

### **Human Resources**

### Medical University Hospital Authority

<b>Entity</b> MUHA	<b>Policy #</b> MUHA HR-8	MUHA HR Policy 8 - Personal Appearance and Dress Code 3.202	
Responsible Department: Medical Center Human Resources			
Date Originated Last Reviewed		Last Revised	Effective Date
08/01/1977	02/01/2020	02/01/2020	04/16/2020

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### **Policy Statement:**

The workplace appearance of all MUHA care team members is important to the image the organization conveys to patients, visitors, co-workers and other care team members, to the general public MUHA care team members come in contact with in the performance of their assigned duties and must be appropriate for the work performed.

### Scope:

MUHA Charleston Division MUHA Florence Division MUHA Lancaster Division

#### **Policy:**

- A. <u>ID Badges:</u> Must be worn with the name and photo clearly visible at lapel level on a standard collar clip.
- B. <u>Hair:</u> Hair, beards, and mustaches shall be clean and neatly kept. Direct patient care team members may wear hair at shoulder length; long hair, including loose multiple braids, should be styled off the shoulders, pulled back and secured. Extreme hair colors, hairstyles, and hair ornaments should not be worn in a professional health care setting.
- C. **Cosmetics:** Cosmetics should be used in moderation.
- D. **Perfume/Fragrances**: The use of perfume, cologne, or heavy fragrances should be used in moderation.
- E. <u>Fingernails:</u> Fingernails must be clean, short, and neatly trimmed and not interfere with daily duties. Artificial fingernails, tips, wraps or fillers may not be worn by direct patient care team members. Extreme nail polish colors should not be worn in a professional health care setting. Decorative fingernails should not be worn in patient care settings.



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- F. <u>Jewelry:</u> Jewelry should be conservative in style and kept to a minimum. Dangling earrings and bracelets/bangles should not be worn by direct patient care team members. Jewelry is to be removed if it is excessive and/or interferes with safe delivery of patient care.
- G. <u>Tattoos:</u> Tattoos that are excessive, or may be construed as vulgar or offensive, must be covered.
- H. <u>Clinical (direct patient care) Attire:</u> Direct patient care team members will wear scrubs as designated for each role and are responsible for the purchase of scrubs. The scrubs must be neat, wrinkle-free, and clean. Midriff must be covered.

Scrub colors are determined by MUSC Health Division. Please see the appendices below for a reference list of scrub colors corresponding to each role.

### Clinical (Direct Patient Care) Footwear

Shoes worn by direct patient care team members must be clean, well-kept and should have an enclosed toe. Athletic style shoes, nursing shoes, or department approved rubber clogs may be work by those providing patient care.

The listing of scrub colors does not apply to care team members working in areas required to change into scrubs at work to ensure sterility. These unaffected areas include but are not limited to: Labor and Delivery, ORs, Heart and Vascular Center, and Interventional Radiology.

Unacceptable Work Attire Clinical (Direct Patient Care)

Men	Women
<ul> <li>Torn, tattered or ripped pants, slacks</li> <li>Shorts</li> <li>Bold logo or branded clothing</li> <li>V-neck t-shirts or tops which fall between the pectoral muscles</li> <li>Active wear items/sweat pants, sweat suits</li> <li>Beach attire</li> <li>See through tops (transparent)</li> <li>Denim</li> <li>Head coverings (unless for religious medical or safety reasons)</li> <li>Mid-drift exposed</li> </ul>	<ul> <li>Torn, tattered or ripped pants, slacks</li> <li>Shorts</li> <li>Bold logo or branded clothing</li> <li>V-neck t-shirts or tops which fall between the pectoral muscles</li> <li>Active wear items/sweat pants, sweat suits</li> <li>Beach attire</li> <li>See through tops (transparent)</li> <li>Denim</li> <li>Head coverings (unless for religious medical or safety reasons)</li> <li>Mid-drift exposed</li> </ul>



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Unacceptable Daily Footwear Clinical

Men	Women
<ul> <li>Flip flops</li> </ul>	Flip flops
<ul> <li>Athletic rubber sandals</li> </ul>	Athletic rubber sandals
<ul><li>Crocs</li></ul>	• Crocs
<ul> <li>Open toe shoes</li> </ul>	High heels
·	Open toe shoes

- I. Nurses working in an Advanced Clinical Nurse role may wear business attire and a lab coat when not performing direct patient care. When performing direct patient care, the expectation will be to wear scrubs.
- J. Lab Coats: A clean, neatly pressed, white lab coat will be worn when individuals are not in uniform.
- K. T-shirts, turtleneck tops and "dickies" (of designated color or white) may be worn under the scrub top. Approved MUSC (approved by MUSC Brand Committee) shirts may be worn in place of the scrub top.
- L. **Non-Clinical Attire** roles may wear business attire or, for some positions, business casual attire. Attire must be clean, neat and conservative. Below are examples of acceptable and unacceptable non-clinical attire.

Acceptable Work Attire Non-Clinical

Men	Women
<ul> <li>Suit</li> <li>Ties</li> <li>Slacks</li> <li>Blazer or Jacket</li> <li>Dress Shirt</li> <li>Collared Knit/Cotton Shirt or turtleneck V-neck sweater/sweater vest with collared shirt underneath</li> <li>Crew neck sweater</li> <li>Polo shirt</li> <li>MUSC approved shirt</li> <li>Casual/collarless shirts without any bold logos</li> </ul>	<ul> <li>Suit</li> <li>Dress</li> <li>Slacks</li> <li>Jumper</li> <li>Skirt/dress (less than 5 inches above the knee)</li> <li>Dressy Culottes/gauchos/capris</li> <li>Blazer/jacket</li> <li>Blouse</li> <li>Sweater</li> <li>Turtleneck</li> <li>MUSC approved shirt</li> <li>Casual/collarless shirts without any bold logos</li> </ul>
Footwear	
<ul> <li>Loafers</li> </ul>	<ul> <li>Sandals</li> </ul>



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<ul> <li>Dress shoes</li> </ul>	<ul> <li>Flats/loafers</li> </ul>
<ul> <li>Sandals (no flip flops)</li> </ul>	Dress shoes
<ul> <li>Docksiders</li> </ul>	Boots (below the knee)
Boots	<ul> <li>Heels (4 inches or less)</li> </ul>

Acceptable Dress Down Work Attire Non-Clinical (When approved)

Men	Women
<ul> <li>Denim clothing</li> <li>Cargo pants</li> </ul>	<ul> <li>Denim clothing</li> <li>Cargo pants</li> </ul>
Holiday/special occasion attire	Holiday/special occasion attire
Footwear	
<ul> <li>Hiking boots</li> </ul>	<ul> <li>Hiking boots</li> </ul>
<ul> <li>Tennis shoes</li> </ul>	<ul> <li>Tennis shoes</li> </ul>
<ul> <li>Sandals (no flip flops)</li> </ul>	<ul> <li>Sandals</li> </ul>
<ul> <li>Loafers</li> </ul>	<ul> <li>Flats/loafers</li> </ul>
<ul> <li>Docksiders</li> </ul>	<ul> <li>Dress shoes</li> </ul>
<ul> <li>Dress shoes</li> </ul>	<ul> <li>Boots (below the knee)</li> </ul>
	<ul> <li>Heels (4 inches or less)</li> </ul>
	<ul> <li>Open toe shoes (not flip-flops)</li> </ul>

### Unacceptable Work Attire Non-Clinical

Men	Women
<ul> <li>Torn, tattered or ripped pant, slacks</li> <li>Shorts</li> <li>Bold logo or branded clothing</li> <li>V-Neck t-shirts or tops which fall between the pectoral muscles</li> <li>Active wear items/Sweat pants, sweat suits</li> <li>Beach attire</li> <li>See through tops</li> <li>Denim</li> <li>Head covering (unless for religious, medical, cultural or safety purposes)</li> </ul>	<ul> <li>Torn, tattered or ripped pants, slacks</li> <li>Shorts/Skorts</li> <li>Tank tops, backless, or strapless tops without appropriate covering such as a sweater, jacket etc.         Bold logo or branded clothing</li> <li>V-neck t-shirts or tops in general with visible cleavage showing</li> <li>Casual cotton/Knit collarless shirts with bold logos or graphics</li> <li>Skirts or dresses that are more than 5 inches above the knee</li> <li>Beach attire</li> <li>See through tops (transparent)</li> <li>Denim</li> <li>Athletic wear/Sweat pants, Sweat suits</li> <li>Head covering (unless for religious,</li> </ul>



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	medical, cultural or safety purposes)
Footwear	
<ul> <li>Flip flops with rubber soles</li> </ul>	Flip flops with rubber soles
<ul> <li>Athletic rubber sandals</li> </ul>	<ul> <li>Athletic rubber sandals</li> </ul>
<ul><li>Crocs</li></ul>	• Crocs
<ul><li>Sneakers</li></ul>	<ul> <li>Sneakers</li> </ul>
	<ul> <li>Heels over 4 inches</li> </ul>
	<ul> <li>Boots above the knee</li> </ul>

- M. If for religious, medical or cultural reasons, there is a need to deviate from this policy, the care team member must:
  - 1. Make a request to the department or Human Resources in writing;
  - 2. Be willing to provide required documentation; and
  - 3. Have written approval from the department manager or Human Resources.
- N. Care team members who are found in violation will be subject to disciplinary action. If the selected work wear is so extreme that it is necessary to send a care team member home to change, the time away from the workplace will be without pay.
- O. Department(s) may develop more specific guidelines to ensure patient safety. Care team members in such departments should adhere to the departmental guidelines.
- P. Job applicant finalists should be advised of the Personal Appearance and Dress Code Policy and the department's work wear requirements as part of the department's new-hire orientation. It is recommended that this policy also be discussed during the interview process.

#### Resources / Related Policies:

### Internal / External References / Citations:

#### **Appendices:**

- A. Charleston Division Scrub Colors
- B. Florence Division Scrub Colors
- C. Lancaster Division Scrub Colors
- D. Marion Division Scrub Colors

#### **Distribution:**



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### **APPENDIX A**

### **MUSC Health Charleston Division Scrub Colors**

In addition to these scrub colors, care team members may also wear a scrub		
top and/or a lab jacket with prints with the background color being the		
primary color as designated for Role	Scrub Color	
ASB (Unit Secretary)	Ceil Blue Lab coat or scrubs / warm-up jacket with business attire	
DOT CMA		
PCT, CMA	Black Scrubs	
TA /A TA /L TA /CC	Sea Mist Scrub Top (Landau) or Sea spray by	
TA/ATA/LTA/CC	White Swan Fundamentals and Black Scrub Pants	
Lab	Wine Scrubs (Landau)	
	,	
LPN OT (ID)	Turquoise Scrubs (Cherokee)	
OT (IP)	Red Scrub Top/ black scrub pants	
OT (OP)	Business attire /white lab coat with logo	
Pharmacy (P)	Olive Scrubs and Olive Polo Shirt	
PT (IP)	Steel Gray Scrubs	
PT (OP)	Business attire/white lab coat with logo	
Radiology	Teal Scrub Top and Black Scrub Pants	
RN	Royal Blue Scrubs. May combine royal blue with	
	white. Must have royal blue color in the uniform.	
RT	Caribbean Blue Scrubs	
Speech (IP)	Misty Gray Scrubs	
Speech (OP)	Business attire/white lab coat with logo	
Tech*	Sea Mist Scrubs by Landau or Sea Spray by	
	White Swan Fundamentals	
Storm Eye Institute	Navy Blue Scrubs	
ECHO/EKG/VascularTech	Navy and Seal Blue Scrubs	
(Adults and Pediatric)		
Virtual Monitor Tech	Kelly Green Scrubs	
Milk Bank Tech	Pink Scrubs	
Patient Safety Companion	Yellow(dandelion) Scrub Top and Black Scrub	
	Pants	
*Tech Positions include the following: Vascular Ultrasound, Radiation Therapy,		
CNPS, Dialysis		



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### **APPENDIX B**

### **MUSC Health Florence Division Scrub Colors**

	Scrub Colors
Ambulatory Surgery Center	Hospital Owned Scrubs
Bruce Hall	Nurse - Royal Blue / White / Combo
Бисе нап	CNA: Black
Carolinas Medical Alliance	Align with MUHA employees
Day Hospital	Nurse - Royal Blue / White / Combo
	CNA: Black
Endo/GI (Main & Pre-Op)	Hospital Owned Scrubs
Engineering/Maintenance	Red Polo Shirt, Khaki Pants
	Housekeepers: Caribbean blue scrubs
Environmental Services	Supervisors: Wine scrubs
	Floor/Waste techs: HHS sea green polo with
	khaki pants
	Retail: Light green shirt w/ black pants
	Catering Associates: Light blue shirt w/ black
Food Service	pants
	Tray Line: gray chef coat w/ black pants
	Supervisors: gray oxford w/ black pants
	Utility: gray polo w/ black pants
ICU/CCU / Telemetry	Nurse - Royal Blue / White/Combo
,	CNA: Black
Materials Management	MUSC Polo Skirt, Khaki Bottoms
LPN	LPN: Turquoise (Brand: Cherokee)
PCT/C.N.A./ CMA / Unit Secretary– All areas	Black
Med/Surg RN	Nurse - Royal Blue / White / Combo
Operating Room (Main OR & ASC OR)	Hospital Owned Scrubs
PACU	Nurse: Royal Blue / White / Combo
PACU	CNA: Black
Radiation Oncology	Teal Scrub Top / Black Scrub Pants
Radiology	Teal Scrub Top / Black Scrub Pants
Radiology – Transporters	Teal Scrub Top / Black Scrub Pants
EKG/EEG and Sleep Lab	Navy & Seal Blue Scrubs
Echo	Navy & Seal Blue Scrubs
	Nurse: Royal Blue / White / Combo
Vascular	Sea Mist Scrubs (Landau) OR Sea Spray
	(White Swan Fundamentals)



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	Nurse: Royal Blue / White / Combo
The Women's Center	CNA: Black
	Hospital Owned Scrubs
	OT (IP): Red Scrub Top / Black Scrub pant,
	OT (OP): Business attire with white lab coat
	with logo
Therapy at TCU/CRH (Speech, PT,	Speech (IP): Misty Gray Scrubs,
OT) / CORF	Speech (OP): Business attire with white lab
OT // CORT	coat with logo
	PT (IP): Steel Gray Scrubs,
	PT (OP): Business attire/white with lab coat
	with logo
Wound Center	Nurse: Royal Blue / White / Combo
	CNA: Black
Respiratory Therapy	Caribbean Blue Scrub
Cath Lab	Hospital Owned Scrubs
Laboratory	Wine Scrubs (Brand: Landau)
	Black Scrub Bottom & Pewter Gray Scrub
Pharmacy	Тор
T Harmacy	Hospital Owned Royal Blue Scrubs (only in IV room)
Cardiac Rehab	Nurse: Royal Blue / White / Combo
Dobob	Nurse: Royal Blue / White / Combo
Rehab	CNA: Black
Emergency Boom	Nurse: Royal Blue / White / Combo
Emergency Room	CNA: Black
Education	Nurse: Royal Blue / White / Combo
Quality, Case Management, & HIM Nurses	Royal Blue or Professional Dress
Clinical Nurse Leaders	Royal / White Scrubs or Professional Dress
	Black bottom / jacket with white or pastel
Bogistration	collar button down shirt. Bottoms must be
Registration	business casual, not jegging or legging.
	Friday – khaki & MUSC blue top



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### **APPENDIX C**

### MUSC Health Lancaster/Chester Division Scrub Colors

In addition to these scrub colors, care team members may also wear a scrub top and/or a lab jacket with prints with the background color being the primary color as designated for each role.		
Role	Scrub Color	
Nursing: Supervision	Ceil Blue & Light Grey & White (Fri/Sat/Sun – Any Solid Color)	
Nursing: RN	Ceil Blue & Light Grey & White (Fri/Sat/Sun – Any Solid Color)	
Nursing LPN	Ceil Blue & Light Grey & White (Fri/Sat/Sun – Any Solid Color)	
Nursing: CAN/PCT	Pink & Black	
Admitting/Registration	Any Color Scrubs	
Central Monitoring	Black & Wine	
Laboratory	Purple & Black	
OR (Edgewater)	Ceil Blue	
PACU (Edgewater)	Any Color Scrubs	
Pharmacy	Dark Grey & Black	
PT	Red & Burgundy	
Radiology	Navy	
Respiratory	Royal Blue	
Quality	Teal	



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### **APPENDIX D**

### **MUSC Health Marion Division Scrub Colors**

UNIT/POSITION	Scrub Colors
Ambulatory Surgery Center	Hospital Owned Scrubs
	Nurse - Royal Blue / White / Combo
Bruce Hall	CNA: Black
Carolinas Medical Alliance	Align with MUHA employees
	Nurse - Royal Blue / White / Combo
Day Hospital	CNA: Black
Endo/GI (Main & Pre-Op)	Hospital Owned Scrubs
Engineering/Maintenance	Red Polo shirts, Khaki Pants
	Housekeepers: Caribbean blue scrubs
Environmental Services	Supervisors: Wine scrubs
Environmental Services	Floor/Waste techs: HHS sea green polo
	with khaki pants
	Retail: Light green shirt w/ black pants
	Catering Associates: Light blue shirt w/
Food Services	black pants
1 Ood Services	Tray Line: gray chef coat w/ black pants
	Supervisors: gray oxford w/ black pants
	Utility: gray polo w/ black pants
ICU/CCU / Telemetry	Nurse - Royal Blue / White/Combo
100/0007 Telemetry	CNA: Black
Materials Management	MUSC Polo Shirt, Khaki Bottoms
LPN	LPN: Turquoise (Brand: Cherokee)
PCT/C.N.A./ CMA / Unit Secretary– All areas	Black
Med/Surg RN	Nurse - Royal Blue / White / Combo
Operating Room (Main OR & ASC OR)	Hospital Owned Scrubs
DACH	Nurse: Royal Blue / White / Combo
PACU	CNA: Black
Radiation Oncology	Teal Scrub Top / Black Scrub Pants
Radiology	Teal Scrub Top / Black Scrub Pants
Radiology – Transporters	Teal Scrub Top / Black Scrub Pants
EKG/EEG and Sleep Lab	Navy & Seal Blue Scrubs
Echo	Navy & Seal Blue Scrubs
	I Navy & Seal Blue Sclubs
	,
Vascular	Nurse: Royal Blue / White / Combo Sea Mist (Landau) OR Sea Spray (White



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	Nurse: Royal Blue / White / Combo
The Women's Center	CNA: Black
	Hospital Owned Scrubs
Therapy at TCU/CRH (Speech, PT,	OT: Red Scrub Top / Black scrub pant,
OT) / CORF	Speech : Misty Gray Scrubs
OT// CORF	PT: Steel Gray Scrubs
Wound Center	Nurse: Royal Blue / White / Combo
Would Celifel	CNA: Black
Respiratory Therapy	Caribbean Blue Scrub
Cath Lab	Hospital Owned Scrubs
Laboratory	Wine Scrubs (Brand: Landau)
	Black Scrub Bottom & Pewter Gray Scrub
Pharmacy	Тор
1 Harmacy	Hospital Owned Royal Blue Scrubs (only
	in IV room)
Cardiac Rehab	Nurse: Royal Blue / White / Combo
Rehab	Nurse: Royal Blue / White / Combo
TOTAL	CNA: Black
Emergency Room	Nurse: Royal Blue / White / Combo
	CNA: Black
Education	Nurse: Royal Blue / White / Combo
Quality, Case Management, & HIM Nurses	Royal Blue or Professional Dress
Clinical Nurse Leaders	Royal / White Scrubs or Professional Dress
Registration	Business Casual