

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 14 – UNT Health</b>
I. <b>14.130 UNT Health Dress Code</b>	

II.

**Policy Statement.** All UNT Health providers and staff will dress in a professional manner appropriate to their role in delivering safe, high quality patient care and excellent service.

All UNT Health providers and staff will wear clearly visible UNTHSC identification badges at all times.

All UNT Health clinic staff (nurses, medical assistants, and clinic service representatives) shall wear the uniforms provided by UNT Health Monday through Thursday. On Fridays, nurses and medical assistants may wear their uniforms or scrubs of their choice; clinic service representatives may wear uniforms, scrubs or business casual attire. Lab coats or scrub jackets of a matching color may be worn in addition to uniform scrubs for warmth. Sweatshirts, sweaters or outerwear should not be worn over scrubs in the clinics.

UNT Health providers shall wear professional attire and a clean lab coat with UNT Health and UNTHSC insignia while providing care in a UNT Health or JPS Community Medicine Clinic. Ties are preferred and expected, and shall be worn inside a buttoned lab coat and laundered regularly. Lab coats shall be laundered on a regular basis, at least weekly. Providers may wear clean and matching scrubs under a clean lab coat while in the office setting. White lab coats are preferred.

Clothing must fit properly, be clean, pressed and modest looking. Shoes must be appropriate for the job being performed and in good repair; flip-flops are not permitted. Skirts and dresses should be long enough that if the employee stands and bends her knee, the back hem of the skirt should touch her calf. Torn, faded, frayed, or ripped clothing; midriff-baring, off-the-shoulder, tight, sheer or revealing clothing; spaghetti strap or strapless shirts or dresses; and shorts or sports attire are not permitted. Undergarments should not be visible. Capri pants are not allowed. Employees involved in patient care or contact shall not wear jeans except on special occasions authorized by UNT Health Administration.

Hair should be a natural color, clean, and neat. Hats, caps, and bandanas should not be worn, unless for medical conditions, safety purposes or established religious customs. Visible body piercings/jewelry are not allowed to be worn except in the ears, unless for established cultural or religious customs. Gauges are not allowed. Tattoos should not be visible. Excessive cologne/aftershave/perfume is not allowed.

For infection control reasons, the following requirements apply in the clinical setting for employees with direct patient contact:

- Fingernails should be kept clean, well cared for, and no longer than ¼ inch from the fingertip in length. Artificial and long natural fingernails are not permitted. Nail jewelry is not permitted. Nail polish, if worn, must be well maintained. Chipped nail polish is not permitted.
- Hair should be contained in such a manner that it does not come into contact with the patient.
- Open-toed shoes and sandals are not permitted.
- Socks or hosiery shall be worn.
- Jewelry worn on the hands or wrists (rings, bracelets, watches, etc.) should be minimal to reduce risk of infection. Jewelry must be able to be removed for hand washing purposes and/or glove integrity.

Exceptions to this policy shall be submitted in advance by the Department Chair or Executive Director for Clinical Operations for approval by the President & CEO of UNT Health or his/her designee.

**Application of Policy.** All UNT Health providers and staff.

**Definitions.** None.

**Procedures and Responsibilities.**

1. Determination of the acceptability of dress on an individual basis is left to the discretion of the clinic Medical Director, clinic supervisor, Director of Operations, Executive Director of Operations and/or other operational leadership, given the above guidelines.

**Responsible Party:** Clinic Medical Director, clinic supervisor, Director of Operations, Executive Director of Operations and/or other operational leadership.

2. Employees may be sent home to change, without pay, if management determines that clothing or appearance is inappropriate for a professional clinical environment.

**Responsible Party:** Clinic supervisor, Director of Operations, Executive Director of Operations and/or other operational leadership.

**References and Cross-references.** None.

**Forms and Tools.** (optional)

Approved: 4/28/2011

Effective: 10/10/2011

Revised: