

	POLICIES & PROCEDURES Number: 7311-30-013 Title: Professional Appearance and Dress Code
Authorization <input type="checkbox"/> Board of Directors <input type="checkbox"/> Senior Leadership Team <input checked="" type="checkbox"/> Vice President	Source: Human Resources Cross Index: Date Reaffirmed: Date Revised: February 19, 2008 Date Effective: June 14, 2002 Scope: SHR

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1. POLICY

- 1.1 Employees, Physicians and Volunteers of Saskatoon Health Region (SHR) are expected to have a professional appearance that is deemed appropriate for their job, within the parameters of safety.
- 1.2 Employees, Physicians and Volunteers must comply with this policy.
- 1.3 SHR will supply and maintain uniforms as required by the region or specific collective bargaining agreements.

2. PURPOSE

- 2.1 To foster respect, trust and confidence of patients/clients/residents and to meet public expectations of appropriate attire for health care employees. This policy is not intended to infringe on individual rights, but rather to encourage a professional appearance.
- 2.2 To contribute to the safety of patients/clients/residents, employees and the public.
- 2.3 To promote Infection Prevention and Control.

3. PROCEDURES

- 3.1 Where appropriate and necessary, individual departments/unit/sectors will develop protocols that specifically describe attire, personal grooming and

professional appearance required in their work environment. Protocols must comply but are not limited to the contents herein.

- 3.2 This policy along with department/unit/sector protocols will comply with collective bargaining agreements, safety policies and provincial legislation.
- 3.3 Managers will consult with Labour Relations, Occupational Health & Safety or Infection Prevention and Control when issues arise.

APPENDIX A

1. Personal Hygiene

Good personal hygiene and cleanliness are essential in promoting infection control as well as promoting a positive image to our patients/clients/residents. Personal hygiene is respectful of employees and the public. Employees must take steps necessary to prevent or address personal hygiene issues.

2. Photo Identification Badges

For security reasons, photo identification issued by SHR must be worn at all times while on shift. Photo identification must be worn above the waist, with picture and name clearly visible to patients/clients/residents, staff and public. For safety reasons, photo identification must be attached to a collar, pocket, lapel or displayed on a short breakaway lanyard.

Individuals who lose their photo identification must report the loss immediately to Security Services at Royal University Hospital, Saskatoon City Hospital or St. Paul's Hospital and a new badge will be issued at their own expense.

3. Clothing

- a) Certain categories of employees will be required to wear a uniform. All uniforms must be neat in appearance, clean and appropriate. Lab coats and scrubs will be provided to designated staff as necessary and appropriate. Where applicable, scrubs, uniforms or protective clothing will be issued by the region. These will not be worn for non-work related activities.
- b) Gowns/barrier protection will be supplied on the department/unit/sector and are to be utilized when required for standard and additional precautions. These gowns shall not be worn outside the required work area.
- c) Other Employees
Attire should be suitable to job activity and public contact.
Torn pants, t-shirts with inappropriate slogans, or revealing attire is not permitted.
- d) Casual Day
Departments/sectors may participate in "Casual Days" to promote the organization's support of community activities. Appropriate dress and appearance will be determined by the respective department/sector manager.

4. Hair

Hair must be at all times clean, well groomed and of suitable length according to job activity. Long hair is to be pinned back in patient/client/resident care areas.

Discretion is to be used with hair accessories to maintain professional appearance and safety.

Beard and mustaches must be at all times clean, well groomed, and of suitable length according to job activity.

5. Footwear

Appropriate footwear must be worn at all times. Footwear should be clean, in good condition, and should meet department/unit/sector standards for safety and sanitation. In areas where chemicals, sharps or blood and body fluids are handled, where moving patients/clients/residents and where push/pull of equipment or carts are performed, a shoe similar to a well fitting walking shoe or running shoe with a closed in toe and a closed in heel shall be worn.

6. Jewellery

In patient/client/resident areas, plain, flat, smooth rings such as wedding bands or school rings may be worn. Rings with exposed stones shall not be worn in order to prevent infections and for patient and staff safety reasons; chains may be worn inside the uniform. Small stud like earrings may be worn; and any other jewellery is to be worn in moderation consistent with departmental safety protocols and standards.

In all other areas, the wearing of jewellery, scarves, ties and accessories must not interfere with assigned duties and must not pose an infection control or safety issue to the individual or others. Department/unit/sector protocols will outline any further limitations to this policy.

Staff are advised not to bring valuable items to the workplace as SHR is not responsible for damaged or lost personnel property except as otherwise covered by a Collective Bargaining Agreement.

7. Cosmetics

SHR has been designated as "scent free". Many patients/clients/residents, employees and the public are allergic to perfumes and other scented body products. These often have an adverse affect on an individual's health. The use of perfumes and other scented body products is prohibited. Other cosmetics should be worn in moderation.

8. Fingernails

In patient/client/resident areas fingernails must be clean and trimmed short; nail polish shall not be worn; artificial nails/gel nails are not allowed in direct patient care settings because they are a source for harboring and spreading infection.

All other areas, department/unit/sector protocols must take into consideration safety, infection control, occupational or legislative requirements or issues.