

**MARSHALL UNIVERSITY
JOAN C. EDWARDS SCHOOL OF MEDICINE
GRADUATE MEDICAL EDUCATION**

POLICY ON PERSONAL APPEARANCE AND DRESS

SECTION 1. STATEMENT AND SCOPE OF POLICY

This policy is to ensure the safety of Residents/Fellows and patients by establishing personal appearance and dress standards at the Marshall University Joan C. Edwards School of Medicine. While the University respects that Residents/Fellows are driven by personal values and cultures, a consistency in appearance is expected that reflects the professional values and culture of the University and its affiliated sites. Proper dress, grooming, personal hygiene, adornment and overall appearance support a positive and professional atmosphere, and facilitate patient services at the University School of Medicine and its affiliated sites. All Residents/Fellows must maintain professional attire and personal appearance in a dignified and professionally appropriate manner.

SECTION 2. IDENTIFICATION

- 2.1. All Residents and Fellows must wear and display University and Hospital issued I.D. badges must be displayed at all times.
- 2.2. Photo I.D. badges must be worn with the picture unobscured and facing forward.
- 2.3. Loose or damaged badges should be replaced.
- 2.4. Pins or decals (excluding professional organization or service pins) should not be attached to the badge.
- 2.5. Unauthorized badges, stickers, buttons, patches, advertisements or endorsements are not permitted.

SECTION 3. HYGIENE /JEWELRY/HAIR

- 3.1. All Residents/Fellows must demonstrate personal cleanliness, including regular bathing, proper oral hygiene and absence of controllable body odors (e.g. use of deodorants/antiperspirants).
- 3.2. Perfumes, fragrances and smoking odors should be avoided since they may precipitate allergies or sensitivities.
- 3.3. Hair must be kept clean and neatly styled.

- 3.3.1. All beards and moustaches must be trimmed and neat in appearance.
 - 3.3.2. Hair must be of a naturally occurring color (e.g., not purple)
 - 3.3.3. Hair shall be contained in such a manner so that it does not come in contact with patients. Any apparatus used to hold back hair must be clean.
 - 3.3.4. Hats or other head coverings are not permitted unless specifically designated by the program as part of appropriate work attire. Exceptions for religious reasons may be granted by the Program Director per Section 8 of this policy.
- 3.4. Fingernails should be clean, well-manicured and moderate in length (less than one-fourth inch from fingertip) and appropriate for the work site. Due to infection control guidelines, artificial nails, extensions, jeweled or pierced fingernails are not permitted.
- 3.5. All jewelry and other accessories must comply with OSHA standards and conform to the following guidelines:
- 3.5.1. Other than pierced ears, jewelry in pierced sites may not be visible or detectable.
 - 3.5.2. All other visible body piercings (including gauges and tongue piercings) must be covered or removed during work.
 - 3.5.3. Other jewelry should be appropriate for the work site, and worn in a limited fashion when working directly with patients.
- 3.6. Every effort must be made to cover visible tattoos on face, neck, arms, or hands or tattoos that are one inch in size and above. Additionally,
- 3.6.1. Tattoos that are graphic/disturbing must be covered as best as possible at all times. Examples include but are not limited to tattoos displaying violence, drugs, sex, alcohol or tobacco products.
- 3.7. Residents/Fellows must make preparations for ensuring dress and personal hygiene standards are met at all times, including after a night on-call.
- 3.8. Residents and Fellows may ask the Program Director for exception from the provisions of this Section due to religious, medical, cultural or other reasons as provided in Section 8 of this policy.

SECTION 4. FOOTWEAR

- 4.1. For safety and infection control purposes, shoes must have an enclosed toe and a sole not easily penetrable to prevent injury.

- 4.1.1. Open-toed shoes, sandals, slippers, thongs, flip flops and excessively high (more than 3 inches) are prohibited in hospital/patient care areas.
- 4.1.2. Tennis shoes/sneakers are acceptable ONLY with scrubs and must comply with Joint Commission standards.
- 4.1.3. Medical clogs are allowed.
- 4.2. Shoes must be clean and in good repair.
- 4.3. Socks or stockings must be worn at all times.
- 4.4. Residents and Fellows may ask the Program Director for exception from the provisions of this Section due to religious, medical, cultural or other reasons as provided in Section 8 of this policy.

SECTION 5. GENERAL APPEARANCE

- 5.1. Residents/Fellows should be dressed in a conservative style and in a manner that is not regarded as controversial or offensive. The following are prohibited:
 - 5.1.1. Faded, torn, ripped or frayed clothing;
 - 5.1.2. Midriff or off-the-shoulder blouses, sweaters, or dresses;
 - 5.1.3. Tight, sheer, or revealing clothing (e.g., low-cut blouses, short skirts, yoga pants, leggings and shorts with leotards);
 - 5.1.4. Clothing with advertisements, sayings, or logos, with the exception of approved University or Department apparel when worn as part of the uniform;
 - 5.1.5. Spaghetti strap or strapless shirts or dresses;
 - 5.1.6. Denim jeans;
 - 5.1.7. Shorts or sports attire, or
 - 5.1.8. Sweatshirts
- 5.2. Men are to dress in a non-controversial and conservative style in a shirt, tie, slacks, conventional shoes or loafers and a clean, white laboratory coat unless authorized otherwise by the Program Director. Suits and/or sport coats may be required by some programs.
- 5.3. Women should dress in a non-controversial and conservative in style with the following notations:
 - 5.3.1. There should be minimal or no cleavage showing.
 - 5.3.2. Hosiery may be required by some programs.
- 5.4. Proper undergarments are required for all Residents/Fellows. Undergarments should not be shown through the clothing.

- 5.5. Unless deemed otherwise by the Program Director, a clean, pressed white Lab coat must be worn at all times.
 - 5.5.1. Programs may opt to provide lab coats and/or laundering services.
 - 5.5.2. In concurrence with Section 2 above, ID badges must be worn at all times.
- 5.6. Chewing gum is not considered appropriate in the presence of patients, visitors, or guests. Chewing gum may be approved on a case-by-case basis by the Program Director for special circumstances such as participation in a Smoking Cessation Program.
- 5.7. The use of earphones, headphones, Walkman or iPods in public or patient care areas is not permitted, unless approved by the Program Director.
- 5.8. Residents/Fellows may ask the Program Director for exception from the provisions of this Section due to religious, medical, cultural or other reasons as provided in Section 8 of this policy.

SECTION 6. HOSPITAL ATTIRE /SCRUBS

- 6.1. Residents/Fellows who change into scrub clothing while on duty are permitted to wear street clothes to/from the work area.
- 6.2. Residents/Fellows wearing hospital-provided scrubs are expected to follow infection control procedures established for each area.
- 6.3. The wearing of such scrub clothing outside the treatment or work area without a lab coat is strictly prohibited unless noted below:
 - 6.3.1. Between/closely following OR cases
 - 6.3.2. At night
 - 6.3.3. On-call for Trauma
 - 6.3.4. Rotating in the Labor and Delivery, Surgical Intensive Care Unit, Emergency Department or Burn Unit.
 - 6.3.5. Other rotations or situations as permitted by the Program Director.
- 6.4. Residents/Fellows are prohibited from wearing scrubs to clinics, lectures, or conferences.
- 6.4. Non-conductive paper shoe coverings, hair coverings and masks prescribed for wear must be removed immediately upon leaving the work area and never worn about the Hospital.

- 6.5. Scrub clothing that is Hospital property is not to be worn outside. Residents and Fellows removing scrub clothing from the Hospital are subject to disciplinary action.
- 6.6 To ensure compliance with this section, Residents/Fellows are to keep a change of clothing in their locker suitable for working in the clinic and attending conference.
- 6.7. Residents and Fellows may ask the Program Director for exception from the provisions of this Section due to religious, medical, cultural or other reasons as provided in Section 8 of this policy.
- 6.8. The Program Director may modify this dress code policy to reflect program preferences in wearing of scrubs outside of the operating room.

SECTION 7 PRESENTATION ATTIRE

- 7.1 Residents/Fellows presenting are expected to dress professionally and appropriately based upon the following guidelines:
 - 7.1.1. Male Presenters should wear a nice, dark suit (navy, brown or black) with matching/complementary tie.
 - 7.1.2. Women Presenters should wear a dark pants suit or skirt/pants with a blazer with minimal or no cleavage showing and tasteful jewelry.
- 7.2 The Program Director may modify this dress code policy to reflect program preferences.

SECTION 8. EXCEPTIONS/REASONABLE ACCOMMODATION

- 8.1. The Program Director may exempt Residents/Fellows from any part of this policy based on program preference, religious, cultural, medical or disability situations. Individual requests for exception/reasonable accommodation should be submitted to the Program Director.
- 8.2. Such request will be reviewed on an individual basis for compliance with this policy, with input from the Office of Diversity and the DIO as needed.
- 8.3 Should a Resident/Fellow not be satisfied with the decision of the Program Director, appeal may be made to the DIO.
- 8.4. The decision of the DIO is final.

SECTION 9. SPECIAL OCCASION EXCEPTIONS

Costumes, holiday specific outfits or other special event outfits, including Team Spirit Days, are acceptable for predetermined special occasions/holidays upon pre-approval from the Program Director.

SECTION 10. VIOLATIONS OF THIS POLICY

- 10.1. Residents/Fellows in violation of this policy as describe above will immediately be excused from work and directed to correct the situation. Permission to return to work must be obtained from the Program Director.
- 10.2. Recurrent blatant violations of this Professional Appearance and Dress Policy may result in the following action up to and including termination.
 - 10.2.1. Violation 1 – Verbal Warning
Violation 2 – Written Warning and Meeting with Program Director
 - 10.2.2. Violation 3- Written Warning and Meeting with Program Director and DIO.
 - 10.2.3. Violation 4- Final Written Warning and Suspension Without Pay
 - 10.2.4. Violation 5- Termination
- 10.3. Appeals may be made in accordance to the GMEC Institutional Policy on Grievance.

EFFECTIVE DATE: August 1, 2014

Approved by Graduate Medical Education Committee: July 22, 2014

Approved by DIO: July 23, 2014