I. SCOPE / PURPOSE

Personal appearance plays an important role in the public’s perception of faculty and students as professionals and Novant Health as an organization. Accordingly, Novant Health has implemented the professional image policy to provide guidelines for dress and appearance when participating in educational experiences that are clinical, non-clinical, or observational.

II. POLICY

Faculty and Students are expected to maintain a neat, well-groomed appearance at all times the nature of the educational experience, safety and that of their coworkers and peers, as well as the interaction with customers, vendors and the public. This policy sets forth minimum guidelines and standards for all faculty and students participating in experiences that are clinical, non-clinical, or observational at any Novant Health facility.

A. General Guidelines: Clinical regulations requirements supersede all other guidelines

- Clothes must be clean and neat while in a Novant Health facility.
- Nametags or badges must be worn at all times.
- Clothes must be clean, odor free, neatly pressed, in good repair and the appropriate size.
- Conservative slacks, dress pants or Dockers are acceptable.
- Underwear must not be visible.
- Pants must be worn at waist level.
- Hemlines on pants and slacks must be crisp and may not touch the floor.
- Small, jewelry is acceptable. This includes a small gauge necklace, 2 small rings on each hand, a single bracelet, an unobtrusive ankle bracelet, 2 small earrings in each ear and a watch.
- Excessive use of makeup, extreme hairstyles/hair colors, and offensive and vulgar tattoos and/or body piercing must be avoided
- Hair should be well groomed, including beards and mustaches.
- Nails must meet the guidelines specified in each facility’s infection control policies.
- Artificial or acrylic nails are not permitted for students who are participating in clinical educational experiences.
- Hats or other head coverings may be worn as required as part of the uniform, for religious purposes or for documented medical necessity.

B. **Unacceptable attire:**
- jogging suits
- shorts
- beach shoes (such as flip flops, surf shoes and sandals)
- t-shirts
- denim
- tank tops, halter tops or bare midriffs
- tight leggings/spandex stretch pants (unless worn underneath a dress or skirt)
- strapless or spaghetti-strap dresses
- non-scrub outerwear such as coats, sweatshirts and hoodies
- pajamas
- Casual knit clothing with writing or graphic messages is not acceptable

C. **Business attire:**

Faculty and students are expected to demonstrate good judgement and professional taste in business professional attire. Courtesy of coworkers and your professional image to patients and guests should be the factors that are used to assess that you are dressing in business attire that is appropriate.

Proper business attire for men includes suits, collared shirts, sports jackets, and pants that are typical of business formal attire at work. For women, business attire includes pant, or skirt suits with a blouse/top and sports jackets or a professional dress. Professional dresses and skirts must fit appropriately and should be no shorter than 2 inches above the knees.

D. **Business Casual Attire**

It is the policy of Novant Health to permit business casual attire in certain facilities and/or departments. However, in all cases attire must be appropriate to the care setting. Also, students & faculty permitted to wear business casual attire are expected to use good judgments to when it is appropriate to dress more formally (for meetings or presentations inside or outside of the facility, for example).

Acceptable business casual clothing could include:
- casual slacks, pants and knee length skirts
- capri pants-defined as mid-calf to just below the knee
- sweaters
- jumpers, casual knee length dresses and sweaters
- skirts and dresses no more than 2 inches above the knee (in a standing position)
• casual shoes

E. Uniforms: (Applies to nursing students and allied health)
• Student uniforms should have a readily visible patch located on the shoulder of the uniform or chest area that has school name ex: “Student Nurse”, “Student-Respiratory Therapy”, etc
• Students may wear a lab coat with the school name and student designation readily visible.
• Uniforms will be all scrub material, but can be any uniform manufacturer’s material.
• Scrub/nursing dresses are acceptable in designated colors.
• White T-shirts, turtlenecks or mock turtlenecks
  o Anyone can wear white t-shirt, turtlenecks or mock turtlenecks under scrub tops as an undergarment.
  o No logo should be seen on the necks of the T-shirts or turtlenecks.
• Scrub pants should fit properly so as not to drag on the floor over the shoe.
• Only nursing personnel may wear white tops as part of the accepted uniform.
• Support positions that require RN credentials should be in a lab coat/jacket over street clothes.
• Replace uniforms when they become faded or in disrepair.
• When in public or patient care area sleeveless garments are not allowed unless covered with lab jacket or lab coat at all times.

F. Shoes:
• Shoes must be clean and polished
• Clean; black, white or navy shoes that are kept in good repair Shoes with open toe holes or holes on the top of the shoes are not allowed in clinical areas.
• Shoe material must be non-permeable.
• All footwear worn in clinical areas must be slip resistant.
• Heels should be less than 3 inches high. Flat heels are recommended.
• Hosiery or socks of a single color (without a pattern) are acceptable if they are coordinated with clothing.
• Socks cannot be worn with dresses or skirts.
• Bare legs are not acceptable.
• Sandals and boots are not appropriate.

III. QUALIFIED PERSONNEL

N/A

IV. EQUIPMENT

N/A

V. PROCEDURE

The procedure serves as a guideline to assist personnel in accomplishing the goals of the policy. While following these procedural guidelines personnel are expected to exercise judgment within their scope of
practice and/or job responsibilities.

N/A

VI. DOCUMENTATION

N/A

VII. DEFINITIONS

N/A

VIII. RELATED DOCUMENTS

Professional Image - NH-HR-6025 policy

IX. REFERENCES

N/A

X. SUBMITTED BY

Director Novant Health Student Programs

XI. KEY WORDS

Student Dress Code, Faculty Dress code, Student Professional Image, Student Uniform, Faculty Professional image, Student Attire, Faculty attire

XII. INITIAL EFFECTIVE DATE  January 1, 2016
DATES REVISIONS EFFECTIVE  9/18
DATES REVIEWED (No changes)
Date Due for Next Review  9/21
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