

Vermont Psychiatric Care Hospital Procedure

Dress Code

Revised:

Date: 04/07/14

I. Responsibilities

- a. Nursing Supervisors are responsible for ensuring that staff members meet the standards for professional appearance and for determining if the safety of an employee or others is jeopardized by the employee's appearance.
- b. Failure to comply with the policy could result in disciplinary action.

II. General Guidelines for Appearance:

- a. Personal Hygiene
- b. All individuals shall be neat, clean, free of body odor and well groomed. This includes, but is not limited to trimmed head and facial hair and nails.
- c. Fingernails should be clean, conservative in length, and neatly manicured. Because of infection risks, only short, natural fingernails (nail tip may be no longer than a quarter of an inch in length) are allowed when providing patient care or when working with patient care products. No artificial nails/gels, nail jewelry, or sparkling ornaments are allowed
- d. Hair shall be clean and neat with styles that are appropriate to business attire. Long hair (below the shoulders) should be pulled back and secured when providing direct patient care.
- e. Clothing will be neat and clean, and comfortable enough to perform designated job duties. Street clothing is permissible.
- f. Clothing should be in good repair and well fitting, not too tight or too loose. Clothing that is too tight can be provocative as well as uncomfortable. Clothing that is too loose can expose body parts and/or underwear that should be covered.
- g. Clothing must cover torso and have wide shoulder straps (no spaghetti straps)
- h. Shorts, skorts, tank tops, tube tops, sweatshirts/pants, running suits, hooded garments, scarves, and shirts with commercial slogans, pictures, art and/or written messages depicting drugs, alcohol, smoking, sex, weapons, violence, or language that is obscene, provocative, disrespectful or judgmental are not acceptable attire. Tee shirts may be worn, but must be clean. Tee shirts may have company or destination logos in the area of the left breast pocket, but may be no larger than the size of the employee ID badge. Staff may wear shorts during the time they are supervising patients outdoors, but must change to long pants when working inside the hospital. Any staff involved in direct care, who would be involved in emergency interventions may not wear skirts or dresses.
- i. All shirts must have sleeves, either short or long. Tank tops, sleeveless shirts, or shirts with sleeves rolled up in such a way that they appear almost sleeveless, are not acceptable.
- j. Footwear should be such that it protects and stays on the foot. Fully enclosed shoes are recommended for all employees. Sandals may be worn if they are strapped on to the feet. Sandals without heel straps are unacceptable.
- k. Head coverings, unless a religious requirement, are unacceptable unless issued by or required by the Vermont Psychiatric Care Hospital.

- l. Wearing jewelry should be avoided. Necklaces, dangling earrings, and bracelets can be hazardous for staff and patients in certain circumstances. Small stud type earrings may be worn but even small ear hoops can be grabbed and pulled from the ear.
- m. All body piercing, with the exception of earrings, must be covered. If they are unable to be covered with clothing, they must be removed during the time at work.
- n. Tattoos must be covered where possible.
- o. Employees are encouraged to avoid excess in the use of fragrances while on duty. All staff are requested to be respectful of co-workers and patients who may be sensitive or allergic to chemical fragrances.
- p. All staff are expected to wear hospital approved identification badges while at work. Name badges should be visible and worn above the waist. Name badges are not to be compromised in a manner that prevents clear display of the name or picture ID.
- q. Staff required to monitor vital signs or perform observation checks are expected to wear or have access to a watch that features a second hand or digital display.

Guidance:

- I.** Dress Code Guidelines shall be given to all new employees during orientation.
- II.** The Director of Nursing or the Associate Director of Nursing shall be responsible to communicate and enforce these guidelines. The Director of Nursing or the Associate Director of Nursing is responsible for evaluating the appropriateness of staff attire.
- III.** The Director of Nursing or the Associate Director of Nursing may make the decision to send a staff member home to change clothing if dressed inappropriately. The time shall be charged as without pay or the employee can choose to utilize their personal, comp, or vacation time.
- IV.** Staff members shall be given supervisory feedback the first time they come to work dressed inappropriately.
- V.** Disciplinary action shall be started for any subsequent violations of the dress code.

Approved by VPCH Policy Committee	Approval Date: April 7, 2014
--	-------------------------------------