

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Dress Code Policy – Students
DATE: August 26, 2019

INDEX TITLE: Administration

I. POLICY:

It is the policy of UPMC that personal appearance reflects overall cleanliness, good grooming and hygiene, and professional identity. These guidelines were developed in careful consideration of employee and patient safety, infection control and public image. Exceptions to this policy may be made based on verified medical and religious needs.

II. PURPOSE:

To provide all students in the UPMC Schools of Nursing with a dress code that meets the expectations that students are always appropriately dressed and well-groomed.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:

UPMC Issued Photo Identification Badges

The UPMC issued photo identification badge must be worn at all times. The badge must be worn above the waist with name and photo visible. Students who present themselves at a clinical site without a UPMC issued photo ID badge may be sent home depending on the policies of the clinical site.

Classroom Attire

Appropriate street clothes are to be worn for all classroom experiences:

- All bottoms (i.e., pants, jeans, shorts, skirts, etc.) and dresses must be approximately knee length or longer.
- Pajamas are not permitted.
- Modest attire is to be worn; tight fitting clothing, bare midriffs, low necklines, strapless tops, and miniskirts are not permitted.
- Students are to be well groomed.
- Use of tobacco is prohibited in UPMC owned or leased facilities, buildings, passageways and parking garages/lots. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product or smells of smoke during any school related activity, the student will be sent home and this will be considered an absence.

Clinical Attire

General Guidelines

The following general guidelines are to be followed by all UPMC Schools of Nursing Students.

Uniform

- Only the School approved uniform is to be worn. Students may only wear approved uniforms purchased through the school appointed vendor. Students must wear a white top with galaxy blue pants with a white or galaxy blue warm up jacket.
- All uniforms, lab coats (optional) and warm-up jackets must include the school emblem permanently affixed to the upper left sleeve
- The uniform should be clean and wrinkle-free.
- Appropriate undergarments are to be worn and undetectable under the uniform.
- Pants must be at a length in which they do not touch the floor.
- Watch with a second hand (required).
- A plain white tee may be worn under the uniform top. The sleeves of the tee may not be longer than the sleeves of the uniform top.

Shoes/ hosiery

- Clean, white non-canvas shoes are required.
- Shoes must be closed heel and closed toe, with no openings in the tops of the shoes.
- Plain white socks must be worn under the uniform.

Hair

- Neat, clean, pulled back off the face, up off the collar and secured with small, simple hair accessories. Ponytails must be neatly fastened to avoid interference with patient care. Hair bands shall be of a neutral color (black, white, or brown) and will not be more than one inch wide.
- Hair of an unnatural tone is not permitted.
- Beards are to be short, clean, and well groomed.

Jewelry

No jewelry accessories except for the following items:

- A flat band ring only.
- Plain post earrings. No other jewelry, including facial jewelry is permitted.
- If a religious medal or neck chain is worn, it may not be visible under the uniform.

In addition:

- Facial and oral jewelry is not permitted. No body piercing beyond earrings may be visible. Facial jewelry cannot be covered with band aids.
- Solid gauge posts that are of neutral color and matching skin tone are to be worn if a student has gauge earlobes.

Tattoos

- Tattoos may be visible if the images or words do not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing or cosmetics. UPMC Schools of Nursing reserve the right to make a decision about whether or not a student's visible tattoo is appropriate.
- Students may not use hospital materials to cover tattoos.

Perfumes

- Students are not permitted to wear fragrant products in the patient care setting (i.e., cologne, perfume, lotion, etc.)

Nails

- Nails are to be neat, clean, manicured, and short (not extending more than 1/4 inch past the tip of the finger).
- Polish must be clear or a pale natural color without embellishments.
- Artificial nails are prohibited. Artificial nails include, but is not limited to, acrylic nails, all overlay tips, bonding, extensions, tapes, inlays, wraps, and gel.

Use of Tobacco Products While in Uniform

- No student shall engage in the use of tobacco while in uniform and/or in business casual for specific clinical sites. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product while in uniform and/or in business casual for specific clinical sites, the student will be sent off of the clinical unit and/or any other clinical experience and be sent home. This will result in an absence for that clinical experience. Any student violating the Dress Code Policy will be asked to leave the clinical experience/classroom setting. This will result in an absence during that clinical experience/classroom setting.

Areas with exceptions

- Some areas and/or clinical agencies may have specific dress codes that exist for infection control and environmental safety reasons. Examples include behavioral health and procedural areas (OR, L&D, etc.). The students are to follow the specific dress code of these areas when assigned there for clinical experiences.

V. REFERENCED AND RELATED POLICIES:

HS-HR0714 Dress Code
HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Code of Conduct
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing Class Attendance Policy

Originated Date: 6/18/15
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Signature: _____ **Date:** _____
Executive Director
UPMC Schools of Nursing