

Huron Perth Healthcare Alliance	
HR Policies and Procedures	Original Issue Date: August 19, 2015
Professional Appearance	Review/Effective Date: August 19, 2015
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Purpose:

Huron Perth Healthcare Alliance (HPHA) strives to portray an image of expertise and excellence to the people and communities we serve. The HPHA recognizes that, regardless of an employee’s position, their appearance plays a big part in shaping and building the Alliance’s reputation. To this end, it is imperative that the clothing and grooming of all personnel promote a positive impression of the Alliance while maintaining safety standards.

General Professional Appearance Guidelines (applicable to all staff and volunteers):

- 1) All staff and volunteers must dress to portray an image of professionalism.
- 2) Staff attire must be fresh, clean and in a presentable fashion.
- 3) It is understood that this policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.
- 4) Personal hygiene must be maintained.
- 5) Excessive use of make-up is discouraged.
- 6) Perfumes and/or scented lotions are discouraged **as the HPHA has an Environmental Sensitivity policy.**
- 7) All staff and Volunteers are supplied with an HPHA identification card which must be worn above the waist and visible at all times. **Please see HPHA ID Badge Policy for further information.**
- 8) All staff will adhere to the **HPHA Foot wear policy.**
- 9) All Staff and Volunteers are required to comply with the principles of this Professional Appearance Policy. Failure to adhere to HPHA’s standards of dress and appearance will constitute misconduct and may result in formal disciplinary interventions.
- 10) Jewellery in clinical setting is limited to watch, wedding band, and small non-dangling earrings.
- 11) Staff that are not in compliance with the Professional Appearance Policy may be sent home to

change. Staff will not be paid for time away from work as a result of non-compliance.

12) **Non-acceptable clothing includes:** 1) No denim; clothing that is torn or ripped, too tight, too short in the waist (such that they expose hips and/or undergarments), too long (such that they touch the ground and create a safety/hygiene hazards 2) Clothing that contains inappropriate lettering, slogans, pictures or is transparent and revealing 3) Exercise leggings, yoga or sleep pants, mini-skirts, spaghetti straps and shorts. (Exception: Community Mental Health staff may wear shorts and jeans during specific client related outings or activities. Other exceptions may be considered on an individual basis. Contact Human Resources to discuss.)

13) All staff and volunteers will adhere to department specific apparel requirement (e.g. Nutrition and Food Services - hair nets in food prep areas; facilities management – steel toed footwear).

Further to the above, the HPHA has determined that, to enhance the Patient Experience, all staff who have direct inpatient contact on a regular basis are required to wear standardized coloured uniforms and shall adhere to the following guidelines:

Standardized Uniform Guidelines:

(Applicable to all staff who have direct inpatient contact, as well as staff in the Emergency Department, Cancer Clinic, Dialysis Unit and Antenatal Clinic)

Uniform tops will be specific colours for staff groups (as identified below with colour code) and it is recommended that staff order from Positive Identity (<http://www.positiveidentity.com/hpha/>) or visit the on-site store.

- 1) The grey & black HPHA logo can be printed on the upper left chest side of the top. The HPHA logo is not mandatory but highly recommended.
- 2) All slacks and skirts will be solid black and may be purchased from the staff member's retailer of choice in accordance with the General Professional Appearance Guidelines (above). Staff may choose their preferred style of pant or slacks (i.e. pockets, elastic tops, cargo, etc.).
- 3) Bare legs are not advisable for safety and infection control reasons. In areas where staff are exposed to toxic or caustic chemicals or medications, nylon knee highs or long stockings are required to cover legs if capris, dresses or skirts are worn.
- 4) Warm up jackets, if desired, will be black or the colour of the standard uniform top for each staff group. Undershirts, if desired, will be white or black or the colour of the standard uniform.
- 5) The option to purchase material from Positive Identity is available for those staff who wish to make their own uniform tops, dresses or skirts.
- 6) It is recommended that staff keep a spare uniform at work for those times when a uniform becomes soiled or contaminated.
- 7) Wearing uniforms to and from work is discouraged for reasons of infection control and public confidence.

Standardized Colour Chart:

Professional Designation	Colour
Environmental Services Staff	Grey
Porters	Red
Personal Support Workers & Dialysis Assistants	Teal Blue
Nutrition Assistants	Royal Blue
Dietitians/Nutrition & Food Services Supervisors	Black Blouses
Respiratory Technologists	Ceil Blue
Unit Clerks, Patient Registration Clerks	Turquoise
Materials Management Staff	Eggplant
Laboratory Technologists/Assistants	Caribbean Blue
Nurses	White
Physiotherapists, Occupational Therapists, Rehab Assistants, Speech Language Pathologists, Recreational Therapist	Burgundy
Pharmacists/Pharmacy Technicians	Pewter
Diagnostic Imaging Staff	Black Scrubs
Social Workers	Light Blue
Pastoral Care	Grape

Patient Care Staff Exempted from Standardized Uniforms

Staff who work solely with out-patients (exception: dialysis, chemotherapy, emergency department, antenatal clinic). Staff who work with both outpatients and inpatients must adhere to the standardized uniform section of this policy when working with inpatients.

Alliance-Provided Scrubs:

All hospital issued scrubs are the property of HPHA and therefore, are not to be taken home. All scrubs will be laundered by London Linen. HPHA will make scrubs available to:

- 1) Staff working in the Operating Room, Endoscopy Suite and Central Processing.
- 2) The Respiratory staff member and the Diagnostic Imaging staff member who is assigned to the OR.

Other Departments

Any department wishing to adopt standardized uniforms is doing so voluntarily and must adhere to the

standards as set out above for mandatory standardized uniform wearers. This is encouraged to promote patient centered care, departmental unity, teamwork and to display our organization-wide commitment to professionalism.

All employees of HPHA must adhere to the above Professional Appearance Policy.