

# LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: <b>DRESS CODE</b>	Original Issue Date: 08/91	Policy # <b>501</b>
	Supersedes: 09/20	Effective Date: 09/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by:  (signature on file) Nancy Blake Chief Nursing Officer

## PURPOSE

To establish a dress code for all Nursing employees which promotes a positive and professional image of the Los Angeles General Medical Center, to patients, families, and the public and to ensure the delivery of safe patient care.

## POLICY

All nursing employees are expected to comply with the dress code standards as outlined below, in an effort to promote a positive and professional image of the LA General Medical Center, and to ensure the delivery of safe patient care and the safety of the nursing staff.

## GENERAL DRESS CODE STANDARDS

- The official LA General photo identification badge must always be worn between the shoulder and waist, with the name and picture easily visible
- Clothing and cosmetics must be appropriate for a business environment
- Dress/skirt must be at a length that is appropriate for the business environment (no mini-skirts)
- Hair is to be clean and neatly groomed. In the patient care areas, hair shall be secured at the shoulders.
  - Beards and mustaches are to be neatly trimmed.
- No Demin jeans allowed  
(**Exception:** Special event days, jeans may be approved in non-patient/non-clinical areas, with management approval).
  - No leggings allowed
- LA General sponsored t-shirts may be worn, on special event days.

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- Lab coats: Employees who regularly attend or consult with patients and families in patient rooms may wear lab coats over street attire.
- Footwear shall be appropriate for a business environment.
  - Heels are not to exceed 2 inches
  - In patient care areas, closed toe shoes of safe grip/ non-slip non-porous material must be worn
  - Clogs are permissible
  - Socks or hosiery shall be worn in the patient care areas
  - No open toe shoes, flip-flops, or slippers allowed
- Undergarments:
  - Shall be appropriate for a business environment
  - Should not be visible underneath clothing

### **Unit Clerks**

Unit Clerks may wear casual business attire that are appropriate for the business environment.

## **STANDARDS FOR EMPLOYEES WHO PROVIDE DIRECT PATIENT CARE**

### **Uniforms**

- Uniform must be clean, unwrinkled, and in good repair
- Scrubs (solid-colored or prints) may be worn and should be appropriate for the business casual environment
- Skirt/dress must be at a length that is appropriate for a business environment (no mini-skirts)
- Capris of a length and style that are appropriate for a business environment are acceptable
  - Skorts or shorts are not acceptable

### **Hospital Issued Scrubs**

- Employees working in Operating Rooms, Labor and Delivery, Cath lab and Angio-Interventional Radiology must wear hospital-mandated scrubs. Hospital issued clothing may not to be worn off campus. Appropriate attire must be worn to and from the changing rooms.
- In certain cases, staff may be issued hospital scrubs.

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### **Hawkins-Behavioral Health Dress Code**

- Employees providing direct patient care may be approved to wear business casual attire, that is appropriate to the patient care setting (e.g. Hawkins -Behavioral Health ) and must follow guidelines outlined in the General Dress Code Standards listed above.

### **Miscellaneous Items**

- **Cosmetics:** Appropriate for the business casual environment
- **Caps or hats:** Hats, baseball caps, bandannas, beanies and hoodies are not permitted (exceptions may be allowed for medical, religious or cultural reasons).
- **Cover-up:** A cardigan, vest, area approved sweatshirts/pullovers, or uniform warm-up jacket may be worn with the uniform
- **Pins:** County Service pins may be worn. RNs and LVNs may wear a School of Nursing Pin. A Professional/Scholarly Nursing recognition pin may be worn. Shop steward pins, union member pins and other pins to recognize events (breast cancer awareness, charity pins, etc) may be worn, however, no more than two (2) pins may be worn at any time
- **Jewelry:**
  - Two simple rings may be worn (inclusive of one wedding set)
  - A fine neck chain may be worn
  - Two small plain earrings may be worn in each ear for a total of four (4)
  - Dangling jewelry including ornate rings, long neck chains, and earrings that extend below the ear lobe may not be worn for safety reasons
- **Body Piercing / Jewelry:**
  - Body piercing jewelry/ornaments worn anywhere other than the ear shall not be displayed.
- **Nails:**
  - Natural nails must be clean, with tips less than ¼ inch long.
  - Fingernail polish must be in good condition and free of chips.
  - Polish colors are to be consistent with a business environment (e.g. dark colors such as green, black, blue or brown are not appropriate)
  - Artificial fingernails are not permitted for those who have direct patient care.
  - “Artificial fingernails,” is defined as any material applied to the fingernail for the purpose of strengthening or lengthening nails including which include but is not limited to the following:
    - Acrylic

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- tips
- Gel
- Porcelain
- Silk
- Jewelry
- Overlay
- Dip powder
- Wraps
- Fillers
- Nail piercing

- **Tattoos:**
  - Tattoos must be reasonably covered

#### **EXAMPLES OF INAPPROPRIATE ATTIRE:**

- No leggings allowed (e.g. textured nylons or textured leggings)
- No personal protective equipment (e.g. Isolation gowns, gloves, masks, caps) shall be worn outside of isolation rooms
- Artificial nails (direct patient care areas)
- Cleavage or midriff baring tops
- Backless, strapless, or spaghetti strap, tops or dresses
- Sweatpants or sweatshirts (except area approved sweatshirts)
- Patient clothing including gowns and slippers
- Torn or unclean clothing or uniforms
- Ill fitting clothing and uniforms (e.g. oversized or too tight)

#### **Compliance:**

- Requests for exception to the dress code standards for medical or religious accommodation will be considered on an individual basis
- It is the employee's responsibility to comply with the dress code standards
- It is the responsibility of the supervisor to monitor compliance with dress code standards
- Failure to comply with the dress code standards by a contract employee may result in cancellation of assignment
- Failure to comply with the provisions of this dress code policy shall result in progressive disciplinary action, if appropriate

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**REFERENCE**

LAC+USC Medical Center 2022-2023 Orientation/Reorientation Handbook  
 LA County DHS Policy #706.1 Business Office Dress

**REVISION DATES**

1992, 1993, 1995, 1996, 1997, 05/98, 03/05, 09/08, 06/19, 09/20, 09/23