



Policy and Procedure Manual

Scope of Responsibility:

Entire Institution

Professional Appearance Policy

Policy #:	4.10.001
Chapter:	Human Resources
Effective Date:	10/01/2008
Date Revised:	06/10/2021

POLICY

Cheyenne Regional Medical Center and Cheyenne Regional Medical Group (collectively Cheyenne Regional) are committed to the highest quality patient care and dedicated to service excellence which is reflected in the professional image of our staff. Employees are expected to adhere to the guidelines of professional appearance as they are an integral component of customer service and patient safety.

Department directors/managers are responsible for ensuring compliance with this policy. Any dress and/or grooming issues that are not directly mentioned in this policy are subject to a review by the department director/manager. For guidance about policy interpretation and decision-making, department directors/managers should contact their specified Human Resource business partner.

If a department director/manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy. The time away from the work area shall be unpaid.

PROCEDURE

A. New Employee Orientation

1. Clinical staff shall dress in the appropriate color, logo wear/scrubs designated for their departments or shall dress in professional business attire.
 - a. Logo wear/scrubs may be ordered from employee's vendor of choice but must be embroidered by a vendor approved to reproduce the Cheyenne Regional logo. A list of approved vendors can be found at Cheyenne Regional – Intranet>Staff Resources>Scrubs & Logo Apparel. The logo shall be embroidered and placed on the left upper chest.
 - b. Payroll deduction orders shall be taken out of the first paycheck once Cheyenne Regional is notified of the charges.
2. Employees who haven't received their scrubs by the time they are to report to their units shall obtain blue or green scrub tops from Environmental Services to wear along with their own solid colored pants until their department scrubs arrive.



3. Non-clinical staff shall dress in professional business attire.

B. Daily Requirements

1. All Staff / Agency Staff

a. Badges

- i. Employees shall wear picture ID badges with the name and photo facing forward on the upper right or left chest area while on Cheyenne Regional property.
- ii. Lanyards may be worn in non-clinical areas, and breakaway lanyards may be worn in clinical areas.
- iii. Badges shall be free from modification and any “stick on” decorations other than stickers approved and distributed by the organization.
- iv. Appropriate pins, such as hospital service pins and professional school pins may be worn but shall not obstruct the badge.

b. Clothing

- i. Non-clinical employees shall dress in a manner normally acceptable in a professional business setting.
- ii. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition, is not excessively tight or revealing, or of extreme style. Hats, caps, and other head coverings are prohibited, except if worn as part of a uniform, religious reasons, or health/safety/medical reasons.
- iii. Jeans and patterned scrub tops will only be allowed for special occasions as approved by the Chief Executive Officer.
 - Jeans: Can be worn by staff who typically dress in business casual attire on approved jean days. If and when employees are allowed to wear jeans, the jeans cannot have rips, holes, frays or tears, including those by design, and cannot be worn below the waist or hip line. Tops can include business casual, Cheyenne Regional logo wear, or polo shirts (no t-shirts).



- Jeans may be worn for such occasions as office moves, or times when the nature of the work being done may be extremely dirty or damage other clothing.
- Patterned scrub tops: Can be worn by staff who typically wear scrubs as their uniform on approved days. Employees must wear the appropriate colored scrub bottoms for identification.

c. Footwear

- i. Footwear should be appropriate for the professional business work environment, weather appropriate, and be in neat and clean condition.
- ii. No flip flops or footwear that is made of rubber or plastic that would typically be worn around bodies of water.

d. Fragrance

- i. Staff in patient care areas shall be fragrance free (of toiletries or personal cleaning products – not containing perfume).
- ii. Employees shall report to and/or return to work free from the odor of smoke or tobacco-related products.
- iii. In non-clinical areas, fragrances shall be minimized.

e. Hair

- i. Hair will be clean, well-groomed and maintained so it does not constitute a safety or a health problem.
- ii. Facial hair is permissible provided it does not constitute a safety, sanitation, or health problem. Facial hair will be clean and neatly trimmed at all times.
- iii. In clinical care areas, hair that is shoulder length or longer must be pulled back into a full ponytail.
- iv. Hair should be a natural color and not dyed to unacceptable colors as to alarm visitors or patients.

f. Fingernails

- i. Artificial nail enhancements are not permitted for anyone who has contact with patients, patient supplies, or in any patient care area.



- ii. Artificial nail enhancement is defined as anything applied to the nail other than temporary nail polish.
- iii. Fingernails are to be clean, smooth, and of short length (1/4 inch total or 1/8 inch beyond the fingertip).
- iv. Temporary nail polish (not long wearing) is permitted but shall be fresh and in good repair, not chipped or cracked.

g. Tattoos

- i. Tattoos shall be covered if prominent and/or offensive (e.g. large tattoos on forearms and neck).
- ii. Department director/manager has the authority to determine which tattoos need to be covered.
- iii. Those not covered shall be non-violent, non-offensive, and non-profane.
- iv. Facial tattoos are prohibited.

h. Jewelry

- i. Jewelry shall not jeopardize or interfere with employee or patient safety and shall be discreetly worn.
- ii. One (1) small stud may be worn in the nose; all other facial, oral, and neck piercings including gauges are prohibited.
- iii. Staff who have contact with patients, patient supplies, or in any patient care areas are permitted two rings maximum.
- iv. Cleanable watches are acceptable if it does not interfere with appropriate hand hygiene technique.
- v. Fabric, leather, cloth, or string bracelets are not permitted for those who have contact with patients, patient supplies, or in any patient care area.

2. Clinical Staff

- a. The standard is solid color uniforms/scrubs (tops and bottoms)/scrub jackets with the logo and Cheyenne Regional Medical Center embroidered on the left upper chest.
- b. Staff providing direct patient care shall:



- i. wear footwear that is non-slip, closed toed, and free from holes
 - ii. refrain from chewing gum
- c. The colors for disciplines/clinical areas are:
- i. RN's – Midnight Blue
 - ii. LPN's – Eggplant
 - iii. CNA's – Teal
 - iv. Patient Care Coordinators – Royal Purple Shirts and Light Gray/Silver Pants
 - v. Techs for OB/Behavioral Health/ED/EKG/CC/HBO – Pewter
 - vi. Cardiopulmonary – Royal Blue
 - vii. Laboratory – Caribbean Blue
 - viii. Inpatient Therapy – Ciel Blue
 - ix. Patient Transporters – Khaki
 - x. Medical Imaging and WY Heart & Vascular Institute – Evergreen
 - xi. Pharmacy – Wine
 - xii. Home Care Therapy – Ciel Blue
 - xiii. Administrative Rapid Response Team – Red Shirts/Black Pants
 - xiv. Emergency Department Physicians and Advance Practice Professionals – Black
 - xv. Patient Safety Attendants – Khaki Pants with Black Polo Shirt
 - xvi. Infection Prevention – Professional Dress, or Black Scrub Bottoms/Magenta Top
 - xvii. Clinical Nutrition – Professional Dress with White Lab Jacket, or Turquoise Scrub Top/Black Scrub Bottoms with White Lab Jacket.
 - xviii. Cardiac/Pulmonary Rehab – Professional Dress or Charcoal/Pewter Top/Black Bottoms
- d. ARU Therapy



- i. Staff shall wear Cheyenne Regional logo wear tops. Shirts/blouses/other tops shall be worn with black, tan, gray, or navy blue pants/skirts and appropriate shoes.
- e. Operating Room Staff
 - i. All staff working in the operating room setting shall wear light blue scrubs.
- f. Facility Support (Food and Nutrition, Bio-Med, Engineering, Environmental Services, and Central Supply)
 - i. Staff shall be dressed in appropriate uniform or Cheyenne Regional logo wear shirts. Staff shall wear these shirts with black, tan, gray, or navy blue pants/skirts and appropriate shoes.
 - ii. Environmental Services' standard color is orchid/lavender.
 - iii. Food and Nutrition Staff: Assigned Uniform top with black pants and black non-slip shoes. (Uniform tops – Red for Room Service and Retail Staff, Green for coffee shop staff, Black Chef Coat for supervisors, Black/Red uniform top for Leads).
- g. Professional Clinical Services
 - i. The following staff shall dress professionally with the option of wearing a white lab coat: Pharmacy, Case Management, Clinical Nutrition, Clinical Education Specialists, Nursing Leadership OR team, and others wearing OR light blue scrubs in between cases.

C. Non-Employees

- 1. Students shall wear a student name badge at all times and dress in the uniform designated by the school/university. If there is not a designated uniform, professional dress with a lab coat is required.

D. Agency Staff

- 1. Agency staff shall wear the same dress designated for the discipline/department for which they are working. Scrubs of the same color as their assigned discipline/department without the logo are acceptable.

References: <https://www.cdc.gov/handhygiene/>

Policy Cross Reference:

This policy replaces the following policy:



Cheyenne Regional
Medical Center

Policy #: 4.10.001

Title: Professional Appearance Policy

Chapter: Human Resources

Key Words: Dress Code, Jeans, Scrubs, Logo wear, ID, Badges, Jewelry, Uniforms



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<i>Signatures:</i>	<i>Committees:</i>
<i>Originator:</i>	
Director of Human Resources: _____ Date: _____	
<i>Authorized By:</i>	
Chief Legal and Human Resources Officer: _____ Date: _____	PRC Review Date: May 2021