



Origination	07/1999	Owner	Hallie Custer: VP Human Resources
Last Approved	04/2025	Area	Human Resources
Effective	04/2025	Applicability	Parkview System-Wide AG
Last Revised	04/2025	References	Archbold, Behavioral Health, Bryan + 18 more
Next Review	04/2027		

Standards of Professional Appearance and Work Areas

Printed policies are used as a brief copy of the original and are considered valid for just 24 hours. If the print time on this copy is older than 24 hours, reference the electronic policy for the most current version.

I. Policy Statement

- A. To establish requirements regarding appropriate attire, personal appearance and work areas.

II. Definition of Terms

- A. "Co-worker" as referenced in this policy applies to all individuals employed by Parkview Health, its subsidiaries and affiliates.

III. Procedure

- A. PH recognizes that professional co-worker appearance, as well as a clean and orderly work area, contribute significantly to each patient's feeling of confidence, safety, and well-being. Leaders have the responsibility to apply these requirements and to determine adherence to this policy. In the interests of safety, function, and patient welfare, departments may establish additional rules related to attire, personal appearance, cleanliness, and workspace.

- B. Professional Attire/Uniforms:**

1. Those required to wear uniforms must wear clean and complete uniforms as defined by facility/area.

2. Accessories for uniforms are limited to the employee badge, professional pins and patches, and service award pins, if applicable. Other badges, patches, or pins on uniforms are not acceptable, unless approved by the appropriate leader.
3. The following chart establishes specific colors of scrubs/uniforms for the professional groups listed below. The colors below are shades chosen from the Cherokee brand of scrubs. Other brands may be worn provided they match the Cherokee brand's particular color.

Department	Requirement
Nursing	Caribbean blue
Holistic Response Nurses	Lavender scrubs
Nursing Support Staff	Olive scrubs
Cardiopulmonary and Sleep Services	Black scrubs
Radiology	Pewter scrubs
Pharmacy Techs	Wine scrubs
Pediatrics	Scrubs must be the designated specialty color. Coworkers may wear a scrub top appropriate for the pediatric environment. If wearing a t-shirt, it must coordinate with the assigned scrub bottoms.
Lab	Royal blue scrubs, with a light blue or white lab coat
Parkview Kosciusko – Clinical Lab Assistants	Black scrubs
Pharmacists	Professional attire with white lab coats or wine scrub pants with a black scrub top
Pharmacists (working in the ER only)	Wine scrub pants / black scrub top
Rehab/Therapies	Hunter green scrubs
Environmental Services (EVS)	Navy scrubs or navy uniform-style pants with light blue or navy polo or uniform-style shirt. Acceptable t-shirts must have the Parkview logo and be purchased from the Parkview Apparel and Uniform website . Parkview Packnett Family Cancer Institute annual fundraiser t-shirts are acceptable. Refer to Parkview Dress Code Policy - EVS for more details.
Decentralized Equipment (EVS)	Spring leaf-green scrubs or spring leaf-green uniform-style pants. Acceptable t-shirts must have the Parkview logo and be purchased from the Parkview DE uniform website.

	Parkview Packnett Family Cancer Institute annual fundraiser t-shirts are acceptable. Refer to <u>Dress Code Policy - DE</u> for more details.
Nutrition Services	Plain black, khaki, navy blue or gray slacks or skirt Shirts - may wear any of the pre-approved selections as outlined within the <u>Dietary and Nutrition Services Dress Code policy</u> .
Biomed, Facilities, Grounds	Polo shirts and uniform-style pants
Hospice	Scrubs consistent with specialty color or polo shirt consistent with specialty color with uniform-style pants
Employer Solutions Occupational Health Clinics POHC onsites Employer Clinic Wellness	Hunter green scrubs, black scrubs, khaki scrubs. May wear a Parkview logo t-shirt with one of the above scrub bottoms. Hunter green or black scrubs. May wear a Parkview logo t-shirt with scrub bottoms. May wear scrub color of choice and a Parkview logo t-shirt. Black scrubs and Parkview logo t-shirt
Behavioral Health	Scrubs consistent with specialty color or Polo shirts consistent with specialty color and uniform-style pants White jackets may also be worn for professional therapy staff.
PPG	Continue current attire guidelines
Parkview Research	Eggplant scrubs
OR	Hospital provided scrubs
Endo	Hospital provided scrubs at some facilities; if not provided, follow colors outlined for nursing/nursing support
SAU	Hospital provided scrubs
OB and NICU	Hospital provided scrubs at some facilities; if not provided, follow colors outlined for nursing/nursing support
Students	Designated school uniforms or facility based required attire, if applicable
As of June 1, 2025: Student Nurse Assistant (STNA) Student Nurse	Khaki scrub pants and white scrub top for STNAs Khaki scrub pants and white scrub top for STNTs

Technician (STNT) Student Nurse Apprentice (SNAP)	Caribbean blue scrub pants and white scrub top for SNAPs T-shirts are not permitted in place of a scrub top (even if the t-shirt is the same color).
Guest Services	Light green button up approved logo tops and black slacks or skirt Approved black cardigan, black logo jacket or gray logo sweater
Registration/Financial Counseling	Dark gray approved logo shirt and black slacks or skirt Approved black cardigan, black logo jacket or gray logo sweater
Patient Transporters	Red scrub tops with black scrub bottoms
SCORe (hospital setting only)	Light gray scrubs
Cancer Institute	Radiation Therapists/Imaging – Pewter scrubs Nursing – Caribbean blue scrubs Lab - Royal blue scrubs, with light blue or white lab coat Pharmacists - White lab coats Pharmacy Techs – Wine scrubs Front Desk/Registration/Scheduling – Dark gray polo with black pants On Friday's, individuals working in the PFCI may wear the current year's cancer t-shirt with appropriate scrub color bottom.
Oncology Physician Practices	Black scrubs
Managers/clinical support	Specialty-specific scrub color scrubs or white lab coat with professional attire when providing clinical care

C. Offensive Odors:

1. Strong, offensive odors from perfume, cologne, body odor, tobacco, etc. will be addressed with the coworker by the department leader. Human Resources or Employee Health/Occupational Health may also be consulted, when necessary.

2. Perfumes, colognes and essential oils are to be used in moderation due to possible allergic/asthmatic responses of both patients and staff. Those involved in patient care should be particularly careful about possible patient reactions. Co-workers may be asked to no longer wear the fragrances and/or to change clothes/scrubs to eliminate the offensive odor.

D. Personal Cleanliness:

1. Co-workers must ensure personal cleanliness at all times. This includes hair, beards, clothing, and nails. Anything posing a health or safety risk may be addressed on a case-by-case basis.
2. In addition, Infection Control policies specific to your department may apply.
3. For guidelines regarding artificial nails and other fingernail enhancements, please refer to the policy titled "Hand Hygiene" in the Infection Prevention online manual.

E. Jewelry and Tattoos:

1. Parkview recognizes there are multiple forms of self-expression. Co-workers may be asked to remove accessories, jewelry, or ornamentation that poses a safety or health risk.
2. Tattoos/brands that are offensive will be addressed on a case-by-case basis.

F. Shoes:

1. Clean, appropriate shoes must be worn at all times. Slip resistant shoes are preferred and may be required in some departments.
2. Other footwear specifics (i.e., opened toed shoes) will be listed in departmental policies.

G. Denim Jeans:

1. Blue denim jeans are not acceptable, unless approved by the leader associated with a special circumstance and/or event. Other denim material can be addressed within the departmental policies.

H. Shirts:

1. Shirts that include messages, insignia or pictures other than the Parkview logo are not acceptable. White or black shirts (short and long sleeve) may be worn under a scrub top.
2. Coworkers in roles that require scrubs may opt to wear a plain style t-shirt in place of a scrub top, provided that the t-shirt matches the assigned scrub top color. The t-shirt must be in the same brand color and shade as the designated Cherokee scrub color identified in the chart, above. The t-shirt may be purchased through the [Parkview Apparel and Uniform website](#) or any other retailer so long as the color is identical.
3. Departments that permit t-shirts but require a Parkview logo, as noted in the chart above, must be official Parkview apparel, which can be purchased from the [Parkview Apparel and Uniform website](#).

I. Jackets:

1. Parkview or department specific logo jackets may be worn over the scrubs. Hoodies and sweatshirts are not acceptable.

J. Caps:

1. Inside PH facilities, only caps worn for religious observance are acceptable. All other caps are not acceptable, unless approved under department specific rules (i.e., bandannas).

K. Exceptions:

1. Exceptions to uniform dress codes may be made to accommodate religious practice.
2. Departments may identify department specific dress code expectations and are expected to enforce it.
3. Members of the PH Leadership Team may decide between business casual and business professional attire (i.e., suit, tie, etc.) depending on the activities of their day.

L. Hospital-Issued Scrubs:

1. Provided to co-workers in aseptic and security risk areas only and should be worn only by co-workers in those areas. It is the hospital's responsibility to ensure that we have an adequate supply of provided scrubs for the appropriately designated departments. The utilization of hospital provided scrubs helps prevent the proliferation of hospital associated infections to the patient.
 - a. Approved areas are defined in the Parkview Health Infection Control/ Employee Health/ Exposure Control Manual.
 - b. If there is a special one-time need for hospital-issued scrubs in an area that does not provide scrubs to staff, an exception may be made with the approval of the Department leader or the House Supervisor.
 - c. Hospital-issued scrubs may only be worn when working in the approved area of the hospital and shall remain on-site at the end of the shift.
 - d. Unauthorized removal of hospital-issued scrubs from the facility will be considered theft, and appropriate action will be taken in accordance with the Parkview Health Corrective Action Guidelines.
2. Non-exempt co-worker who are required to change into and out of special attire such as "scrubs" must have fifteen (15) minutes change time at the beginning and end of the shift.
 - a. When possible, the change time should be included within the regularly scheduled work shift (typically eight (8) hours plus half hour for lunch).
 - b. Leaders must allow co-workers time to change into or out of scrubs during their work hours.

M. Office/Work Areas:

1. In order to maintain a safe and professional environment:
 - a. If your workspace is in a public, open location, work-related materials and decorative items are not permitted on the tops of workstation cabinets. This area should remain clear.
 - b. Co-workers should leave public areas, such as the copier/printer areas, coffee stations, conference rooms, restrooms, and kitchens in a safe and sanitary condition for guests and other co-workers.
 - c. Public areas should not be decorated outside of hospital-provided décor.
 - d. Any picture or item hung directly on the walls of non-public office space must be installed by the facilities department.
2. If you have questions about professional attire and work area expectations, please see your department leader.

N. Special Day Events

1. In our healthcare environment, many of our departments may want to participate in special day events that support a cause that is within the scope of their healthcare initiatives (i.e., National Wear Red Day for American Heart Month, or Pink for Breast Cancer Awareness Month). Prior to coordinating these types of special day events, the department must have the approval of the site executive..

O. Work-Based Online Profile Personal Picture

1. When posting a personal picture in your work-based online profile, co-workers are expected to remain professional, and pictures are to be appropriate for the work setting. Parkview has the right to ask co-workers to change their picture if deemed inappropriate for the work setting.

IV. Reference(s)

N/A

V. Addendum

N/A

Parkview Behavioral

N/A

Parkview Bryan

N/A

Park Center

N/A

Parkview Dekalb

N/A

Parkview Huntington

N/A

Parkview Kosciusko

N/A

Parkview LaGrange

N/A

Parkview Montpelier

N/A

Parkview Noble

N/A

Parkview Hospital Randallia

N/A

Parkview Reg. Med. Center

N/A

Parkview Ortho

N/A

Parkview Wabash

N/A

Parkview Whitley

N/A

Parkview Southwest

N/A

Parkview Home Health and Hospice

N/A

Parkview Occupational Health

N/A

Parkview Physicians Group

N/A

SCORe

N/A

The Mirro Center

N/A

Approval Signatures		
Step Description	Approver	Date
Approvers	Natalie Nix: Manager Human Resources	04/2025
Approvers	Bruce Buttermore: Manager Human Resources	04/2025
Approvers	Rhiannon Wade: Manager Human Resources	04/2025
Governance and Owner	Jaime Greenfield: Policy/Proced &Nurs Pract Spec	04/2025

Applicability

PBH and Park Center, PRMC, Parkview Bryan/Montpelier, Parkview Corporate, Parkview DeKalb, Parkview Huntington, Parkview Lagrange, Parkview Noble, Parkview Randallia, Parkview Wabash, Parkview Whitley / Kosciusko

References

Archbold, Behavioral Health, Bryan, DeKalb, Home Health and Hospice, Huntington, Kosciusko, LaGrange, Montpelier, Noble, Occupational Health, Orthopaedic, Park Center, Physicians Group, Randallia, Regional Medical Center, SCORe, Southwest, The Mirro Center, Wabash, Whitley

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