



Medical Center Policy Manual

Number & Title: A-04 – Personal Appearance and Dress Code

Owner: Clinical Services Administration

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Policy:

The following guidelines are to ensure a consistent and standardized image for all Medical Center employees. Our appearance communicates how we feel about the work we do and our organization. Professional appearance shall project competency, inspire confidence, and communicate respect to patients and their families as well as colleagues.

Procedure:

1. **Name Badges:** Must be worn with the name and photo clearly visible at lapel level. Name tags identifying the staff member, credentials and title may be worn in addition to the official MUSC badge. A lab coat with name will not replace a name badge.
2. **Hair:** Hair, beards, and mustaches shall be clean and neatly kept. Direct patient care employees may wear hair at shoulder length; long hair, including loose multiple braids, should be styled off the shoulders, pulled back and secured. Extreme hair colors, hairstyles, and hair ornaments should not be worn in a professional health care setting.
3. **Cosmetics:** Cosmetics should be used in moderation.
4. **Perfume/Fragrances:** Perfumes, colognes or heavy fragrances should not be worn, as many patients and staff members are offended, become nauseated or experience respiratory distress when exposed to chemical scents or odors.
5. **Jewelry:** Jewelry should be conservative in style and kept to a minimum to prevent loss or injury to self or patients. Visible pierced body jewelry is limited to two small pairs of earrings in each earlobe. Dangling earrings and bracelets/bangles should not be worn by direct patient care employees. Wrist watches may be worn. Rings and bracelets are limited to a total of three each. A single short necklace may be worn and should not interfere with

patient care activities. Jewelry is to be removed if it is excessive and/or interferes with safe delivery of patient care.

6. **Fingernails:** Fingernails must be clean, short, and neatly trimmed. Clear or light colored nail polish is acceptable. Extreme nail polish colors should not be worn in a professional health care setting. Decorative fingernails should not be worn in patient care settings. Artificial fingernails, tips, wraps or fillers may not be worn by direct patient care employees.
7. **Undergarments:** Appropriate undergarments must be worn under uniforms and must not be distinguishable through attire.
8. **Outer garments:** Direct patient care employees will wear scrubs as designated for each role. The scrubs will be neat, wrinkle-free, and clean. Midriff must be covered. Non-direct patient care employees will wear professional business attire which is clean, neat and conservative.

In addition to these scrub colors, employees may also wear a scrub top and/or a lab jacket with prints with the background color being the primary color as designated for each role.	
Role	Scrub Color
ASB (Unit Secretary)	Ceil Blue Lab coat / warm-up jacket with business attire
CA, PCT, Nurse Extern	Black Scrubs
TA/ATA/LTA/CC	Sea Mist Scrub Top (Landau) or Sea spray by White Swan Fundamentals and Black Scrub Pants
Lab	Wine Scrubs (Landau)
LPN	Turquoise Scrubs (Cherokee)
OT (IP)	Red Scrub Top/ black scrub pants
OT (OP)	Business attire /white lab coat with logo
Pharmacy	Olive Scrubs and Olive Polo Shirt
PT (IP)	Steel Gray Scrubs
PT (OP)	Business attire/white lab coat with logo
Radiology	Khaki Scrub Top and Black Scrub Pants

Role	Scrub Color
RN	Royal Blue Scrubs. May combine royal blue with white. Must have royal blue color in the uniform.
RT	Caribbean Blue Scrubs
Speech (IP)	Misty Gray Scrubs
Speech (OP)	Business attire/white lab coat with logo
Tech*	Sea Mist Scrubs by Landau or Sea Spray by White Swan Fundamentals
<p>*Technology Positions include the following: Adult ECHO, Adult EKG, Vascular Ultrasound, Radiation Therapy, CH Pediatric EKG Techs, CH Pediatric ECHO Techs, CNPS, Dialysis</p>	

9. The scrub colors above will affect staff in Clinical Services, IOP, Ambulatory Care, Heart and Vascular, and Children's Hospital.

Employees working in areas required to change into scrubs at work to ensure sterility will not be affected. These unaffected areas include: Labor and Delivery, Main OR, Ambulatory Care OR, Heart and Vascular Center, and Interventional Radiology.

10. Nurses working in an Advanced Clinical Nurse role may wear business attire and a lab coat when not performing direct patient care. When performing direct patient care, the expectation will be to wear scrubs.
11. T-shirts, turtleneck tops and "dickies" (of designated color or white) may be worn under the scrub top and not in place of the scrub top.
12. The following will be considered unprofessional, inappropriate attire for Medical Center based activities:
- T-shirts and sweatshirts (worn as an outer garment)
 - Isolation gowns or patient gowns
 - Recreational attire including exercise/jogging shorts or sports outfits
 - Mini skirts, sun dresses, halter tops, tank tops
 - Blue denim jeans and pants made of spandex or lycra material
 - Party clothes such as glitter, sequins, or other evening attire
 - "Revealing" clothes such as low-cut, sheer, see-through, or tight/form fitting attire
 - Leather clothing
 - Dark glasses (except for documented medical reason)
 - Head wear including hats, sweatbands, and bandannas
 - Surgical scrubs (teal blue color) worn by non-OR staff

13. **Hosiery:** Hosiery is encouraged. Socks may be worn with slacks.
14. **Footwear/Shoes:** Shoes worn by direct patient care employees must be clean, well kept (with laces tied) and should have an enclosed toe. White leather, athletic style shoes, nursing shoes, or unit approved rubber clogs may be worn by those providing patient care.
15. **Lab Coats:** A clean, neatly pressed, white lab coat will be worn when individuals are not in uniform.
16. If for religious, medical, or cultural reasons, there is a need to deviate from this policy, the employee must:
 - a. Make a request in writing;
 - b. Be willing to provide required documentation;
 - c. Have written approval from his or her manager.
17. Employees who are found in violation will be disciplined in accordance with the Human Resources Management Disciplinary Action Policy (refer to Human Resources Management Policy Manual), #45. (<http://mcintranet.musc.edu/hr/documents/POLICY45-DISCIPLINARY ACTION.pdf>).
18. Employees in departments with a specific uniform policy should adhere to the department policy, i.e., Environmental Services, Dietary, Registration.
19. Job applicant finalists should be advised of the Personal Appearance and Dress Code Policy.

Note: This policy is not a contract of employment and should not be relied upon as such. This policy may be changed at any time by the MUSC Medical Center.