I. Purpose
To establish a written guidelines for COA Nursing personnel.

II. Scope
The policy applies to all registered nurses, licensed practical nurses, clinical assistants, and unit clerk working within the COA organization.

III. Policy
COA Nursing Service personnel will exhibit professional attire at all times. This policy is the minimum requirement. Refer to department policy and procedure for additional department specific requirements.

IV. Procedure
A. Uniformed Personnel
  1. Name tags must be worn on chest and in plain view at all times.
  2. Basic nursing uniforms are to be clean, laundered, wrinkle-free, and in good condition. This includes the following:
      a. White Uniforms
      b. Matching colored scrubs, including denim looking scrubs.
      c. Colored scrub tops and white pants/skirts
      d. Oxford and polo type plain or COA logo shirts may be worn only if they are in good condition and are neatly tucked in with nursing uniform pants or if worn out must completely cover the midriff with no skin showing at all times.
      e. Uniform jumpsuits with sleeves, tailored nursing slacks or skirts are acceptable as well. No shorts or skorts will be worn.
      f. Turtlenecks or long sleeve shirts may be worn for warmth under color coordinated nursing tops.
      g. Earrings must be neat and professional allowing for no patient contact.
      h. Undergarments, which are non-visible and have appropriate coverage, must be worn at all times.
      i. Skirts/dresses should be no more than 2" above the knee
      j. Only COA t-shirts may be worn with scrubs/uniform pants (no jeans or sweat pants) at any time. Pants should be no shorter than 1" above the ankle. There should be no fraying or tearing, and the pants should fall no lower than the heel of the shoe in order to eliminate contact with the floor. Specialty t-shirts and sweatshirts are allowed only on special occasions (should not interfere with unit function).
      k. No tight fitting clothing (pants, leggings, skirts, or shirts) are to be worn. Tops should not be low cut or expose cleavage.

  3. Toes are to be covered at all times.
      a. Shoes should be clean and in good condition at all times. Shoestrings must be clean.
      b. Above the ankle high tops may be worn for support only with the pants.

  4. Appropriate professional hosiery will be worn with the nursing uniform dresses or skirts (no stripes or other designs). Socks may be worn only with pants, coordinating colors white pants may be chosen.

  5. Scrub warm ups, lab jackets, or cardigan sweaters may be worn for warmth. However no
cardigan sweater or fleece jackets will be allowed into the OR. Only cotton scrub jackets are allowed in the OR due to the sterile environment.

6. Fingernails will be trimmed and neatly groomed. They are not to extend ¼ inch beyond the nail tip. No artificial nails (acrylic or gel), tips, or nail glue-on decorations are permitted. There should be no chipping of nail polish or gel polish.

7. Hair must be clean and neat at all times - allowing for no patient contact.

8. Facial hair must not impede the seal of the N-95 mask.

9. Tattoos that consist of nudity, profanity, or are racial in nature are not allowed.

10. Visible pierced body jewelry limited to two earrings per ear only. No added piercings, such as eyelids, eyebrows, lips, nose, etc.

11. Shirts (exception 2nd) are to be long enough to be tucked into pants or, if worn out, must completely cover the midriff with no skin showing at any time. No skin should be exposed along midriff area.

12. Non-clinical days - refer to non-uniformed personnel

B. Non - Uniformed Personnel

1. A conservative standard of neatness and moderation will be expected at all times. The following guidelines apply:
   a. Name tags will be worn on chest and in plain view at all times.
   b. No jeans or denim of any kind, and no faded clothing will be worn.
   c. Skirts are allowed as long as they are knee length or longer when sitting. Acceptable length is interpreted as no more than 2” above the knee for dresses and skirts. No splits above the knee are allowed.
   d. No tight fitting clothing (pants, leggings, skirts, or shirts) are to be worn. Tops should not be low cut or expose cleavage.
   e. A lab coat may be worn when performing direct patient care.
   f. Tennis shoes may be worn:
      1. Above the ankle high tops may be worn for support only with pants.
   g. Non-uniformed personnel with direct patient care must keep fingernails trimmed, neatly groomed - not to extend ¼ inch beyond the nail tip. No artificial nails (acrylic or gel), tips, or nail glue-on decorations are permitted. There should be no chipping of nail polish or gel polish.
   h. Non-uniformed personnel with direct patient care must keep hair clean and neat at all times - allowing for no patient contact.
   i. Facial hair must not impede the seal of the N-95 mask.
   j. Tattoos that consist of nudity, profanity, or are racial in nature are not allowed.
   k. Shirts are to be long enough to be tucked into pants or, if worn out, must completely cover the midriff with no skin showing at any time.
   l. Pants should be no more than 2" - 4" above the ankle.
   m. Closed toes shoes must be worn when providing direct patient care services (i.e. teaching, consults, and support services).
   n. Visible pierced body jewelry limited to two earrings per ear only. No added piercings, such as eyelids, eyebrows, lips, nose, etc.

C. In addition to those items mentioned above in uniformed and non-uniformed sections, the following items will not be worn:
   1. Dark glasses (unless prescribed by physician)
   2. Fragrances including scented lotions
   3. Sundresses, sleeveless tops or dresses - must wear a jacket
   4. Shorts/skorts
   5. Jogging/Wind suits/Sweat suits
   6. Toe rings

D. This policy is the minimum requirement. Stricter guidelines and exceptions may be made according to the regulatory agency guidelines.
V. Definitions

1. RN - registered nurse
2. LPN - licensed practical nurse
3. CA - clinical assistant
4. UC - unit clerks
5. COA - Children's of Alabama

VI. Violations

A. Penalties for Violations
   1. First Offense: Verbal counseling and written warning
   2. Second Offense: Written warning and employee sent home to change into appropriate attire and to return to work
   3. Third Offense: Employee suspended 1-3 days without pay (depending on severity of violation)
   4. With blatant violation of the dress code, the first offense may be waived and second offense penalties initiated

VII. Reference/Regulations


Referenced Documents

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents referenced by this document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referenced Documents</td>
<td><a href="http://www.americannursetoday.com/article.aspx?id=4438#">http://www.americannursetoday.com/article.aspx?id=4438#</a></td>
<td></td>
</tr>
</tbody>
</table>

Signed by (04/09/2014) Anissia Hatcher, Policy and Procedure Coordinator
(04/09/2014) Deborah M. Wesley, SVP Nursing/Chief Nurse Ex

Effective 02/25/2014

Document Owner Hatcher, Anissia

*Paper copies of this document may not be current and should not be relied on for official purposes. The current version is in Lucidoc at https://www.lucidoc.com/cgi/doc-gw.pl?ref=childrensal:13968.*