

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
APPEARANCE CODE POLICY**

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Effective Date: March 2010
Cross Referenced:
Reviewed Date: 02/16
Revised Date: 02/16

Policy No: 1.020
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 2

Scope: All members of the Cardio-pulmonary Department.

Purpose: Hackettstown Regional Medical Center recognizes that appearance and demeanor play an important role in others having confidence in us, and professional appearance builds self-confidence within ourselves. In order to present a professional appearance, the Hospital has established the following standards.

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.

Grooming Standards

1. **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 that 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 wraps, acrylic overlays, tips, extenders, gels, or tapes."

2. **Hair:** Hair should be neat, clean, and styled for a professional setting. Attention should be given to personal hygiene, including daily oral care. Heavy use of makeup, cologne and perfume should be avoided.

Dress Standards

1. **Clothing-** Clothing should fit properly, be modest, coordinated, clean, pressed, in good repair and appropriate for the work environment. Your manager will define appropriate attire for your department and/or job function. The following items of clothing are never appropriate for work within the hospital setting:

Tank, halter and tube tops
Casual footwear or flip flops
Spandex, sweat suits, and other exercise-type clothing
Recreational shorts, skorts, and slacks
Jeans (regardless of color)
T- Shirts with slogans, logos or advertising
Extreme styles of clothing
Any see through garments

Athletic shoes are not appropriate in most areas of the hospital. Sandals, open-toed and other styles of footwear may be prohibited in some areas due to safety precautions.

2. **Business Attire-** Shirts, ties, and tailored slacks for men; tailored slacks and skirts with jackets, blouses, and sweaters as well as dresses are considered appropriate business attire for women in an office setting within the hospital. Business suits and dresses should be worn when representing the hospital at business functions.

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3. Jewelry- Conservative jewelry, including earrings (not to exceed one inch), is acceptable in most areas of the hospital. Excessive tattoos and body piercing jewelry should not be visible.

Summary

Administration and department managers have the authority to determine the suitability of clothing worn by those persons in their department in accordance with the dress code policy of the hospital. Department specific attire is as follows:

- Male staff may wear scrub shirts and slacks.
- Female staff may wear scrub shirt, slacks or skirt.
- Athletic shoes are permitted at the discretion of the manager.