

KINGSBROOK JEWISH MEDICAL CENTER
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

CATEGORY: UNDERGRADUATE MEDICAL EDUCATION and HUMAN RESOURCES

SUBJECT: MEDICAL STUDENT DRESS CODE

BACKGROUND: The Medical Center is judged in large part by the people that work on its premises. For this reason, it is important that all hospital personnel maintain a neat appearance. Students who are not required to wear a uniform are expected to wear clothes that are suitable for business and to present themselves always in a fashion that will bring credit to the Medical Center. The goal is to establish a dress code that promotes professional decorum, safety, and meets infection control policies.

POLICY: This policy applies to all students on duty. Required uniforms must be worn at all times while on duty. Students who are required to wear uniforms must wear them appropriately and within the guidelines established by their Department Heads.

A student may be sent home to change inappropriate attire and will not receive credit for attendance for such time out of the hospital.

Chairmen, Directors of Services, and Management Staffs are responsible for ensuring compliance with this policy and procedures.

DRESS CODE GUIDELINES:

GROOMING

- (1) Head hair must be clean and neatly groomed. Students with shoulder-length hair or longer must tie it back, especially when examining patients, but always if in the Operating Room. Hair ornaments must be discreet and appropriate. Beads, shells, and other similar types of hair ornaments are not permitted.
- (2) Facial hair must be clean and neatly groomed.
- (3) Fingernails must be kept clean and neat, and groomed regularly to maintain a length no longer than one-quarter ($\frac{1}{4}$) of an inch from the fingertip, as per Center for Disease Control and Prevention guidelines. Artificial fingernail enhancements are prohibited.
- (4) Nail polish that is worn, chipped, or otherwise damaged must be repaired or removed.
- (5) Artificial nail enhancements are not permitted.

FRAGRANCES

- (1) Perfume/cologne/after-shave may be worn in moderation and should not be too penchant.

UNIFORMED STAFFS

- (1) Uniforms, as determined by each department, and/or business attires are to be clean and neat. In non-clinical areas, as determined each Departmental Director/Chairman.
- (2) The medical student's short* white coat may be plain, or may contain the logo/emblem of the student's medical school. A white coat that displays the logo/emblem of another institution is not permitted.
*A short coat is defined as one where the most inferior in seam of the coat can be cuffed by the fingers—without wrinkling the coat—with the arms extended and adducted along the sides of the body.
- (3) The use of hospital-approved scrubs is restricted to those personnel who work within the semi-restricted and restricted areas of the Operating Room. However, on hot days ($T > 75^{\circ}\text{F}$, per se), scrubs may be worn by students as long as the Attending approves. Scrubs must be navy blue, light blue, light green, hospital-issued, or similar variations in color. Scrubs may not be worn outside of the hospital at anytime, including arriving for sign-in and leaving after sign-out.
- (4) Pastel or patterned scrub tops are not permitted. If scrubs are worn, the top and bottom must match/coordinate, as per specific department policies.
- (5) Blood-stained scrubs are not permitted in public areas of the hospital.
- (6) Wearing scrubs outside of the hospital is strictly prohibited.

NON-UNIFORMED STAFFS

- (1) Attire must allow for unrestricted movement.
- (2) Necktie or bowtie is required for all male students.
- (3) Jewelry should be minimal. Earrings and piercing must be discreet and may only be worn on the lobule portion of the pinna (earlobe). Earrings may not extend more than one (1) inch below the inferior tip of the earlobe. Earrings are not permitted on male students unless the earrings serve a religious purpose.
- (4) Nose rings, eyebrow rings, and other orofacial piercing/ornaments are not permitted unless they serve a religious purpose.
- (5) Belly button ring, if present, must be completely covered.
- (6) The inferior inseam of a skirt may not be more than two (2) inches above the knees.
- (7) Netted stockings are not permitted. Permissible colors are white, black, gray and variations of the like.

SHOES / FOOTWEAR

- (1) Clean sneakers are acceptable for employees in clinical departments, as well as other departments if the student is on his/her feet for the majority of the shift, as defined by departmental policies.
- (2) *Dansko*[®] - and *Sanita*[®] -brand shoes (or the like) are permissible.
- (3) The following is not permitted:
 - a. Opened-toe footwear.
 - b. High heels more than 2.5 inches (measured from the posterior base of the heel to the tip of the heel).
 - c. High heels where the narrowest diameter is less than ½-inch.
 - d. Boots higher than the ankles, with the exception of *UGG*[®] -brand boots (or the like in style).

IDENTIFICATION BADGES

- (1) KJMC ID badges must be worn at all times while on hospital premises.
- (2) Badges must be worn above the waist and facing outward, clearly displaying the picture, name, title, and department.
- (3) Items that may obstruct the information the ID badges may not be affixed to the ID badge, *e.g.* computer flash drive or large sticker.

MISCELLANEOUS

- (1) Headgear/headphones are not to be worn while on clinical duty, unless authorized by the department and when relevant to the staff's job function.
- (2) The following types of garments are not permitted:
 - a. Crop shirts, casual T-shirts, sweat shirts, tank tops and halter-tops.
 - b. Portable listening devices (while on duty).
 - c. Sunglasses may not be worn inside the hospital.
 - d. Capri pants, baggy pants, jeans, dungaree jackets or shirts, leather attire (jackets exempt), leggings, spandex, sweats, and shorts (on male students).
- (3) Female students may wear shorts that are no more than 2 inches above the knees.

DISCLAIMER:

In all cases, the Department Head and the Medical Center reserves the right to determine the appropriateness of dress for all duties and responsibilities that a position entails.

NON-COMPLIANCE:

Any student deemed to be in repeat violation of this policy and has been so advised, will be taken off duty and only permitted to return to clinical clerkship in proper attire. Persistent repeated violations will result in disciplinary action, up to and including termination of current clinical rotation, notification of the medical school and denial of future clinical clerkship applications.

UME Department Manager:

Andy N. Tran, M.D.



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