

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Policy: Dress Code and Personal Appearance

Category	Clinical Operations
Policy Number	OP 10-10.50
Approval Date	August 2021
Effective Date	August 2021
Supersedes	April 2018

Applicable to

VUMC

Team Members Performing

All faculty & staff Faculty & staff providing direct patient care or contact MD House Staff APRN/PA RN LPN

Other:

Responsible Committee

Clinical Operations Committee Pharmacy, Therapeutics, and Diagnostics Committee

Clinical Practice Committee Health Record Executive Committee

Quality Steering Committee Information Privacy and Security Executive Committee

Infection Prevention Executive Committee Medical Center Safety Committee

Content Experts

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I. Purpose:

To convey a professional appearance to patients, visitors, and co-workers.

II. Policy:

All employees are expected to dress in a professional manner appropriate for patient-facing and non-patient facing environments.

III. Specific Information:

A. Identification badges are worn in clear sight above the waist with name, title, and picture clearly visible.

- B. Apparel and shoes are clean, neat, in good condition, and well-fitting.
- C. Hair is clean and contained in such a manner that it does not come in contact with the patient or visitors.
- D. Fingernails: Follow [Hand Hygiene](#) policy.
- E. See Appendix for further specificity.
- F. Standard Attire for Clinic Check-in Areas:

The standard career apparel for the front desk staff (e.g., Patient Service Specialist and other staff who regularly cover outpatient check-in and/or check-out functions or who regularly interface with the public) is as follows:

1. Shirt: Light blue or white button down.
2. Vest or Blazer: Navy with approved logo (VUMC, MCJCHV, and Joint Venture Walk-In Clinics are the approved logos). Vest or blazer must be worn at all times.
3. Pants or Skirt: Charcoal gray.
4. Shoes: Closed-toe.

Staff will be allotted \$400 for purchasing standard attire during the first year of their employment with Vanderbilt University Medical Center. After each year of continuous employment, staff will be provided with \$250 for standard attire purchases. All clothing, with the exception of the shoes, must be purchased through a VUMC-approved vendor. Staff may be allotted additional funds to cover necessary clothing purchases beyond the allotments specified here. For more information on how to order and exchange clothing, please reference the Front Desk Standard Attire SOP.

- G. When staff's clothing or uniform becomes contaminated while on duty with blood, body fluids or hazardous chemicals, staff exchange their soiled clothing for scrubs per Safety policy SA 60-10.02, [Handling Contaminated Clothing \(SOP\)](#).
- H. Departments or entities may implement more restrictive policies to further define standards of dress and grooming relative to jobs within their area.
- I. Reasonable accommodations can be made for medical and or religious/spiritual/deeply held personal beliefs unless such accommodations pose a risk to the safety or health of the individual or

others. Employees should follow the accommodation request process accessible via <https://hr.vumc.org/employee-relations/accommodations>.

IV. Endorsement:

Clinical Operations Policy Committee	August 2021
Executive Policy Committee	August 2021

V. Approval:

Marilyn Dubree, MSN, RN, NE-BC Executive Chief Nursing Officer, VUMC	8/24/21
C. Wright Pinson, MBA, MD Deputy CEO and Chief Health System Officer, VUMC	8/24/21

VI. References:

VUMC Human Resources. (2021). Request for Accommodations Process.
Retrieved via <https://hr.vumc.org/employee-relations/accommodations>.

VUMC Policy Manual. (2021). Retrieved from <https://vanderbilt.policytech.com>.

Clinical Operations Category:
[Scrub Attire: Inventory Control](#)

Human Resources Category:
[HR - Smoking, Tobacco, and e-Cigarettes](#)

Infection Prevention Category:
[Hand Hygiene](#)

Safety Category:
[Handling Contaminated Clothing \(SOP\)](#)
[Smoking and Tobacco Use](#)

Appendix: Specific Applicability

“Yes” indicates applicability:

Description	Clinical, Patient-Facing	Non-Clinical, Patient-Facing	Non-Clinical, Non-Patient Facing	On-Camera Meetings
Clothing is well-fitting, clean, and free of holes, tears or other signs of wear	Yes	Yes	Yes	Yes
Clothing is not tight, sheer, or revealing (leggings allowed if worn with attire that is mid-thigh in length)	Yes	Yes	Yes	Yes
Tops are not backless, midriff, strapless, off-the-shoulder, or spaghetti strap	Yes	Yes	Yes	Yes
Clothing does not restrict proper handwashing technique (e.g., thumb shirts/sweaters)	Yes	Yes	Yes	Yes
Shoes are closed toe	Yes	Yes	No	No
Shoes are clean and in good condition.	Yes	Yes	Yes	No
Hats, caps, bandanas, hair bags/shower caps are not worn when in buildings unless for medical condition, safety purposes, or established religious customs	Yes	Yes	Yes	Yes
No heavy perfume, cologne, scents	Yes	Yes	Yes	No
No visible body piercing/jewelry except for ears/nose with simple (i.e., stud or tiny) earrings	Yes	Yes	Yes	Yes
No visible tattoos on face; no other visible tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination	Yes	Yes	Yes	Yes
No blue denim jeans	Yes	Yes	No	No
No colored jeans	Yes	Yes	No	No
No shorts	Yes	Yes	Yes	Yes
No sports attire (e.g., athletic sportswear, including hoodies), unless part of unit-approved VUMC uniform	Yes	Yes	Yes	Yes