POLICY | PURPOSE STATEMENT:
The purpose of this policy is to establish dress code standards and guidelines to ensure a professional image is presented to patients and the community, to promote safety, and to ensure continuity for employees of the Texas Tech University Health Sciences Center School of Nursing Larry Combest Community Health & Wellness Center (TTUHSC SON LCCHWC) clinics, departments, and programs.

SCOPE:
This policy applies to all employees of the TTUHSC SON LCCHWC clinics, departments, and programs. It defines the specific guidelines for non-clinical and clinical personnel, related to the dress code. It is intended to provide security through an employee identification system and to protect the employee by requiring work attire in accordance with safety and infection control consideration. Employees are required to dress appropriately when representing the TTUHSC SON LCCHWC.

PROCEDURE:
It is the responsibility of the administrator, manager, and supervisor to review the dress code policy with staff during onboarding. Employees are required to adhere to dress code policy at all times when representing the TTUHSC SON LCCHWC.

An employee’s supervisor or senior management has the authority to use his/her discretion to enforce the dress code policies when deemed necessary. Employees may be sent home to conform to the organization’s policies. Employee will be required to use personal leave for such an occurrence. Non-compliance with the dress code may lead to disciplinary action.
Policy and Procedure

DEFINITIONS

For the purpose of this policy the definitions are directly related to the TTUHSC SON LCCHWC clinics, departments, and programs.

Business Casual: Business casual attire reflects clothes appropriate to the job title. Clothing should be appropriate for the employees identified role and responsibilities.

Business casual dress generally includes slacks or khakis worn with a dress shirt or polo shirt. Skirts and dresses may not be more than two inches above the knee in length, a sleeveless dress or shirt must be worn with a cover. Shirts and blouses must cover all skin in the mid-section. No breast/cleavage exposed.

Appropriate undergarments are required. Athletic shoes may be worn on casual days. General appearance of all personnel should reflect a high standard of professionalism, and present a high level of cleanliness and hygiene at all times.

Casual Day: Employee is allowed to wear jeans (ripped, tattered, frayed jeans are not allowed) with a TTU, TTUHSC, SON, Combest, or program specific shirt, with closed toe shoes preferred.

Clinical Staff: Clinical staff is defined as an employee with direct patient care, such as nurse practitioner, midwife, dietitian, behavioral health clinical psychologist, social worker, nurse (RN, LVN).

Clinical Area: Employee whose primary job duties is working with the patient to provide direct patient care in a clinical setting such as a provider, nurse, or other medical discipline.

General: Applies to all employees of the Texas Tech University Health Sciences Center School of Nursing Larry Combest Community Health & Wellness Center (TTUHSC SON LCCHWC) clinics, departments, and programs.

Management: Management staff is defined as an employee who serves in the following roles Executive Director, Managing Director, Senior Director, Nurse Manager, Nurse Supervisor, Unit Manager, Clinic Office Manager, Unit Supervisor, and Patient Services Supervisor or other supervisory position as identified by the organization or department.
Non-Clinical: Non-clinical staff is defined as an employee who does not have direct patient care duties and responsibilities, such as outreach, community health worker, front office staff, referral staff, transportation, information technology, billing, auxiliary, management, and administration.

Outreach: Outreach staff is defined as an employee who works with clients and patients in their home, out in the community, or an identified TTUHSC location. This employee is considered non-clinical staff.

DRESS CODE REQUIREMENTS
Specific classification for employees, such as clinical and non-clinical may have a variation in dress code based on job duties and responsibilities.

Casual Clothes: Employees are allowed to wear jeans (ripped, tattered, frayed jeans are not allowed) on most Friday’s unless otherwise identified by the department. Shirts with TTU, TTUHSC, SON, Combest, or specific program design are allowed. Athletic shoes may be worn on casual days, with closed toe shoes preferred.

Clinical Staff: All clinical staff are encouraged to wear closed toe shoes at all times. Long earrings are prohibited to be worn by staff with direct patient care due to safety concerns.

Providers are encouraged to wear a lab or scrub coat, business casual attire, or scrubs appropriate for patient care. Athletic shoes may be worn. Closed toe shoes are preferred.

Nursing Staff are required to wear color-coordinated scrub top and bottom, with closed toe shoes. Athletic shoes may be worn.

Non-Clinical Staff: Business casual attire is required. Closed toe shoes are preferred.

Transportation Coordinator\Driver – Shall wear business casual dress attire which includes slacks or khakis. Shorts may be worn weather permitting with a belt. Length of shorts should be to the knee or slightly above the knee. Dress or polo shirt should be worn when on duty.

Information Technology Staff – Shall wear business casual dress attire which includes slacks or khakis with a dress or polo shirt. Jeans are allowed due to the nature of the duties required for this position.
ALL EMPLOYEES

Accessories: Jewelry may only be worn on ears, around neck, wrist, fingers, and ankles.

Combest ID Badge: Employee is required to wear the TTUHSC SON Combest issued badge while engaged in departmental duties and functions. Badge may neither be altered, disfigured, nor display any items that are not a part of the original badge.

General: Appropriate undergarments are required. Athletic shoes may be worn on casual days. General appearance of all personnel should reflect a high standard of professionalism and present a high level of cleanliness and hygiene at all times.

HSC ID Badge: Adhere to TTUHSC OP 76.02, Identification/Access Badges. Unauthorized use of a badge may be considered grounds for disciplinary action. An identification badge may neither be altered, disfigured, nor display any items that are not a part of the original badge.

PROHIBITED
Violation or non-compliance may result in disciplinary action. The employee will be asked to correct non-compliance before returning to their job duties. When this requires leaving the work area, employee will use personal leave or leave without pay while absent from their work duties.

Accessories – Sun glasses in the building, caps/hats, nose rings, ear or facial gauging, large ear rings (clinical area), facial piercings, and tongue rings,

Jeans (Monday – Thursday, and on specific days identified by the department), ripped, frayed or torn jeans,

Perfume/Cologne – Not allowed due to the sensitivity of individuals to scents. Avoid scented products when possible at work,

Shoes – No flip flops, tattered, frayed, or ripped shoes,

Shorts, sweatshirt hoodies, shirts exposing skin in the mid-section, sweat pants, shirts no breast/cleavage exposed,
Skirts and dresses may not be more than two inches above the knee in length,

Spandex pants (i.e. leggings, tights, and jeggings) may only be worn with approved length of skirt or dress, and

Tattoos – No facial tattoos (exceptions include those due to religious affiliation or cosmetic).

RIGHT TO CHANGE POLICY:
TTUHSC SON Combest reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

RESPONSIBILITIES | REVIEW | REVISIONS:
This Combest OP will be reviewed by September 1 of Even Year. It is the responsibility of the Managing Director of Administrative Operations and Nurse Manager to review and initiate necessary revisions based on collaboration of departmental administrators and input by Policy and Procedure committee.