

KINGSTON GENERAL HOSPITAL

ADMINISTRATIVE POLICY MANUAL

Subject: Dress Code

Number: 12-771

Prepared by/Reviewed by: VP/CHRO, Patient and Family Council, KGH Leadership Group, Medical Advisory Committee, Planning and Performance Committee

Page: 1 of 3
Original Issue: 2014.06
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Preamble

The hospital strives to achieve a workplace environment where all staff can work comfortably and safely while appropriately dressed.

The Dress and Uniform policy outlines dress, uniform and grooming standards to promote a consistent, professional image throughout the hospital. All hospital staff should be viewed as professional and competent from the perspective of the patient and family and compliant with occupational health and safety regulations, identification and infection control policies.

Definitions

Employee: An individual who is employed by the hospital and is on the hospital's payroll.

Credentialed Staff: Physicians, dentists, midwives, extended class nurses.

Volunteers: Individuals who are not paid by the hospital and are registered with the hospital's Volunteer Services to provide volunteer hours in hospital and Auxiliary programs.

Staff: Employees, credentialed staff, volunteers and students.

Workplace: Any inside or outside location within the Kingston General Hospital (KGH) campus or satellite sites.

Break Times: Any time during a shift when a staff member is on a lunch or break and includes time on KGH property while reporting to, or leaving from an assigned shift.

Scent-Free: Free of any perfume, cologne or other fragrance applied to the body, hair, shoes or clothing.

Safety Footwear: Footwear that is CSA approved for use as identified in the KGH Safe Footwear Policy 02-099 which may include non-slip soles and or impact resistant toes and oil/acid resistant.

Personal Protective Equipment (PPE): Includes equipment, clothing and devices as identified in the KGH Personal Protective Equipment policy 02-015 that are intended to protect from workplace hazards including infectious agents.

Infection Control: Methods and procedures that are used to prevent the introduction and spread of harmful bio-hazards.

Policy Statement

This policy applies to employees, volunteers, physicians and other credentialed staff of the hospital. Clothing, uniforms and grooming should contribute to a positive impression of the hospital while maintaining safety and infection standards and adhering to the following elements:

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- Dress to promote patient confidence;
- Dress to prevent the spread of infection to others;
- Comply with Occupational Health and Safety requirements;
- Dress in a way that allows work to be performed efficiently;
- Dress appropriate to the departmental work requirements while recognizing cultural norms and religious accommodation.

Procedure

1. All staff are expected to present a clean, well-groomed, scent-free, professional appearance that is appropriate for their department and the type of work they are performing.
2. Managers are responsible for addressing non-conformances to this policy and reserve the right to ask for corrective changes which may result in requests for staff to leave the premises and change clothes, loss of pay for time not worked and/or disciplinary action.
3. Departments may have specific requirements which must be followed in regards to uniforms, safety footwear, personal protective equipment and infection control. Sweaters and fleece jackets can only be utilized with uniforms if aligned to the uniform standards and are approved by the applicable department.
4. The hospital relies on the good judgment of staff to comply with the above requirements and to obtain guidance from their manager on any related questions.
5. This policy outlines the minimum requirement for professional appearance. A manager / supervisor shall retain the discretion, to set standards at a higher level, based on patient contact needs or job function requirements.
6. The President and Chief Executive Officer or delegate may occasionally approve special days whereby professional dress is waived in the hospital to support promotional events, fund-raising, celebration / costume days.

Guidelines - see Appendix A

Related KGH Policies

- Safe Footwear Policy – 02-099
- Personal Protective Equipment (PPE) – 02-015
- Hospital Identification – 02-010
- Scent-Free Environment – 02-201
- Health and Safety Policy – 02-098
- KGH Infection Control Manual

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References

- University of Utah Health Care, Dress Code Policy
- Ottawa Hospital, Dress Code Policy
- Sunnybrook Hospital, Dress and Uniform Policy
- Cleveland County Healthcare System, HR Policy – Dress Code
- San Diego, Health System Policy and - Dress Code and Appearance Policy
- Sheffield Teaching Hospitals NHS Foundation Trust – Dress Code Policy
- Implementing a Dress Code by Susan M. Heathfield, About.com.guide
- The Dress Code if I ran a Hospital by Wendy Leebov, quality-patient-experience.com.
- Arbitration Award - Ottawa Hospital and CUPE, Local 4000 (Dress Code Policy), Re, 2013 Carswell Ont 130 (Ont. Arb. Bd.).

Authorizing Signature:

Leslee J. Thompson
President and Chief Executive Officer