

 Saint Agnes Medical Center

 **PROFESSIONAL APPEARANCE POLICY (Effective 8/1/11)**

 Saint Agnes Medical Center's image in the community is reflected by its buildings, furnishings, equipment and service, but above all, by you, the employee. Every effort is made to present the Medical Center to patients and visitors as a facility that is professional, modern, clean and well kept. As you may have regular contact with patients, visitors, volunteers, medical staff, business associates, co-workers and the public, good judgment must be exercised with regards to appearance. For example, it is not acceptable to wear buttons, pins, ribbons, stickers or any items which are not part of an authorized uniform, or which alter the professional image that the Medical Center desires to portray in accordance with our Mission, Vision and/or Core Values. In addition, it is not permissible to wear accessories which may be offensive to someone on the basis of their age, race, sex, national origin, religion, or physical or mental disabilities.

**The Medical Center has established the following criteria:**

➢ Your Saint Agnes Medical Center ID badge is to be worn at all times while on duty with the front side clearly visible. It is not permissible to attach decals, pins or other paraphernalia to your ID badge.

➢ Attire must be matched or coordinated and have a business-like appearance.

➢ Clothing should fit properly and be neat, clean and pressed at all times.

➢ Shoes and hosiery/socks appropriate for the position are to be worn at all times. In the interest of safety, direct patient care providers and all employees who interact directly with patients should not wear open-toed shoes. Shoes should be clean, polished, in good repair and in accordance with professional attire. Socks may be worn with slacks/pants.

➢ Outstanding personal hygiene is a must for all Medical Center employees. Employees should be free of bodily odors (i.e., heavily scented colognes, perfumes, lotions, and tobacco).

➢ Nails must be clean and neatly trimmed.

**Overly large or excessive tattoos or ones that contain obscene and/or other inappropriate language/designs must be covered.**

**The following are considered some examples of inappropriate attire: Sundresses, mini-skirts, bare-back dresses, halter tops, tank tops, sleeveless blouses/tops without a jacket or sweater, blue denim pants/jeans, capri pants (just below the knee), gauchos, or cropped pants that are above the ankle, bare legs, see-through or revealing clothing, shorts, flip-flop type sandals, shoes with no back strap or open back.**

➢ If you are required to wear a uniform, you must keep it clean, neat and pressed. Your uniform

must comply with the requirements set forth by your department supervisor.

➢ If you have long hair and have direct patient contact or work with food or dangerous machinery, you must have your hair pinned up off your shoulders or secured in a hairnet. Beards, mustaches and sideburns must be clean and neatly trimmed at all times.

➢ For safety and infection control reasons, no dangling earrings/jewelry should be worn in

hazardous work areas, sterile processing or storage areas or if you have direct patient contact.

***Your department supervisor may determine additional specific requirements appropriate to your area. Examples include patient care, security, maintenance, and outpatient and main admitting.***