

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Policy: Dress Code, Identification Badges, and Personal Appearance

Category	Clinical Operations
Approval Date	July 2022
Effective Date	July 2022
Supersedes	August 2021

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

Lead Author: Robin Steaban, Chief Nursing Officer, VUH
Avni Cirpili, Chief Nursing Officer, VPH
Clisby Hall, Senior Advisor for Health Policy
Michele Hasselblad, Vice President, Ambulatory Nursing
Rochelle Johnson, Senior Director, Employee and Labor Relations
Kathie Krause, Chief Nursing Officer, Children's Hospital
Vicki Maddox, Infection Prevention Systems Director
Julia Morris, Managing Counsel
Alfredo Sergio, Division Counsel
Janice Smith, Vice President, Adult Ambulatory Operations
Kyla Terhune, Associate Dean for Graduate Medical Education
Jaclyn Thomson, Director, Employee and Labor Relations

I. Purpose:

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

II. Policy:

All Vanderbilt University Medical Center (VUMC) employees are expected to dress and present themselves in a hygienic and professional manner appropriate for patient-facing and non-patient facing environments.

III. Specific Information:

- A. General Attire Standards: Employees in all positions are expected to wear professional attire appropriate to their work areas, including virtual/on-camera work environments. *See* Appendix A for more details. *See* Appendix B for details regarding Clinic Check-In areas.
- B. Identification badges are worn in clear sight above the waist with name, title, and picture clearly visible. Additional information about credentials is included on Appendix C, VUMC Identification Badges.
- 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 VUMC policy, [Hand Hygiene](#).
- E. Tattoos and piercings are allowed. *See* Appendix A for further specificity.
- F. 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. Reference [Handling Contaminated Clothing \(SOP\)](#).
- G. Departments or entities may implement policies and/or standard operating procedures (SOPs) to address specific job requirements and/or safety concerns and will consult with VUMC Human Resources/Employee and Labor Relations in connection with the development and/or implementation of such policies and/or SOPs.
- H. Reasonable accommodations may 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>. Questions or concerns about reasonable accommodations should be directed to VUMC Human Resources/Employee and Labor Relations for review.

IV. Endorsement:

Clinical Operations Policy Committee	June 2022
Executive Policy Committee	July 2022

V. Approval:

Marilyn Dubree, MSN, RN, NE-BC Executive Chief Nursing Officer, VUMC	7/28/22
C. Wright Pinson, MBA, MD Deputy CEO and Chief Health System Officer, VUMC	7/29/22

VI. References:

PSS Standard Attire Allotment Program Look Book. (2022). Retrieved via E-Docs from <https://edocs.app.vumc.org/EDocsView.aspx?EDocsId=8313>.

VUMC Human Resources. (2022). Request for Accommodations Process. Retrieved via <https://hr.vumc.org/employee-relations/accommodations>.

VUMC Policy Manual. (2022). Retrieved from <https://vanderbilt.policytech.com>.

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

Human Resources Category:
[HR - Smoking, Tobacco, and e-Cigarettes](#)
[HR - Anti-Harassment, Non-Discrimination and Anti-Retaliation](#)

Infection Prevention Category:
[Hand Hygiene](#)

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

Appendix A: General Attire Standards

“Yes” indicates permitted

“No” indicates not permitted

- Attire, masks, and personal property that is visible in the work/clinical environment and to patients, visitors and co-workers should not contain:
 - Images, logos, or words that violate VUMC policies, including without limitation VUMC policies on Anti-Harassment, Non-Discrimination, and Anti-Retaliation. Concerns or questions about this standard should be directed to VUMC Human Resources/Employee and Labor Relations.
 - Reference to political groups, political candidates, or political parties.
- Leaders and managers may ask staff to put away, cover up, or remove items that do not meet these requirements.

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	Yes	Yes	Yes	Yes
Leggings worn with attire that is mid-thigh in length	No	No	Yes	Yes
Tops: backless, midriff, strapless, off-the-shoulder, or spaghetti strap	No	No	No	No
Clothing that restricts proper handwashing technique (e.g., thumb shirts/sweaters)	No	no	No	No
Shoes: required to be closed toe	Yes	Yes	No	No
Shoes are clean and in good condition	Yes	Yes	Yes	No
Hats, caps, bandanas, hair bags/shower caps worn indoors (except as required for job and/or safety purposes or for medical condition or established religious and/or cultural customs)	No	No	No	No
Heavy perfume, cologne, scents	No	No	No	Yes
Body piercing or jewelry that would interfere with the employee’s ability to (i) comply with all safety and quality care policies, procedures and requirements of VUMC (e.g., mask fitting, PPE donning and doffing, hair net wearing, metal near an MRI, dangling jewelry, etc.), or (ii) perform all reasonably assigned tasks	No	No	No	No
Visible tattoos that through their image, words, or representation, would violate VUMC policies, including without limitation VUMC policies on Anti-Harassment, Non-Discrimination, and Anti-Retaliation. Concerns or questions about tattoos should be directed to VUMC Human Resources/Employee and Labor Relations for review.	No	No	No	No

Blue or other color denim jeans	No	No	Yes	Yes
Shorts	No	No	No	Yes
Clothing/attire with graphics and/or verbiage that through their image, words or representation, would violate VUMC policies, including without limitation VUMC policies on Anti-Harassment, Non-Discrimination and Anti-Retaliation. Concerns or questions about graphics and/or verbiage on clothing should be directed to VUMC Human Resources/Employee and Labor Relations for review	No	No	No	No

Appendix B: Standard Attire for Clinic Check-in Areas¹:

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) is listed in the [PSS Standard Attire Allotment Program Look Book](#).

VUMC allots certain funding for the purchase of standard attire. Questions regarding this are directed to the area manager.

¹ VUMC Regional Hospitals may have separate provisions for standard attire for clinic check-in areas. These provisions must comply with VUMC policies.

Appendix C: Identification Badge – Credentialing and Access Color Identification

Credential Color Stripe:

No Color	(non-credentialed) Non-Clinical Staff or Non-Clinical Faculty
Light Blue	Registered Nurse and Non-credentialed: Nurse Practitioner, Physician’s Assistant, or CRNA
Titan Blue	Licensed Practical Nurse
Dark Blue	Nurse Practitioner, Physician’s Assistant or CRNA
Light Green	Clinical Fellow, Visiting Clinical Fellow, resident Physician, or Visiting Resident Physician
Dark Green	Clinical Physicians (Instructor or Professor) (Visiting Attending Physicians or Adjunct Faculty with MD)
Gold	Respiratory Therapist
Red	Paramedic

Access Color Stripe:

Pink	Access to Nurseries and Infant Handler
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