

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
PROFESSIONAL APPEARANCE AND CONDUCT**

=====

Effective Date: July, 1984
Cross Referenced:
Reviewed Date: 08/12, 03/16
Revised Date:

Policy No: 5200-1.007/5300-1.007
Origin: Physical/Occupational Therapy
Authority: Therapy Services Manager
Page: 1 of 1

POLICY:

Each employee is a representative of the department and the hospital and will conduct themselves in a responsible, professional manner at all times and will abide by the Administrative Appearance Code Policy. Likewise, personal appearance is a reflection of the department and hospital and conduct should align with RISES values.

PROCEDURE

1. Personal conduct must be above reproach at all times. Patients, families, and staff will be treated in a courteous, friendly, yet professional manner.
2. All departmental employees come in direct contact with patients and families. It is important that employees be neat and clean. If unsanitary conditions in the department are observed, the supervisor should be notified.
3. All employees will wear their name tag at all times. A lab jacket is to be worn over street clothes for inpatient treatment. Shoes should be comfortable and professional. In addition to the guidelines in the appearance code policy, no open-toe shoes are to be worn and no sleeveless shirts are acceptable.