

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.10.00.00)
EFFECTIVE DATE: 9/16/21
REVISION DATE: 2/23, 5/24
REVIEW DATE: 5/23

SUBJECT: SCHOOL DRESS CODE

PURPOSE: Each student of the Saint Francis Health System School of Medical Laboratory Science projects an image of the hospital to the patients and visitors.

POLICY:

A professional image is expected of all students and staff. Students are required to abide by *PERSONAL APPEARANCE policy SFHS.PPM.11.03.01.00* and *PROFESSIONAL IMAGE (DRESS CODE) policy PC1.06.07.00.00*.

Faculty members or laboratory supervisor/management team will report a breach of policy regarding personal appearance to the program director. When there is a question about appropriateness of dress, the program director makes the final judgment. Students presenting for training, who are inappropriately attired, will clock out and be sent home to change. Student must report back for training in a reasonable time frame.

PROCEDURE:

1. T-shirts as outerwear, sweatshirts, hoodies, or apparel made with fleece are not permitted with the professional image dress code. Clothing is to be modest, neat and clean, pressed and visually appealing; skirts should be no shorter than 2 inches above the knee; under shirts should be neatly tucked into pants/skirts and not hanging out under top shirt. Appropriate undergarments are to be worn and should not be visible under clothing; blue jeans are not to be worn.
2. Shoes should be in good repair; shoes should be neutral or coordinate with designated color of uniform; shoes should be closed toe and closed dorsal, and clean; socks or hose should be worn with shoes.
3. Hair should be clean, neat and properly groomed. Hair color and style should not be extreme in nature. Hair should be secured if it could affect the ability to perform required skills. Beards, mustaches and sideburns shall not be of extreme fashion and shall be neatly trimmed.
4. Nails must be clean and well-groomed and of appropriate length for the job description of the employee. Artificial, acrylic and gel nails or any type of nail enhancement are not permitted.
5. Wearing of excessive, oversized, garish jewelry will not be allowed. Visible earrings/piercings are allowed in ears only. Students may not wear nose jewelry other than a small stud. Earrings will not be permitted on any other exposed body part such as eyebrows, lips, and body. Gauges are not permitted.
6. Tattoos should be appropriately covered. Body art/tattoos which reasonably is or should be known to be offensive because of its sexually explicit, lewd, sexist, racist or offensive nature are not permitted. Leadership reserves the right to determine whether body art/tattoo is offensive in its sole discretion.

7. Personal cleanliness is essential when working in a hospital; daily bathing, use of deodorants, and frequent shampooing are the minimum requirements; fragrances should be absent.
8. Chewing gum is not appropriate for the hospital setting.
9. SFHS name badge must be visible at all times. The badge must be worn on the outer garment with the name and picture turned out and visible. If worn on a lanyard, the length must place the badge in a highly visible location above the waist. The badge will not be worn at the waist on belt loops or belts.
10. Scrubs or business casual dress are to be worn in clinical rotations and the classroom.

10.1 Scrubs requirements:

- 10.1.1 Color: dark pewter
- 10.1.2. Pant, skirt, or dress: dark pewter
- 10.1.3. Scrub top: dark pewter
- 10.1.4. Jacket: dark pewter
- 10.1.5. Crewneck/mock turtleneck/turtleneck/polo top may be worn under the scrub top or jacket to match coordinating shirt colors: gray/dark pewter/white/pink/black
- 10.1.6. Saint Francis monogramming must be visible on the student's outer shirt garment at all times. Monogramming should be on left chest pocket and have two lines. Line number one is the approved logo and line two is the department or service line.

10.2. Business casual requirements:

- 10.2.1. Polo shirt and/or sweater: dark pewter
- 10.2.2. Males: slacks: khaki/black
- 10.2.3. Females: slacks or skirts: khaki/black
- 10.2.4. Crewneck/turtleneck (gray/dark pewter/white/pink/black) may be worn underneath.

REVIEWED BY:

Program Director, School of Medical Laboratory Science