	JHU SCHOOL OF MEDICINE WORK RULE – CLINICAL OPERATIONS	Effective Date	April 14, 2014	
		Subject: Ambulatory Professional or Clinical Appearance Standards	Page	1 of 6
			Supersedes	None

I. Objectives


- a. The purpose of this work rule is to specify and communicate standards of dress for employees in an ambulatory setting.
- b. This work rule will promote a safe, professional, hygienic appearance in the workplace, while limiting the risk of infection or injury to patients, visitors and staff.
- c. To foster a positive image appropriate for a health care environment, all employees that are part of ambulatory clinical operations will be suitably attired for performing their duties. They will be dressed in a fashion that establishes confidence and respect for the Institution, and a manner that maintains the health and safety of patients, visitors, and staff.
- d. Temporary staff (agency staff and JHU temp employees) will be held to the same standards.

II. Definitions

Direct Clinical Staff	Employees that have direct clinical contact with patients during the course of their ambulatory work. Examples of these employees would include clinical nurses, nurse practitioners/physician assistants, radiologic technologists, certified medical assistants, etc.
Indirect Clinical Staff	Employees that have indirect interaction with patients in an administrative or clerical role. Examples of these employees are patient service coordinators, financial counselors, administrative staff, medical office coordinators, etc.
Uniforms	For purposes of this work rule, are clothing which has no variation and is identical for every employee within a specific group/responsibility and which is used to identify an employee as a member of that specific group or as working in that specific responsibility.


III. Procedure

Procedure: The following are established as minimum standards. Departmental standards may exceed these guidelines.

	JHU SCHOOL OF MEDICINE WORK RULE – CLINICAL OPERATIONS	Effective Date	April 14, 2014
		Page	2 of 6
	Subject: Ambulatory Professional or Clinical Appearance Standards	Supersedes	

a. **Appearance Standards** – Some areas or departments may have groups of employees or job categories that require a standardized uniform. All employees and contracted staff are required to follow the following general appearance standards:

- i. Clothing must be kept clean and well kept.
- ii. Pant length must reach the ankle. iii. Skirts are to be no shorter than 2” above the knee or no longer than ankle length.
- iv. All blouses and shirts will be conservatively cut and tucked into waistband.
- v. No jeans, sweat clothes, spandex, glitter, sequins, tank tops, logo shirts, t-shirts, low cut necklines or midriff cuts.
- vi. Undergarments must be worn and should not be visible through clothing.
- vii. Shoes must be closed toe, dress boots are acceptable (no sandals). No athletic shoes or sneakers.
- viii. Hairstyle must be neat and clean and not pose a health or safety concern for the employee or others. Safety, appearance (i.e., generally natural hair colors) and cleanliness are factors by which hairstyle acceptability will be evaluated. Beards and mustaches must be neatly trimmed and shall not pose a health or safety threat to employees or others. Hair must be worn out of eyes and worn in such a way as not to interfere with universal precautions and sterile techniques. ix. If cosmetics/make-up is worn, it shall be worn in moderation and to enhance natural features. No cosmetic enhancements (e.g., false eyelashes) that can be easily dislodged or fall off.
- x. Jewelry is to be worn in moderation. Earrings are not to be larger than a quarter. No more than three earrings per ear. There should be no additional visible body piercing including but not limited to the following: tongue & nose piercing, eye brow rings/bars, etc.
- xi. No glasses with lenses that prevent the eyes from being seen. xii. No more than three bracelets per arm or multiple rings per finger. (Wedding sets count as one ring).
- xiii. No hats or headscarves. xiv. Tattoos shall be covered (e.g., may need to wear long-sleeves or a higher collar to cover a prominent tattoo).
- xv. Belt must be worn and should match shoes.
- xvi. Fingernails are clean and of medium length. Conservative polish (neutral, clear or pastel colors) are acceptable. Artificial fingernails or nail enhancements are not to be worn by direct caregivers.
- xvii. Perfume, cologne, after shave lotion and scented body products should be used moderately or avoided altogether as some individuals may be sensitive to strong fragrances.
- xviii. Johns Hopkins photo identification badge is to be displayed at all times. Badges should be affixed to the outermost garment above chest level with the


	JHU SCHOOL OF MEDICINE WORK RULE – CLINICAL OPERATIONS		
		Effective Date	April 14, 2014
	<u>Subject:</u> Ambulatory Professional or Clinical Appearance Standards		Page
			Supersedes

employee's name and picture facing forward so that others can easily see the information and picture. Badges shall be replaced when showing signs of excess wear. Departments may require name badges be worn. Such badges must be well kept and free from any stickers or other pins.

- b. **Direct Contact Clinical Staff** – In addition to appearance standards, clinical personnel are held to the following apparel requirements:
 - i. Lab coats shall be worn over business attire when interacting with patients in clinical areas.
 - ii. Shoes
 - 1. Athletic shoes are acceptable if white or neutral color (navy, black, beige).
 - 2. Shoes should be clean and free of holes. High tops are acceptable only if white and medically necessary.
 - 3. Hosiery should be white or neutral and free of holes. Anklet socks are acceptable over hose if white or pastel.
 - iii. Scrub Attire
 - 1. Clinical staff with direct patient contact may be required to wear clinical scrub attire as determined by the department. This includes adhering to the vendor, style and colors associated with their job role. No other scrub wear or clinical uniform will be permitted.
 - 2. Operating room (OR) scrubs are to be worn by OR/Special Procedure Unit personnel only.
- c. **Indirect Clinical Staff** – Staff who do not have direct contact with patients but are present at the registration desk, financial counseling desk or other clinical area may be required by their department to wear uniform career apparel.
 - i. **Guidelines on vendor, wardrobe choices, colors and cost allocations specific to those departmental areas can be included as appendices to this work rule.**
 - d. **Exceptions** to the above may be granted for medical, cultural, ethnic or religious beliefs on a case-by-case basis. Exception requests must be presented to the department manager.


iv. **Reportable Conditions**

- a. Employees who report to work in violation of the Standardized Apparel Program guidelines will be sent home, without pay if staffing allows, or required to change into paper scrubs to correct the violation.

	JHU SCHOOL OF MEDICINE WORK RULE – CLINICAL OPERATIONS		
	Subject: Ambulatory Professional or Clinical Appearance Standards		Effective Date
			Page
			Supersedes
		April 14, 2014	4 of 6

- b. Managers should encourage staff to keep a spare set of scrubs on-hand for back-up purposes.
- c. Failure to follow unit, department or divisional Ambulatory Professional or Clinical Appearance Standards work rules and infection control policies covering personal hygiene, grooming standards and standards regarding the wearing of uniforms or scrubs, may be subject to disciplinary action. The disciplinary action would be in accordance to the JHU Human Resources Policy Section 9: Standards of Conduct and Performance. Prior to issuing disciplinary action, please consult with the Divisional Human Resources office or departmental Human Resources Manager.
<http://hrnt.jhu.edu/pol-man/section/section9.cfm#E>

APPROVAL



 Charlene Moore Hayes, VP Human Resources, JHU

 April 7, 2014
 Date




 Gloria J. Bryan, Sr. Human Resources Director, SOM

 4.7.14
 Date

ACKNOWLEDGMENT:

 Employee Signature

 Date

	JHU SCHOOL OF MEDICINE WORK RULE – CLINICAL OPERATIONS		
		Effective Date	April 14, 2014
	Subject: Ambulatory Professional or Clinical Appearance Standards		Page 5 of 6
			Supersedes

Appendix A: Ambulatory Career Apparel

Women:

White, ¾ sleeve oxford shirt embroidered or blouse. Neatly pressed and tucked into the waistband.

Only the top unbuttoned.

Stone slacks or skirt. (Pants must reach the ankle. Skirt can be ankle length or no more than 2” above the knee.)

Women’s navy embroidered blazer.

Name tag (if applicable) visible and in good condition (in addition to the hospital ID Badge)

Appropriate hosiery. (Nylons may be neutral, white or navy; socks must be dark) Navy or black shoes.

Men:

White, long sleeve or short sleeve oxford shirt embroidered. Neatly pressed and tucked into the waistband.

Top button buttoned, with tie of conservative color and design.

Stone slacks. (Pants must touch top of foot.) Men’s navy blazer.


Name tag (if applicable) visible and in good condition (in addition to the hospital ID Badge)

Dark socks.

Navy, black, or brown shoes.

Employees new to the career apparel program will be allotted \$450.00 towards the purchase of the apparel. The departmental manager has the authority to monitor the purchases of the employees prior to ordering. The only authorized returns will be for errors or damaged materials. This will be strictly enforced.

Each fiscal year, employees required to wear career apparel will be allotted \$150.00 towards new apparel. If not used, the money will not roll into the following year: Any employee who goes over the allotted amounts at any time will be required to pay the overage directly to their department. Departmental managers will arrange payment with each employee.

	JHU SCHOOL OF MEDICINE WORK RULE – CLINICAL OPERATIONS	Effective Date	April 14, 2014	
		Subject: Ambulatory Professional or Clinical Appearance Standards	Page	6 of 6
			Supersedes	

Employees in their probationary assessment periods are not eligible for career apparel funding until the end of this period. Temporary employees are not eligible for career apparel funding. Employees requiring maternity clothing will not be required to dress in career apparel. These employees shall adhere to the standards set in paragraph III above.

APPROVAL

 Kelly Cavallo
 Administrator, Ambulatory Services
 The Johns Hopkins Hospital

 Date

 Renay D. Tyler, DNP, RN, ACNP
 Director of Nursing, Ambulatory Services
 The Johns Hopkins Hospital

 Date

 Stephen Sission, M.D.
 Associate Professor of Medicine
 Executive Director, Ambulatory Services The
 Johns Hopkins Hospital

 Date