

## **Dress Code**

<b>Authorizing Body:</b>	Curriculum Committee
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### **Rationale:**

The dress, grooming, and conduct of our students reflect upon the image of the entire School of Medicine.

### **Scope and Applicability:**

All students enrolled in the School of Medicine

### **Standard Practice Guideline:**

The expectation is that all School of Medicine students are professional in their appearance. It is the School of Medicine's goal to convey an image and appearance of competence, approachability, professionalism and respect. Therefore, it is necessary to maintain exceptionally high standards for grooming, dress and personal conduct.

### **Procedures:**

#### **Dress Code Policy For Classroom Activities On The OU Campus**

Dress code for the classroom activities on the Oakland campus is informal. However, students are expected to exercise professional discretion in their appearance and grooming. Clean casual dress is allowed. An unkempt personal appearance is not acceptable.

Please adhere to the following guidelines when attending classes on the Oakland University campus.

- Tight or revealing clothing should not be worn to OUWB activities.
- Hats and sunglasses should not be worn in the classroom or laboratory activities.
- BE MODEST AND PROFESSIONAL with regards to hair, dress, jewelry, and fashion accessories.

#### **Dress Code Policy For Professional Settings (Beaumont Health Systems Campuses And Patient-Care Settings)**

All School of Medicine students must maintain a professional appearance even when they are not seeing patients. Recommended acceptable attire includes: collared shirts, ties, slacks, skirts, blouses, sweaters and dresses and shoes intended for professional wear worn with socks or hosiery. When students are working with patients, they are expected to wear a clean white coat and conform to the dress requirements of the Beaumont Health System and the supervisory clinical department. Students who have questions about the Beaumont Health System Dress Code should direct them to the Clerkship Director or the Associate Dean for Undergraduate Clinical Education.

## **White coats in the clinical setting**

Students must wear a short white coat with their name badge and OUWB medical school patch visible at all times when seeing patients. The following guidelines should be followed regarding the use of lapel pins on the white coat:

1. There should be no more than 5 lapel pins on the coat at any one time.
2. Medical students are expected to always display the OUWB pin on their left lapel without any other visible pins. All other lapel pins should be displayed on the right lapel.
3. The following categories of pins are appropriate for the right lapel of the white coat:
  - Pins identifying membership in a professional society (e.g. AMA or a local medical society, such as the Michigan Medical Society)
  - Pins identifying membership in an honorific society (i.e. Gold Foundation, AOA, etc.)
  - Pins associated with the Beaumont Health System
  - Pins awarded for specialized training (i.e. safe space training for LGBTQ, etc.)
4. The following categories of pins are not appropriate:
  - Pins from other schools, universities or health systems.
  - Decorative or art pins
  - Political pins
5. The wearing of “affinity pins” on the lapel of the white coat may be appropriate in some instances. OUWB students are trained to display nonverbal cues such as affinity pins and door signs to indicate to patients that they are in a safe space for discussions on sensitive topics. Examples of the appropriate use of “affinity pins” might include a rainbow pin for LGBTQ issues or an armed forces pin for veterans or active duty service issues. Students may want to discuss the use of an affinity pin with their individual clinical supervisor prior to wearing any particular pin on their lapel.

## **Beaumont Health Systems Dress Code:**

### **GENERAL**

The dress, grooming, and conduct of our employees reflect upon the image of the entire Beaumont organization. The expectation of our customers is that all Beaumont staff are professional and consistent in their appearance and conduct as well as with the provision of health care services. It is Beaumont’s goal to

convey an image and appearance of competence, approachability, professionalism and respect to our patients, visitors, physicians, coworkers and community. Therefore, it is necessary to maintain exceptionally high standards for grooming, dress and personal conduct.

## **EMPLOYEE EXPECTATION**

### ***Image/Professional***

#### **Conduct**

Employees are expected to demonstrate professional image and conduct at all times when interacting with patients, visitors, staff, physicians, etc. Professional conduct includes but is not limited to the following: greeting our customers with a smile, a caring attitude; use of customer's name and title; using language appropriate in the workplace; introducing yourself by name and function; allowing patients to maintain dignity; respecting cultural and spiritual values; and responding to all requests for information or service in a courteous and timely manner.

#### **Overall Appearance**

Staff members must maintain excellent personal habits of cleanliness. Whether staff members wear uniforms, business professional or business casual attire, they are obligated to present a well-groomed appearance. All clothing, whether uniform or career wear shall be appropriate in size for the staff member's frame and shall be clean, pressed and in good condition. Business casual attire is to be approved by the Department Director on a case-by-case basis in advance.

## **FUNCTIONAL GUIDELINES**

This policy provides a framework for department managers to use in the establishment of their departmental dress code. The following guidelines have been developed to ensure a presentable Beaumont workforce. With the exception of scrub colors, department Directors may use their discretion in determining exceptions to the overall policy that meet the functional needs of their department.

### ***Identification Badge***

The identification badge shall be worn at all times, during working hours, at organizational events, work related meetings and for in-service/education programs held on Beaumont property. For ease of identification for our patients, badges will be worn on upper torso of clothing with name and photo side clearly visible. No objects of any kind may be attached to the badge. Lanyards are allowed only if they hang no lower than chest area. They may not include writing that is not Beaumont approved. Identification Badge Policy No. 255).

### **Personal Hygiene**

General appearance shall comply with the organization's high standards for cleanliness and good grooming. All clothing (including uniforms, if required) shall be clean, neat, pressed and must meet the standards set by the Hospital/ department. Makeup will be worn in moderation.

### **Perfume/Cologne**

Because of fragrance allergies/sensitivities among internal and external customers, perfume, *cologne and other scented products are strongly discouraged*, especially in patient care areas.

### **Tobacco Odor**

In response to Beaumont's commitment to promoting a healthy lifestyle for our patients, visitors and employees, employees must not report to work with the odor of tobacco smoke on their person. Refer to Nicotine Free Environment Policy No.

256. \*Please note – if the odor of tobacco is on your person, you will be sent home.

### **Jewelry**

Wearing of jewelry, pins, buttons, etc. must be in good taste and consistent with safety, professional, work environment and public image that Beaumont is committed to. Buttons and pins may not include writing that is not Beaumont approved.

### **Body Piercing**

Rings, hoops, studs or other jewelry worn in a non-traditional manner is not acceptable for the professional work place. This includes nose rings/studs, gauged ear lobes or other body piercing such as eyebrow, lip, tongue, etc. Simple/modest rings in the ears are acceptable (no more than 3 earrings per ear). Staff may wear other forms of modest jewelry (i.e. rings, bracelets), however, no more than 2 rings or bracelets per hand. Medic alert necklaces and bracelets may be worn as necessary.

In patient-care areas, no jewelry is allowed that will pose a safety or health risk to patients or employees.

### **Tattoos**

Visible tattoos are not appropriate for the healthcare and/or professional work environment. Tattoos shall be appropriately concealed by clothing.

### **Fingernails**

Nails must be clean and well groomed. In patient-care areas, nails must be no longer than ¼ inch beyond finger tip.

Artificial nails are prohibited for infection control reasons for all patient care staff (including nutrition services), those employees who receive standard precautions annual training and/or handle items to which patients are exposed. If nail polish is worn, it shall be in good repair. Nail art and nail colors which are extreme (e.g. blue, green, black, etc.) are not appropriate for the health care environment.

Regulatory requirements may be stricter in specific departments. Please consult the clerkship director for additional requirements.

### **Hair**

Hair must be clean and neat at all times. Extreme hairstyles or unnatural hair color (e.g. blue, green, purple, etc.) are not appropriate within the professional work setting.

Employees who work in patient-care areas, with food or with dangerous machinery must have their hair pinned up off of shoulders or secured away from face, to promote safety for self and patients. Hairnets may be required in some departments.

### ***Facial Hair***

Beards, side burns and mustaches shall be clean and neatly trimmed. In patient care areas with dangerous machinery, beards will be of appropriate length to promote safety for self and patients.

### ***Hosiery/Socks***

To present a professional image, it is highly preferred that all employees wear hosiery or socks at all times. Socks are to be worn with slacks only. Hosiery must always be worn with skirts and dresses. Flesh colored, ivory, white, black, navy and gray are acceptable tones for opaque or sheer hosiery.

Recognizing that it is socially acceptable in some environments to do other than indicated above, executive leadership will determine if exceptions to hosiery guidelines are appropriate for their business unit.

### ***Undergarments***

Appropriate supportive undergarments are to be worn at all times. Such undergarments must not be visible.

### ***Clothing***

All employees not required to wear uniforms must present themselves in business attire conservatively appropriate for the Hospital setting. Appropriateness of an employee's apparel will be determined by the department manager/director.\*

### ***Business Professional Attire***

#### ***Blouses/Shirts***

Appropriate attire includes shirts with collars, button front, pullover with finished neckline, blouses, turtlenecks, sweaters, jackets, blazers and lab-coats.

Acceptable fabrics are: cotton, cotton blends, linen blends, silk, wool, rayon, chambray or blends of these fibers with polyester.

Acceptable patterns are: solids and age appropriate prints. Uniform prints are allowed in designated pediatric areas only.

Unacceptable: T-shirts, sweatshirts, sports jerseys, halter/tank/midriff tops, low-cut, tube or sleeveless tops, sundresses, spaghetti strap tops/dresses.

#### ***Slacks/Skirts***

Slacks trousers and skirts must be appropriate in size for the staff member's frame and may not hang below the waist.

Skin and underwear shall not be visible in the waist area. Slack/trouser length must not hang below tip of shoe heel and will not drag on the floor surface.

Capri and gaucho pants may be worn in business casual environment only and must be of approved fabric. Unacceptable: shorts, jeans, leggings, stirrup pants, double-stitched pants, extreme dress/skirt lengths and slits, military style fatigues, jogging suits.

### **Uniforms**

Employees are advised of uniform requirements by the department manager. Uniformed employees, including employees wearing scrubs, must present a neat and professional appearance at all times (See your department's uniform/scrub guidelines for further details.)

### **Footwear**

Employees shall wear footwear which is clean, polished and in good repair. Footwear shall be appropriate to the work duties and responsibilities performed, and meet safety needs of the work environment.

Employees assigned to and working in patient-care areas shall follow the above-mentioned guidelines and more specifically, shall wear solid white leather or other leather and/or cleanable shoes (i.e. cross training) without overt contrasting trim; shoelaces will be white.

Styles such as clogs, crocs and mules are acceptable in areas where scrubs and/or uniforms are worn – with the exception of those with holes on top of shoe. For safety reasons, crocs and clogs may be restricted in areas such as nutrition services, environmental services, transportation, etc. Employees should refer to their department director for requirements in these areas.

In business areas where no lifting, pushing or continuous standing is required, heels no greater than 2 ½ inches may be worn. To promote safe movement, walking shoes or flats are recommended. While “sport” shoes may be safe and comfortable, they must also be professional looking and appropriate for the rest of the attire.

Open-toe (with closed back) or closed-toe (with sling-back) shoes may be worn in a business office setting only. Sandals are not appropriate for the professional work setting.

### ***Head wear***

No personal hats or caps shall be worn by staff inside Beaumont buildings. Hats should be removed as a courtesy when indoors.

### ***Outerwear***

Layering/Outerwear must be solid in color with no logos or artwork other than Beaumont logo. This includes sweaters, jackets, blazers and lab coats. This does not include sweatshirts or hoodies. Only white and solid colored lab coats and scrub jackets – matching uniform colors – are allowed.

### ***Cultural/ Religious Attire***

Cultural/Religious headwear such as, hijabs, yarmulkes, etc. and medical-related exceptions to this policy may be requested for specific individual circumstances by submitting a written request to the Department Director for approval.\*

## **INQUIRIES**

Questions pertaining to this policy should be directed to Human Resources.\*

\*Medical students who have questions about the Beaumont Dress Code should direct them to the Clerkship Director or to the Associate Dean for Undergraduate Medical Education.

## **Definitions:**

## **Related Policies and Forms:**

For more specific details related to Image/Appearance at the Beaumont Health System see Beaumont Image/Appearance Standards - available on HR website, or via department manager.

## **Appendix:**