



DRESS CODE
For
TEMPORARY EMPLOYMENT EMPLOYEES
in the
UK HOSPITAL

The University of Kentucky Hospital requires each employee to dress appropriately in order to convey a professional image to patients, visitors, and other staff members. Although different modes of dress are suited to different positions, each employee must maintain high standards of personal appearance and hygiene regardless of where he/she works. The Hospital makes no distinction between acceptable appearance for day, evening, night, or weekend shift employees.

The Department of Nursing has established a dress code to promote confidence in Nursing Services through the appropriate physical appearance of **nursing personnel**.

Temporary Employment employees in both clinical and office/clerical positions are expected to dress in an appropriate and professional manner. It is the responsibility of each temporary employee to ensure that his/her dress, grooming, and behavior convey a positive image. Acceptable working attire is that which falls within a range which is appropriate, safe, and conducive to promoting confidence in the staff's ability to provide quality care to patients. Below you will find information to help you adhere to the University of Kentucky Hospital's dress code guidelines.

GENERAL HOSPITAL GUIDELINES

- Casual sportswear such as jeans (or anything made of denim material), shorts, sweat suits, T-shirts (with or without printing), and revealing clothing are not permitted.
- Clothing and appearance should be clean and neat.
- While on UK property, all employees are asked to refrain from using profane or offensive language.

UNIFORMS (where applicable)

- Uniforms will be clean, free of wrinkles, neat, non-revealing, and in good repair.
- White dresses, pant suits, jump suits, and split skirts are permitted. Extreme lengths are inappropriate. Skirt lengths may be no shorter than one inch above the knee. Many areas allow colored or printed uniforms/scrubs (Consult the manager of the area in which you work before purchasing to find out what colors are approved for the area).

SCRUBS (where applicable)

- Scrub uniforms are permitted in designated areas (consult the manager of your area to inquire about the availability of Hospital provided scrubs). Lab coats are to be worn over scrubs when staff goes outside the special care areas (OB, OR, BMT) per infectious control standards. Long sleeved turtlenecks or t-shirts without writing may be worn under scrub tops. Hospital provided scrubs will not be worn outside of the Hospital.

- All tops must have sleeves. Scrub type uniform tops/jackets may be worn. Washable white cardigan sweaters or uniform warm-up jackets may be worn for additional warmth. Isolation and patient gowns are not to be worn over uniforms by staff. Sweat shirts are not permitted except with special permission and related to a special event.

IDENTIFICATION

- Hospital and Medical Center employees are required to wear the official Medical Center identification badge prominently displayed on the front upper torso when working. Badges are not to be defaced with stickers or pins.

HAIR

- Hair will be neat, clean, and controlled. For some positions, shoulder length or longer hair will be tied back at the nape of the neck or put up on the head. Beards must be clipped short and neat. Hats and scarves are inappropriate.

SHOES AND HOSE

- Open-toe shoes are not permitted.
- White leather closed toe shoes which are clean and in good repair are to be worn by all **nursing personnel** with the exception of Psychiatry. Shoes will have clean white laces. Some areas allow "surgical" clog style shoes (Consult the manager of the unit you work in before purchasing to see if they are approved).
- Personnel in Psychiatry will wear street shoes. White or neutral socks may be worn with pants. White or neutral hose must be worn by **nursing personnel** at all times with dresses/skirts.

JEWELRY

- Acceptable jewelry includes only small post or small (1/2 inch or smaller) earrings, a watch, one small chain necklace, wedding bands, and med-alert bracelets when necessary. Hand jewelry may be totally excluded in specific areas for safety and infectious control reasons.
- **Registered and licensed practical nurses** may wear the nursing pin from their nursing program.

FINGERNAILS

- Fingernails will be kept short, clean, and well groomed. If polish is worn, clear or neutral colors are preferred. Since clinical studies have shown evidence that infectious organisms are harbored under false fingernails (including acrylic), false fingernails should not be worn by direct patient caregivers.

If you have specific questions about what may or may not be permitted, ask your immediate supervisor. Failure to adhere to required dress code guidelines may result in termination from the Temporary Employment program.