

A. Dress Code

In order to maintain a positive image, faculty, staff and students of Woford College will follow the dress code guidelines.

Healthcare professionals must present an image that reflects commitment to quality care. In order to accomplish this goal, students are expected to dress in accordance with the guidelines established for their profession.

The following are guidelines for dress and grooming. However, the affiliated clinical sites may more require additional work attire requirements in certain areas.

1. **Clinical**

While in direct patient contact, students must comply with the following uniform and rules:

a. Scrubs & Jackets

- (1) Students **must** wear Woford College scrubs.
 - (i) Woford navy blue scrub sets with logo
- (2) Woford scrub jackets only
- (3) All clothing worn should be clean and correctly sized.



b. Shoes

- (1) Closed toed shoes must be worn with socks or stockings.
- (2) Footwear for clinical areas should be appropriate for work area. They must be clean and free from faults or defects.
- (3) Safety should be a primary consideration when selecting footwear for work. Closed shoes to prevent needle injury are required.

c. Undergarments

- (1) Should be discreet.
- (2) Should not be visible.

d. Hats

- (1) Scrub hats may be individual, but must be appropriate and cover all hair.
- (2) Unless part of an approved uniform, hats should not be worn.

e. Masks, shoe covers and gloves

- (1) Scrub suits, masks, shoe covers and gloves should be worn only in areas designated by Department Policy and only by those designated to wear them.
- (2) Masks, shoe covers, gloves and caps must be removed when visiting patients.

f. Lab coats

- (1) **Note:** Lab coats should cover scrubs when out of the OR.

- (2) Lab coats should be worn over scrubs when outside the hospital.
- g. Excellent personal hygiene is expected at all times.
 - (1) Men must come shaven and be well groomed
 - (2) Facial hair is to be well groomed and covered by facemask and/or surgical hat when in the operating room
 - (3) Nails must be clean and kept short
 - (4) Chipped nail polish is unacceptable
- h. Accessories
 - (1) Accessories should be conservative. Excessive jewelry will not be tolerated in the surgical/obstetrical areas.
 - (2) Body piercing besides earlobes will **not** be acceptable.
 - (3) **Tattoos and body painting must be covered.**
- i. Hairstyle
 - (1) Extremes in hairstyles and color should be avoided
- j. Colognes or Perfumes
 - (1) **Excessive use of colognes or perfumes should be avoided.**
 - (2) Some patients may be allergic to colognes or perfumes so avoiding them is generally a wise idea.
- k. Use of chewing tobacco or gum is not permitted at any time in the presence of patients, their families, visitors, physicians or guests.
- l. I.D.
 - (1) **Students must wear their picture ID badge at all times when on the affiliate site campuses or when interviewing patients.**
 - (2) See ID rules on the next page

Questions or clarifications regarding appropriate attire should be directed to your clinical coordinator

Please note: Dress code policy of clinical facilities will be discussed during clinical orientation. Dress code guidelines of clinical facilities supersede what Wolford College requires.

2. Non-Clinical Areas

- a. You are expected to select attire that projects professionalism and pride in our College.
- b. Casual attire is acceptable in class.
- c. We encourage you to avoid choosing attire for class that may be extreme in style.
- d. Appropriate length shorts and clean shirts / tops.
- e. Exercise attire is not acceptable in class.
- f. Body piercing besides earlobes will **not** be acceptable.
- g. Good judgment, which includes being well groomed and neat, is the main guideline to follow in dressing appropriately.
- h. Note: students may not wear open toed shoes without socks or hose to any orientation, classes, etc. in non clinical areas of the hospitals.

If the student's attire is unacceptable in any way, Wolford College faculty will have the right to ask you to abide by the Wolford College Handbook. We reserve the right to decide whether a student is in compliance with our guidelines. He or she will be asked to correct their appearance or be excused from class to do so.

B. Identification Badges

Students are to wear identification badges at all times when in the clinical area, or at any time they are in direct contact with a patient. The badge should be displayed on your collar, lapel or front pocket so that it is visible and readable to patients, patient's families, physicians or other employees. No other stickers or attachments should be adhered to ID badge.