



PARKVIEW

Origination 07/1999
Last Approved 09/2024
Effective 09/2024
Last Revised 09/2024
Next Review 09/2026

Owner Hallie Custer: VP
Human Resources
Area Human Resources
Applicability Parkview System-Wide AG
References Archbold, Behavioral Health, Bryan + 18 more

Standards of Professional Appearance and Work Areas

Printed policies are used as a brief copy of the original and are considered valid for just 24 hours. If the print time on this copy is older than 24 hours, reference the electronic policy for the most current version.

I. Policy Statement

- A. To establish guidelines regarding appropriate attire, personal appearance and work areas.

II. Definition of Terms

- A. "Co-worker" as referenced in this policy applies to all individuals employed by Parkview Health, its subsidiaries and affiliates.

III. Procedure

- A. PH recognizes that professional co-worker appearance, as well as a clean and orderly work area contribute significantly to each patient's feeling of confidence, safety, and well-being. Leaders have the responsibility to apply these guidelines and make decisions regarding adherence to this policy. In the interests of safety, function, and patient welfare, departments may establish additional rules related to attire and workspace.
- B. **Professional Attire/Uniforms:**
 1. Those required to wear uniforms must wear clean and complete uniforms as defined by facility/area.

2. Accessories for uniforms are limited to the employee badge, professional pins and patches, and service award pins, if applicable. Other badges, patches, or pins on uniforms are not acceptable, unless approved by the appropriate leader.
3. Professional Attire guidelines establish specific colors of scrubs/uniforms for the professional groups listed below. The colors below reflect shades chosen from the Cherokee brand of scrubs. Other brands may be worn provided they match the Cherokee brand shade of the particular color.

Department	Guideline
Nursing	Caribbean blue or white scrubs
Holistic Response Nurses	Lavender scrubs
Nursing Support Staff	Olive scrubs
Cardiopulmonary and Sleep Services	Black scrubs
Radiology	Pewter scrubs
Pharmacy Techs	Wine scrubs
Pediatrics	Nursing pant color and tops appropriate for pediatric atmosphere
Lab	Royal blue scrubs, with a light blue or white lab coat
Parkview Kosciusko – Clinical Lab Assistants	Black scrubs with green logo
Pharmacists	Professional attire with white lab coats or wine pants / black shirt
Pharmacists (working in the ER only)	Wine pants / black shirt
Rehab/Therapies	Hunter green scrubs
Environmental Services (EVS)	Navy scrubs or navy Dockers-style pants with light blue polo or button-down shirt
Decentralized Equipment (EVS)	Light green scrubs
Nutrition Services	Continue to wear black and white
Biomed, Facilities, Grounds	Polo shirts and Dockers-style pants.
Home Health	Specific to clinical specialty as outlined above. Scrubs or Polo shirts consistent with specialty color and Docker-style pants
Occupational Health / Employee Health	Hunter green scrubs
Behavioral Health	Specific to clinical specialty as outlined above. Scrubs

	or Polo shirts consistent with specialty color and Docker-style pants. White jackets may also be worn for professional therapy staff.
PPG	Continue current attire guidelines
Parkview Research	New Eggplant scrubs
OR	Hospital provided scrubs
Endo	Hospital provided scrubs at some facilities; if not provided, follow colors outlined for nursing/nursing support
SAU	Hospital provided scrubs
OB and NICU	Hospital provided scrubs at some facilities; if not provided, follow colors outlined for nursing/nursing support
Students	Designated school uniforms or facility based required attire, if applicable
Guest Services	Light green button up approved logo tops and black slacks or skirt Approved black cardigan, black logo jacket or gray logo sweater
Registration/Financial Counseling	Dark gray approved logo shirt and black slacks or skirt Approved black cardigan, black logo jacket or gray logo sweater
Patient Transporters	Red tops with/dark gray bottoms
SCORe (hospital setting only)	Light gray scrubs
Cancer Institute	Radiation Therapists/Imaging – Pewter scrubs Nursing – Caribbean blue scrubs Lab - Royal blue scrubs, with light blue or white lab coat Pharmacists - White lab coats Pharmacy Techs – Wine scrubs Front Desk/Registration/Scheduling – Dark gray polo with black pants
Oncology Physician Practices	Black scrubs

Managers/clinical support	Will follow Parkview policy and wear white lab jackets when providing clinical care
---------------------------	-------------------------------------------------------------------------------------

C. Offensive Odors:

1. Strong, offensive odors from perfume, cologne, body odor, tobacco, etc. will be addressed with the coworker by the department leader. Human Resources or Employee Health/Occupational Health may also be consulted, when necessary.
2. Perfumes, colognes and essential oils are to be used in moderation due to possible allergic/asthmatic responses of both patients and staff. Those involved in patient care should be particularly careful about possible patient reactions. Co-workers may be asked to no longer wear the fragrances and may be asked to change clothes/scrubs.

D. Personal Cleanliness:

1. Co-workers must assure personal cleanliness at all times. This includes hair, beards, clothing, and nails. Anything posing a health or safety risk may be addressed on a case-by-case basis.
2. In addition, Infection Control policies specific to your department may apply.
3. For guidelines regarding artificial nails and other fingernail enhancements, please refer to the policy titled "Hand Hygiene" in the Infection Prevention online manual.

E. Jewelry and Tattoos:

1. Parkview recognizes there are multiple forms of self-expression. Co-workers may be asked to remove accessories, jewelry, or ornamentation that poses a safety or health risk.
2. Tattoos/brands that are offensive will be addressed on a case-by-case basis.

F. Shoes:

1. Clean, appropriate shoes must be worn at all times. Slip resistant shoes are preferred and may be required in some departments.
2. Other footwear specifics (i.e., opened toed shoes) will be listed in departmental policies.

G. Denim Jeans:

1. Blue denim jeans are not acceptable, unless approved by the leader associated with a special circumstance and/or event. Other denim material can be addressed within the departmental policies.

H. Shirts:

1. Shirts that include messages, insignia or pictures other than the Parkview logo are not acceptable. White or black shirts (short and long sleeve) may be worn under a scrub top.
2. Upon request, t-shirts can be created (limited to one time per year) to show support or pride in a particular department or job role. Representatives of the requesting area will work with their marketing representative to discuss idea options, keeping in

mind Parkview's branding guidelines. The marketing design team will then create up to 3 Parkview branded designs from which to choose. Co-workers will then be able to purchase the approved t-shirt.

I. Jackets:

1. Parkview or department specific logo jackets may be worn over the scrubs. Hoodies and sweatshirts are not acceptable.

J. Caps:

1. Inside PH facilities, only caps worn for religious observance are acceptable. All other caps are not acceptable, unless approved within department specific guidelines (i.e., bandannas).

K. Additional Guidelines:

1. Exceptions to uniform dress codes may be made to accommodate religious practice.
2. Departments may identify department specific dress code expectations and are expected to enforce it.
3. Members of the PH Leadership Team may decide between business casual and business professional attire (i.e., suit, tie, etc.) depending on the activities of their day.

L. Hospital-Issued Scrubs:

1. Provided to co-workers in aseptic and security risk areas only and should be worn only by co-workers in those areas. It is the hospital's responsibility to ensure that we have an adequate supply of provided scrubs for the appropriately designated departments. The utilization of hospital provided scrubs helps prevent the proliferation of hospital associated infections to the patient.
 - a. Approved areas are defined in the Parkview Health Infection Control/ Employee Health/ Exposure Control Manual.
 - b. The Director of Linen Services or his /her designee will maintain a listing of these approved areas.
 - c. If there is a special one-time need for hospital-issued scrubs in an area that does not provide scrubs to staff, an exception may be made with the approval of the Department leader or the House Supervisor.
 - d. Hospital-issued scrubs may only be worn when working in the approved area of the hospital and shall remain on-site at the end of the shift.
 - e. Unauthorized removal of hospital-issued scrubs from the facility will be considered theft, and appropriate action will be taken in accordance with the Parkview Health Corrective Action Guidelines.
2. Non-exempt co-worker who are required to change into and out of special attire such as "scrubs" must have fifteen (15) minutes change time at the beginning and end of the shift.
 - a. When possible, the change time should be included within the regularly

scheduled work shift (typically eight (8) hours plus half hour for lunch).

- b. Leaders must allow co-workers time to change into or out of scrubs during their work hours.

M. Office/Work Areas:

1. In order to maintain a safe and professional environment:
 - a. If your work space is in a public, open location, work-related materials and decorative items are not permitted on the tops of workstation cabinets. This area should remain clear.
 - b. Co-workers should leave public areas, such as the copier/printer areas, coffee stations, conference rooms, restrooms, and kitchens in a safe and sanitary condition for guests and other co-workers.
 - c. Public areas should not be decorated outside of hospital-provided décor.
 - d. Any picture or item hung directly on the walls of non-public office space must be installed by the facilities department.
2. If you have questions about professional attire and work area expectations, please see your department leader.

N. Special Day Events

1. In our healthcare environment, many of our departments may want to participate in special day events that support a cause that is within the scope of their healthcare initiatives (i.e., National Wear Red Day for American Heart Month, or Pink for Breast Cancer Awareness Month). Prior to coordinating these types of special day events, the department must coordinate with Human Resources and marketing at the corporate level, and communication will be sent system wide.

O. Work-Based Online Profile Personal Picture

1. When posting a personal picture in your work-based online profile, co-workers are expected to remain professional, and pictures are to be appropriate for the work setting. Parkview has the right to ask co-workers to change their picture if deemed inappropriate for the work setting.

IV. Reference(s)

N/A

V. Addendum

N/A

Parkview Behavioral

N/A

Parkview Bryan

N/A

Park Center

N/A

Parkview Dekalb

N/A

Parkview Huntington

N/A

Parkview Kosciusko

N/A

Parkview LaGrange

N/A

Parkview Montpelier

N/A

Parkview Noble

N/A

Parkview Hospital Randallia

N/A

Parkview Reg. Med. Center

N/A

Parkview Ortho

N/A

Parkview Wabash

N/A

COPY

Parkview Whitley

N/A

Parkview Southwest

N/A

Parkview Home Health and Hospice

N/A

Parkview Occupational Health

N/A

Parkview Physicians Group

N/A

SCORE

N/A

The Mirro Center

N/A

COPY

Approval Signatures

Step Description	Approver	Date
Approvers	Natalie Nix: Manager Human Resources	09/2024
Approvers	Bruce Buttermore: Manager Human Resources	09/2024
Approvers	Rhiannon Wade: Manager Human Resources	09/2024
Governance and Owner	Jaime Greenfield: Policy/Proced & Nurs Pract Spec	09/2024

Applicability

PBH and Park Center, PRMC, Parkview Bryan/Montpelier, Parkview Corporate, Parkview DeKalb, Parkview Huntington, Parkview Lagrange, Parkview Noble, Parkview Randallia, Parkview Wabash, Parkview Whitley / Kosciusko

References

Archbold, Behavioral Health, Bryan, Dekalb, Home Health and Hospice, Huntington, Kosciusko, LaGrange, Montpelier, Noble, Occupational Health, Orthopaedic, Park Center, Physicians Group, Randallia, Regional Medical Center, SCORe, Southwest, The Mirro Center, Wabash, Whitley

COPY