



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

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PURPOSE:

Rancho Los Amigos National Rehabilitation Center enjoys a unique position and reputation in the medical and rehabilitation community. This reputation is based on quality patient care provided by competent staff.

Professional competence may be decided by the public within the first few minutes. Personal appearance contributes significantly to a positive or negative first impression.

Attire must be appropriate for patient treatment and for attending family conference, clinic or rounds. The cleanliness and state of repair of clothing give an immediate impression concerning one's personal habits. Inattention to details on a personal level may reflect or imply inattention in providing patient care. Staff appearance has great impact on patients. Inappropriate dress and unkempt appearance can be disruptive and influence the patient-therapist relationship and may be offensive to others.

Each employee is an official representative of the Occupational Therapy and Recreation Therapy Department, the rehabilitation center and the professions in general. This is true whether an employee is treating a patient, participating in a staff meeting or family conference, or simply walking on the hospital grounds.

POLICY:

Employees are expected to meet the standards of personal appearance given below. Anyone not meeting standards will receive a verbal warning and will be expected to correct the problem. If the supervisor deems that an individual's dress is interfering with patient care due to safety, provocative nature of the clothing or lack of cleanliness and hygiene, the staff will be asked to return home, dress appropriately and report back to work the same day. The time used will be the employee's own time. Repeated failure to comply with these departmental standards will result in disciplinary action.

STANDARD:

1. Photo Identification badges must always be worn and visible when on duty including when off grounds with patients.



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2. Clothing needs to allow freedom of movement and not require the attention of the wearer to maintain propriety or modesty.
3. Clothing should not impede safety of staff or patients.
4. Attire must be clean, pressed and in good state of repair and fit properly.
5. The dress code always applies to personnel on duty including holidays, Saturdays and treatment in the community.

The following are guidelines to assist the staff in meeting expectations for professional appearance:

1. Tops:
 - a. Shirts or blouses must be opaque and long enough to conceal the entire torso even when bending or reaching.
 - b. If worn, sleeveless blouses must be worn only under a jacket or sweater.
 - c. Logo or message T-shirts are not to be worn except on days designated by the Occupational Therapy and Recreation Therapy Department, the Service, or the Rehabilitation Center. Rancho logo collared T-shirts and Rancho event T-shirts are allowed.
 - d. Appropriate undergarments should always be worn and be covered.
 - e. Scrubs are allowed.
2. Slacks:
 - a. Sweatpants, yoga pants, capri pants, leggings or shorts are unacceptable.
 - b. Blue jeans are acceptable attire only on Casual Days designated by Administration.
 - c. Scrubs are allowed.



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3. Dress & Skirts:

- a. Dress or skirt length should fall just above the knee when seated; the length must be appropriate for bending and sitting.

4. Footwear:

- a. Shoes must be selected with regard for safety; no open toed shoes, open back shoes, or heels higher than two (2) inches may be worn.
- b. Socks, stockinet's or stockings must be worn with all footwear.
- c. Athletic shoes must always be in good condition and clean. Sneakers must be white, black or brown vinyl or leather only, with one additional color trim. Water shoes are recommended for use in the aquatic therapy program.

5. Caps and Hats:

- a. Caps or hats are not to be worn on the job.

6. Hair/Nails:

- a. Hair is to be clean and not obscure the face.
- b. Nails are to be clean and not pose a safety problem.
 - I. Any types of artificial nails are not allowed.
 - II. Natural fingernails are not to be more than 1/4 inches beyond the nail bed.
 - III. Nail polish must be in good condition with no cracks or chipping.

7. Jewelry:

- a. Should not be excessive nor pose a safety or hygiene problem.



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8. Skin Markings:

- a. Must be reasonably covered (with exception for cultural or religious purposes).

Although these standards were developed for patient care staff, it is expected that clerical staff will also adhere to them and dress in a manner that is professional and safe for their work assignment.

Reference: RLANRC Administrative Policy No. A201 Employee Identification Badge
RLANRC Administrative Policy No. A245 Personal Appearance of Employee
DHS Policy No. 392.3 Hand Hygiene in Healthcare Settings - JCAHO Requirements
DHS Policy 706.1 Business Office Dress