

<b>Name of Policy:</b>	<u>Dress Code for Radiology</u>	
<b>Policy Number:</b>	3364-135-033	
<b>Department:</b>	Radiology	
<b>Approving Director:</b>	Director, Radiology - UTMC	
<b>Responsible Agent:</b>	Chairman & Professor, Radiology	
<b>Scope:</b>	Radiology	
		<b>Effective Date:</b> 1/1/2024
		Initial Effective Date: 10/1/1997
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

Managers, All Radiology Modalities Technologist, Record Tech II, Radiology Tech Assistant and Secretary I & II are to adhere to the dress code policy established by the department of Radiology and Hospital Administration.

**(B) Purpose of Policy**

To facilitate patient and employee safety by requiring attire and appearance that is clean, professional, functional and non-offensive. To provide a means of identification for the public and other staff members. The dress and appearance of our staff members create an impression, either favorable or otherwise, on our physicians and patients. In conforming to the best standards of any professional organization or medical facility providing public services, staff members must give particular attention to how they appear to others and take pride in their appearance, dress and personal grooming. Any staff member having direct patient care must wear uniforms or scrubs.

**(C) Procedure**

Personnel not in compliance with applicable dress code policy may be asked to go home on their own time and return to work in appropriate attire. In the event of an emergency call-in, the dress code standards will be waived. Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy, with input from the office of institutional diversity as needed.

- Uniform:** Uniforms must be clean, proper fitting, in good condition and opaque (undergarments should not visible).
- Tops/Shirts:** Colored tops and blouses are acceptable however they must cover the back and abdomen during required movements of the individual’s job. No spaghetti straps, T-straps or halter tops can be worn and no exposed cleavage. No sweatshirts or T-shirts, the exception being plain colored T-shirts, may be worn under blouse or top.
- Pants/Skirts:** Pants must be a solid color without writing on them; no running pants or sweat pants. They must cover entire length of the leg to the ankle and may not extend past the heel of the shoe. Skirt hems must be no higher than 3 inches above the knee and must be a solid color.
- Footwear:** Shoes must be clean, in good repair and safe for the job duties. No flip flops, thongs, open toed shoes or slippers can be worn. Socks for hose must be worn at all times. Tennis shoes must be leather or synthetic leather. Medical clogs are allowed but clogs with holes in them are not.
- Name tags:** UTMC I.D. badges must be displayed at all times with the name of the employee facing outward so that all employees are easily recognizable by all customers. The UTMC I.D. badge needs to be worn above the waist, not on the belt of pants. The employee’s name, title, department and photo must be completely visible. UTMC I.D. badge (see rule 3364-61-04 of the Administrative Code for more detail on UTMC I.D. badge requirements.) ID Badges must be replaced if they become unreadable or the employee transfers department or has a new position.

- Hygiene:** Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Perfumes and fragrances are restricted in patient care areas.
- Hair:** Hair must be kept clean and styled neatly. All beards and moustaches should be trimmed and neat in appearance. Any apparatus that an employee uses to hold back their hair, must be clean.
- Fingernails:** Fingernails should be clean, well-manicured and no more in length than ¼ inch above the finger. No artificial nails are allowed. Fingernail polish cannot be chipped. (See Infection Control Policy on Hand Hygiene – Policy NO 3364-109-GEN-102 for more specific details).
- Jewelry:** Jewelry in pierced site will be visible on the ear only. All other piercings must be covered or removed during work. Other jewelry should be appropriate for the work site, and worn in a limited fashion when working directly with patients. Reasonable accommodation will be made in regards to religious, cultural or disability situations and will be reviewed on an individual basis for compliance with this policy, with input from the Office of Institutional Diversity as needed.
- Badges/Pins:** A maximum of three badges or pins (not including I.D. badge) may be worn. Badges/pins worn must only be reflective of a professional organization, customer service, or issued by UTMC or the employee’s department.
- Scrubs:** In designated areas of the hospital, and in ambulatory clinics, staff will be required to wear standardized colored scrubs. New staff member will be supplied with three sets of scrubs and additional sets can be purchased online at: [Robert’s Medical Uniforms utledo.edu/depts/supplychain/purchasing/preferred\\_suppliers/uniforms](http://Robert’s Medical Uniforms utledo.edu/depts/supplychain/purchasing/preferred_suppliers/uniforms). HTML  
 The following colors will apply for staff:
- Radiology Technologist:** White top & Jacket, Blue/White T-shirt and Navy pants, warm up Jackets.
- Record Tech II (Clerical):** All Navy Blue, T-shirt, top, pants & jacket, warm up Jackets.
- Rad Tech Assistant:** All Navy Blue, T-shirt, top, pants & jacket, warm up Jackets.
- Spirit Wear:** Spirit Wear is generally allowed on designated days only, but it is ultimately up to the department to decide whether to allow the spirit wear and to what extent.

All Radiology employees must comply with the above dress code from hospital policy. Employees may be discipline to and including discharge for not wearing attire pursuant to this policy.

<p><b>Approved by:</b></p> <p>/s/ _____          Haitham Elsamaloty, MD          Chairman &amp; Professor, Radiology          Date</p> <p>/s/ _____          Ryan Landis, BSRT, (R) (CT)          Director, Radiology          Date</p> <p><i>Review/Revision Completed By:          Haitham Elsamaloty, MD</i></p>	<p><b>Review/Revision Date:</b>          10/1997          3/1/2002 Eliminated 3/2002 (by admin)          4/1/2018 Reinstated 4/1/2018          4/1/2021          1/1/2024</p>
<p><b>Next Review Date:</b> 1/1/2027</p>	
<p><b>Policies Superseded by This Policy:</b></p>	