

VANDERBILT  UNIVERSITY  
MEDICAL CENTER

**Policy:** Dress Code and Personal Appearance

Category	Clinical Operations
Policy Number	CL 20-06.05
Approval Date	April 2018
Effective Date	April 2018
Supersedes	February 2007

**Applicable to**

Adult Enterprise                       Pediatric Enterprise                       Behavioral Health Enterprise

**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**

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**I. Outcome Goal:**

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

**II. Policy:**

All staff working with patients or patients' families or in public areas are expected to dress in a professional manner.

### III. Specific Information:

- A. Identification badges are worn in clear sight above the waist with name, title, and picture clearly visible.
- B. Apparel is clean, neat and in good condition.
- C. Hair is clean and contained in such a manner that it does not come in contact with the patient or visitors. Natural or neutral hair color is encouraged.
- D. Shoes are closed-toe without perforations, clean, and in good repair.
- E. No perfume/cologne/scents are worn in clinical care areas or areas where patients/family congregate.
- F. Fingernails are kept clean, well-cared for, and short. Artificial and long natural fingernails are not permitted for those providing direct patient care. The definition of artificial fingernails includes, but is not limited to, acrylic nails, all overlays, tips, bondings, extensions, tapes, inlays, and wraps. Nail jewelry is not permitted. Nail polish, if worn, is well maintained. Chipped nail polish is not allowed.
- G. The following are not allowed:
  - 1. Faded, torn, ripped, or frayed clothing.
  - 2. Midriff or off-the-shoulder blouses, sweaters, or dresses.
  - 3. Tight, sheer, or revealing clothing (leggings are allowed if worn with a top or dress that is mid-thigh in length).
  - 4. Clothing with advertisement, sayings, or logos, with the exception of unit-approved VUMC apparel when worn as part of the uniform.
  - 5. Spaghetti strap or strapless shirts or dresses.
  - 6. Denim jeans.
  - 7. Shorts or sports attire (e.g., athletic sportswear, including hoodies), unless part of unit-approved VUMC uniform.
  - 8. Any clothing that restricts proper handwashing technique (e.g., thumb shirts/sweaters).
  - 9. Hats, caps, bandanas, plastic hair bags/shower caps (particularly worn within buildings), unless for medical condition or safety purposes, or established religious customs.

10. Visible body piercing/jewelry except for ears with simple earrings.
11. Tattoos on face, neck, hands, and arms must be covered in patient-facing areas. Regardless of location, no tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination may be visible at any time.

H. Standard Attire for Clinic Check-in Areas:

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 or who regularly interface with the public) is as follows:

1. Female Attire:

An approved variety of sweaters, sweater sets, blouses and shirts embroidered with the appropriate Vanderbilt entity logo and the corresponding slacks in the approved entity colors are worn at all times. The sweater set is provided to give short sleeve or long sleeve options to the employee. A skirt may be worn in lieu of slacks, provided it is the approved corresponding entity color. A maternity outfit is also available in entity specific colors.

2. Male Attire:

A dress shirt with slacks in the appropriate entity colors is worn at all times. A matching necktie is available and optional.

3. Entity Colors

- a. Monroe Carell Jr. Children's Hospital at Vanderbilt (Children's Hospital): Ivory or black sweaters/sweater sets, blue blouse/shirt and khaki or black pants.
- b. Vanderbilt Health at One Hundred Oaks: Ivory or black sweaters/sweater sets, celery blouse/shirt and khaki or black pants.
- c. The Vanderbilt Clinic at Williamson County: Ivory or black sweaters/sweater sets, blue blouse/shirt and khaki or black pants.
- d. The Vanderbilt Clinic, Main Campus and Nashville Satellite Offices and PSR Floats: Ivory or black

sweaters/sweater sets, celery blouse/shirt and khaki or black pants.

- I. 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 per Safety policy SA 60-10.02, [Handling Contaminated Clothing](#).

Departments may implement more restrictive policies to further define standards of dress and grooming relative to jobs within their area.

Reasonable accommodations are made for dress or grooming directly related to an employee's religion, ethnicity, or disability unless such accommodations pose a risk to the safety or health of the individual or others.

#### IV. Endorsement:

Clinical Operations Policy Committee	February 2018
Executive Policy Committee	April 2018

#### V. Approval:

Marilyn Dubree, MSN, RN, NE-BC Executive Chief Nursing Officer, VUMC	4/25/18
C. Wright Pinson, MBA, MD Deputy Chief Executive Officer and Chief Health System Officer, VUMC	4/23/18

#### VI. References:

VUMC Policy Manual. (2018). Retrieved from <https://vanderbilt.policytech.com>.

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

Human Resources Category:  
[HR - Smoking, Tobacco, and e-Cigarettes](#)

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