform requirements of their departments.

- Revealing clothing of any type
- Denim clothing of any kind or color
- Tee-shirts, tank tops, shorts, sweatshirts, sweatpants, hoodies, athletic-style garments
- Clothing with slogans or products names (exception is department-approved SJMH)
- Head coverings unless accommodated for religious or medical reasons

Patient Care Attire:

1. Patient Care colleagues, including non-direct care staff, must wear uniforms or scrubs as identified for each area/discipline (see Appendix A). The scrub uniform will consist of a scrub top and pants/skirt in the designated color (skirts not permitted in Surgical Services). A scrub jacket and/or SJMH logo wear in the role-specific color may be worn over a scrub top. RNs may wear a solid white or solid navy blue scrub jacket over their scrubs. Other direct care staff may wear a solid scrub jacket in the color of their scrubs. Non-direct care staff may wear a sweater, blazer, etc. matching the color of their top as identified in Appendix A.
2. A solid color shirt may be worn under a scrub top.
3. Caregivers in the inpatient pediatric unit and the pediatric emergency department will wear scrub pants in the color designated by their role, with a coordinating pediatric appropriate printed top or jacket.

4. Colleagues that function or visit clinical or patient care areas must follow the standards of the patient care area, i.e. closed shoes required.
5. During SJMH recognized holidays and special occasions, departments may permit changes to scrub and shirt colors and scrub jackets within the guidelines of the policy.
6. Colleagues whose uniforms/scrubs become contaminated while at work with blood or other potentially infectious materials as defined by MI Occupational Safety & Health Administration will be provided hospital-issued scrubs until their own clothing is laundered.
7. Hospital-issued scrubs are provided for colleagues who work in the following areas:
8. Operating Services (Operating Rooms, Ambulatory Surgery areas, CSR)
9. Identified procedure special procedure in radiation oncology
10. Labor and Delivery areas
 - Neonatal ICU
 - Cath Lab including EPS Lab
 - Radiology – Angiography Suite only
 - Pharmacy – IV Admixture Room only
 - Pathology – Morgue Room only
 - Colleagues who are issued hospital scrubs in the approved areas may not wear the scrubs outside the hospital.

Scrub wear is limited to direct patient care staff only. Patient care colleagues who are on SJMH premises for work related business are expected to dress in business casual guidelines. Casual attire may be permitted during meetings or trainings that do not require patient care/interaction. Manager approval is required. Managers must clearly state the casual attire expectations.

Footwear: Appropriate footwear for the colleague's work environment must be worn at all times and must be clean and neat. Shoes worn in clinical areas must be soft-soled in order to minimize noise levels for patients. Shoes in patient care areas must be closed-toe and heel (no sandals or open-toed shoes are permitted). Flip-flops are not allowed in any work area. Management may require different or additional guidelines as necessary for colleague and patient safety. Colleagues that function or visit clinical or patient care areas must follow the standards of the patient care area, i.e. closed shoes required.

Grooming: Personal hygiene must be maintained. Hair must not be distracting or present a safety hazard. Colleagues are required to be odor-free, smoke-free, and fragrance-free. Distracting hairstyles and colors are not permitted. Moustaches and beards must be neat and trimmed. Due to documented infection control risks, acrylic nails, extensions, tips or applications, or any other bonded fingernail coverings, may not be worn by direct patient care staff and non-direct care staff who handle sterile patient care equipment (e.g., prepare or open packs containing sterile medical instruments or supplies). Food Service colleagues or other colleagues working with exposed food may not wear fingernail polish or artificial fingernails unless wearing intact gloves. Gloves must be latex-free as supplied by the Food Service Department.

Jewelry: Jewelry and visible body piercings must not be distracting, offensive, present a safety hazard, or impede the colleague's ability to do their job. Colleagues with gauged ears must wear plugs during work hours.

Tattoos: Visible tattoos that are offensive, must be covered during the work shift.

Cell Phone Use: Cell phones are not to be utilized for personal use during work time. Personal cell phones should not be visible to patients or customers, unless it is used for purposes of work and follows department procedures/protocol regarding cell phone use.

Requests for an exemption or accommodation from the above requirements should be directed to your manager or Human Resources.

Reference:
Appendix A