



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

**SUBJECT: DRESS CODE AND APPEARANCE**

**Policy No.: A330**  
**Effective Date: 09/2000**  
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**Purpose of Procedure:** To define dress code guidelines for all nursing department personnel.

**Performed By:** N/A

**Equipment Required:** N/A

**Policy Statements:**

1. The dress and appearance of nursing personnel enhances the professional image of nursing and inspires confidence in patients, families, and other stakeholders.
2. Adequate grooming and personal hygiene are required to maintain a safe environment and to prevent the spread of infection.
3. Nursing personnel are subject to either the uniform standard or the street clothes standard as follows:  
Patient Care Providers – Uniform standard  
Support Staff – Street clothes standard
4. At any time, if an employee's supervisor finds that an employee is inappropriately dressed and, in a manner that places the employee at risk for injury, or does not meet the standards of cleanliness or modesty, the supervisor may take appropriate action, which could include progressive disciplinary measures.

**Specific Guidelines:**

1. **Identification:**

Nursing personnel must wear the Hospital's approved picture identification badge while on campus.

**KEY POINT:** The picture identification must be visible and readable at all times. It is to be worn between the shoulder and the waist.

2. **Hygiene and Grooming Standards:**

For **All** Nursing Department Employees:

- A. Hair is to be clean, neat, and safely secured not to compromise patient care.
- B. Hats, bandanas, and baseball caps are not permitted, except for those with county department or union logos worn on special days. Exception may be allowed for medical reason. Head scarfs and bandannas are prohibited except for medical, religious, or cultural reasons.
- C. Pins or buttons that are sexually suggestive or create a hostile work environment are prohibited.
- D. **Jewelry:**
  - a. Must be consistent with the work assignment, not injurious to the patient, nor pose a potential safety problem to the employee.
  - b. Dangling jewelry including bracelets, hair ornamentation, long neck chains and earrings that extend below the ear lobe may not be worn by patient care personnel for safety reasons.
  - c. Maximum of two (2) earrings may be worn in each ear in any patient care settings.
  - d. Workforce members who are in direct patient care area, can wear hoops but must be no longer than 1 inch in diameter.
  - e. Bracelet: No charms or dangling objects may be worn in patient care areas.
  - f. Medical bracelets are acceptable.
  - g. Watches: that pose a safety issue for patients and workforce (e.g. large sharp edges, elastic bands) are not allowed in patient care areas.
  - h. Wearing rings with stones is discouraged because they can harbor bacteria and also tear gloves. Band rings may be allowed if they are cleaned along with the appropriate hand washing technique. (See Infection Control Manual for hand washing specifics.)

- i. Body piercing ornaments and earrings worn in other visible exterior parts of the body, other than the ear are not permissible.

**D. Moustaches and beards must be neat and trimmed.**

**E. Fingernails:**

- a. Must be clean and short (with tips less than ¼ inch beyond the fingertips)
- b. No artificial nails may be worn
- c. Fingernail polish, if worn, must be in good condition, free of chips, and preferably clear in color.  
**KEY POINT:** Artificial nails include any material applied to the finger nail for purpose of strengthening or lengthening nails which includes; (tips, acrylic, porcelain, silk, jewelry, overlays, wraps, fillers, super glue, or nail piercing jewelry of any kind).

**F. Cosmetics and perfume should be appropriate for the work environment.**

**KEY POINT:** If anyone in the working environment is sensitive to perfumes, employees will be asked not to wear perfume.

**G. Tattoos must be reasonably covered (with exception of cultural and religious purposes)**

**3. Uniform Standard**

Uniforms are to be of suitable style, color, fabric, fit, length and non-revealing for the clinical setting.

**A. Sleeveless garments, sweat pants, leggings, knickers, and shorts are not permissible. Slogan or Logo "T" shirts are to be worn only on days designated by hospital administration.**

**KEY POINT:** Slogans or Logos on "T" shirts that could be interpreted as demeaning or insulting are not permitted.

**B. Solid-color cardigan sweaters or lab coats/lab jackets/wrap around smocks are to be used for warmth. (Patient gowns and isolation gowns shall not be worn.)**

**C. Closed toe and heel shoes with safe grip, nonslip sole, nonporous, or noncanvas, material must be worn.**

**D. Unacceptable items include flip-flops other beach type shoes and slippers.**

**E. Shoes and laces must be clean, in good repair, and meet the safety and noise abatement needs of the work environment.**

**KEY POINT:** closed toe shoes with a back constructed of sufficient strength to protect the foot must be worn at all direct patient care areas.

**F. Non-surgical scrub uniforms and scrub jackets may be worn.**

**G. Hospital provided surgical scrubs will be allowed only in the following areas: OR, Special Procedure, Anesthesia, and other designated areas.**

**KEY POINT:** Hospital provided scrubs are to be worn while on duty and only on Rancho grounds. Employees are to arrive and depart in their own personal street clothes.

**4. Street Clothes Standard**

**A. Clothing should fit properly, neat, clean, and not revealing.**

**B. Denim pants, slogan or logo "T" shirts, knickers, shorts, sweat pants, sleeveless garments, leggings, and very sheer clothing are inappropriate in the work setting.**

**C. Solid-color polo shirts are acceptable.**

**D. Employees must wear shoes that are clean, in good repair, and meet the safety and noise abatement needs of the work setting**

**KEY POINT:** No platform shoes.

**E. White lab coats/jackets may be worn over street clothes in patient care areas.**

**Revised by:** Myla Maranan, MSN, RN, CNML; Deepa Kannampuzha MSN, RN, CRRN, NE-BC & Leala Cabuay, MN, RN, CRRN

**References:**

Administrative Policy A202: Employee Protocol

DHS Policy 392.3 – Hand Hygiene in Healthcare Settings – The Joint Commission Requirements

DHS Policy 706.1 – Business Office Dress Policy

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