

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICY MANUAL**

**PERSONAL APPEARANCE**

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<b>Effective Date:</b>	<b>11/89</b>	<b>Policy No:</b>	<b>AD49</b>
<b>Cross Referenced:</b>		<b>Origin:</b>	<b>Human Resources</b>
<b>Reviewed Date:</b>	<b>04/00, 11/03, 07/09, 05/11</b>	<b>Authority:</b>	<b>President</b>
<b>Revised Date:</b>	<b>05/11</b>	<b>Page:</b>	<b>1 of 3</b>

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**SCOPE**

All departments of Hackettstown Regional Medical Center (HRMC).

**PURPOSE**

To outline the expectations for personal appearance of employees, volunteers and personnel associated with HRMC in a relationship similar to that of an employee.

**POLICY**

The personal appearance of every employee reflects upon both the employee and the facility. To project a professional image, every employee is expected to be neat, clean and dressed appropriately while on duty. By accepting employment at HRMC, the employee agrees to uphold the standards and guidelines set forth by Adventist HealthCare. These guidelines have been established in order to promote safety, health and professionalism and to develop in patients/residents and visitors a sense of confidence in the quality of care we provide. Employees must be dressed in compliance with personal appearance requirements while on duty. Administration and department managers have the authority to determine the suitability of clothing worn by those persons in their department in accordance with the personal appearance policy of the hospital. The wearing of a uniform is required in some departments.

**PROCEDURE**

**General Guidelines:**

- Clothing shall be clean, pressed and in good repair.
- Any form of jeans, leggings, or tight fitting apparel is not appropriate.
- Bodily cleanliness is a necessity. Use of heavily scented toiletries is not acceptable.
- Sweatshirts, sweat suits and jogging apparel are not permitted.
- Skirts and dress lengths must be modest.
- Shoes are to be clean, in good repair and suitable for the work environment.
  - Casual sandals (including “flip flops”) or beach footwear are not acceptable.
  - Heels must be three inches (3”) or less.
- Hair must be clean and well groomed. Moustaches and beards must be trimmed and neat. Facial hair may be prohibited if it interferes with personal protective equipment required in patient care settings.
- Jewelry shall be in good taste, not of an excessive size, nor an excessive amount of any type. Pierced jewelry can only be worn on the ears.
- Excessive tattooing should not be visible.
- Non-professional or offensive logos or sayings are prohibited from uniforms/work attire. Tee shirts, tank tops, halter tops and tube tops are not permitted.

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Identification Badges

Photo I.D. badges must be worn at all times while on duty. I.D. badges must be positioned above the waist with name and photo clearly visible.

Finger Nails

Nails should be clean, neatly manicured and an appropriate business length for employees in all departments of the hospital. Consistent with National Patient Safety and infection control standards, the hospital prohibits artificial fingernails or extenders to be worn by staff who provide direct patient care, directly supervise patient care or have contact with patient care supplies, medications, equipment or food. “Artificial fingernails are defined as any material applied to the nail for the purpose of strengthening or lengthening nails, including but not limited to, silk wrap, acrylic overlays, tips, extenders, gels or tapes.” (See Policy PC17 “Hand Hygiene.”)

Uniforms

Department managers have the authority to require employees to wear the uniform designated for their position/department. The hospital abides by state statutes pertaining to the employer’s obligation to provide uniforms. Depending upon the type of uniform and department, the hospital may or may not provide the uniform. The Materials Management Department maintains a summary of departments that require uniforms and the type of uniform worn.

Initially, when it is determined that uniforms are required, or when the style, color or type of uniform is being changed, the procedure outlined below is followed. Changes in uniforms should not be made more frequently than once every 12 months.

- The request to require or change uniforms is discussed with the Manager’s Administrative Director.
- The department manager consults with Human Resources regarding applicable state Department of Labor legislation pertaining to uniforms.
- The Manager consults with Materials Management regarding style, color and cost of the proposed uniform.
- The proposed uniform request is submitted to Operations Council for final approval.

Scrubs

OB, Vascular/Cardiac Cath Lab, PACU, OR, Minor Procedures and Central Supply staff are required to wear scrubs/warm-up jackets supplied by the hospital for infection control and safety purposes. Layers

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(such as turtlenecks) worn with scrubs must be white. The OB gray/green 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).

1. Scrub attire will be provided by Linen Services on a routine basis.
2. Personnel will don scrub attire on arrival and remove prior to leaving work.
3. Scrub attire must be placed in an appropriate soiled linen hamper.
4. Scrub attire is not permitted "off hospital property" for any reason.
5. Removal of scrub attire from hospital will be construed as theft, and appropriate disciplinary action will be initiated.
6. Personnel are not authorized to leave the HRMC premises while wearing a HRMC owned garment until original clothing was damaged or soiled.
7. Damaged or soiled uniforms shall be exchanged promptly for clean and properly repaired garments in accordance with Contaminated Clothing Policy found in the Environment of Care Manual.