



Pennsylvania Hospital  
& Surgery Center

**ADMINISTRATIVE POLICY MANUAL**

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Effective: 0808

**SUBJECT: STANDARDS OF PROFESSIONAL  
APPEARANCE**

**POLICY NUMBER: HR12**

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Attachment(s):

Related Policies:  
[HR20 - Hospital  
Provided Scrubs](#)

[HR69 - Performance  
Improvement and  
Progressive Steps](#)

## **POLICY STATEMENT**

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including but not limited to the Surgery Center of Pennsylvania Hospital.

Pennsylvania Hospital employee's dress, hygiene and grooming should be appropriate to the work situation. Neat and clean dressing, grooming, and identification are important to good patient care, the satisfaction of patients and their families, and good employee-patient relations.

## **SCOPE**

To establish appropriate and consistent appearance and identification standards for Pennsylvania Hospital employees

## **PROCEDURE**

1. Employees are expected to dress in a manner that presents a professional and neat personal appearance in accordance with the expectations of the job. It is understood that all employees will maintain normal and reasonable personal hygiene and grooming standards.
2. Clothing or accessories that are safety concerns such as open toe shoes, sandals or excessive jewelry are not permitted to be worn by employees who work in patient care areas. Employees who deliver patient care must not have artificial nails due to infection concern issues
3. Employees are permitted to wear only those items of apparel, insignia and other identifiable objects that are regular and customary for clothing being worn in a hospital and/or businesslike work environment.

Reasonable accommodations based on religious and/or cultural observances or practices such as, but not limited to, style of dress, head coverings, grooming requirements will be considered on a case by case basis

Clothing should be clean and pressed, jewelry should be worn in moderation and appropriate undergarments should be worn and concealed at all times.

Note: Insignia or clothing that contain statements of profanity is not permitted. Items of personal expression may be worn as long as they meet the criteria set forth in item 1, 2, and 3 above.

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4. Identification and Name Badges – All employees are required to wear name badges while on duty unless they interfere with the performance of duty (to be determined by the appropriate supervisor). The badge must be displayed above the waist and worn in such a manner that the employee’s name can be easily read by patients and visitors.
5. Failure to follow the guidelines as indicated in this policy and maintains the standards set by this policy will result in the employee being sent home to change. Further incidents of failing to follow this policy may result in disciplinary action under the HR 69 Performance Improvement and Progressive Steps policy.
6. Department Managers may prescribe or authorize uniforms for their departments. This prescribed attire must represent a uniform appearance for the department when appropriate. All apparel must comply with department and Pennsylvania Hospital standards for the position and the provisions of the Occupational Safety and Health Act.
  - a) Each department may modify specific restriction(s) due to the work requirements of that department.
  - b) Hospital-Provided Scrub Uniforms may only be worn in accordance with the Hospital-Provided Scrubs Policy, HR 20.
7. Individual departments may develop specific employee dress codes that work in conjunction with this policy.
  - a) All patient care areas should have approval from the appropriate Clinical Director or Vice President prior to establishing/changing uniform colors/styles.

## IMPLEMENTATION

Implementation and control of this policy are the responsibility of Senior Leadership, Service Directors and Human Resources. Employees are responsible for abiding by the standards of this policy.

/s/Kathleen Kinslow  
 Kathleen Kinslow, CRNA, EdD, MBA  
 Executive Director

09/08/08  
 Date

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