

Policy No: 5.06

Subject: Personal Appearance Standards
Supersedes: All existing corporate and business unit policies on this subject
Effective: January 1, 1999, January 1, 2013
Revised: Sept. 10, 2008, April 16, 2012, September 26, 2012
Reviewed: September 26, 2012
Page(s): 4
Approved by: The Henry Ford Service Excellence Steering Committee, HRET, Operating Leadership

1.0 Philosophy/Purpose

A key component of promoting “The Henry Ford Experience” is for employees to embrace a diverse environment that takes pride in personal appearance reflecting an image of competence and professionalism. These qualities are essential for the proper, effective, and efficient administration of healthcare services and may contribute to the healing process. Further, the management of HFHS asks you to support the compliance in relation to infection control/safety protocols and other regulatory requirements of HFHS. As such, this policy has been established in an effort to engage employees in creating a healthy environment focusing on Patient Care.

2.0 Scope

This policy applies to all employees, students, volunteers, contractors, vendors and others during workdays, weekends, and off hours who work at all Henry Ford Health System business units and locations when they are in their role as an employee of the System. Employees who are required to wear a uniform must comply with their approved policy as established by their local business unit/department.

3.0 Responsibility

The implementation, administration and management of this policy shall be the responsibility of Henry Ford Health System operational leadership. Additionally each employee is responsible for complying with this policy.

4.0 Policy

HFHS employees are expected to maintain proper hygiene and observe standards of appropriate business attire. All HFHS employees shall present themselves well-groomed, and appropriately dressed at all times while on premises. Although the general minimum requirements of this system-wide policy must be adhered to at each business unit, a business unit or department (i.e. patient care areas) can choose to implement more restrictive requirements based on infection control and other regulatory requirements.

5.0 Practice and Procedure

	<u>Acceptable</u>	<u>Unacceptable</u>
Clothing	Clean, neat, pressed, in good repair and appropriate size	Soiled, wrinkled, torn, noticeably worn, too tight or too loose. <u>See-through or revealing</u>
Lab Coats	Must be clean and presentable	Soiled, wrinkled, torn, Noticeably worn
Nametags: (See HR Policy 5.01)	Worn at all times when on duty in an easily visible spot. Name and picture must be visible. Badges should be worn above the waistband	No nametag, or worn in a place that is difficult to read ID picture should not be covered in anyway
Hair	Neat, clean and groomed style. Direct patient care and food service areas: <input type="checkbox"/> Hair longer than shoulder length should be confined so it will not interfere with customer service or patient care. <input type="checkbox"/> Hairnets will be worn in food services areas. Beards, sideburns and mustaches will be neatly trimmed.	Extreme unnatural hair color. Large, elaborate & exaggerated spiky hairstyles & accessories. Poorly groomed facial hair. Any strong odor resulting from the use of tobacco
Nails	Clean and trimmed nails that do not exceed 1/4 inch beyond the fingertip. Note: Acrylic nails that meet length restrictions and appearance standards are permitted only in non-clinical settings.	Dirty, ragged nails. Artificial nails (i.e. acrylic, gel tips & overlays) in any HFHS facility where direct patient care is delivered.
Scent	Use of deodorant & light, mild perfume or after-shave, light scented mouth wash All clothing worn during the shift must be free of the odor of tobacco. Breath, skin, and hair must also be free from any scent of tobacco.	Excessive or heavy scent of any kind either from poor hygiene, strong perfume, or any other scented personal products.
Jewelry	Earrings should be complimentary to the clothing; not excessive. Patient care areas refer to Infection Control protocols	Facial piercing or piercing of other visible areas; unless of known cultural requirement

	<u>Acceptable</u>	<u>Unacceptable</u>
Shoes	<p>Clean, polished, moderate to low heels. Style appropriate as defined by department dress code</p> <p>Shoes should compliment the clothing</p> <p>Open-toed shoes are permitted in non-clinical office settings provided the employee has no direct contact with patients.</p>	<p>Scuffed, dirty, unpolished, united.</p> <p>Heels higher than 2 ½ inches.</p> <p>Open toed shoes in facilities where patient care is delivered.</p> <p>Cross without back strap and perforated shoes in any HFHS facility where patient care is delivered.</p>
Make up	Complimentary to natural features	Excessive make up
Pants/slacks	<p>Pants no shorter than ankle length.</p> <p>Note: Denim, including jeans, can be worn in non-clinical business settings <u>only</u> during non-work hour weekends or when moving offices due to relocation.</p>	Denim (includes jeans-see note), stretch pants, stirrup pants, leggings, sweatpants or sweat outfits, shorts, short skirts, skorts, capris.
Skirts/dresses	Long, tailored skirts or dresses no more than 2 inches above the knee.	<p>See above.</p> <p>Sleeveless dress without jacket.</p>
Shirts/Blouses	<p>Neat, clean, pressed shirts, blouses or sweaters.</p> <p>System approved image apparel.</p> <p>Approved uniform policy if applicable.</p>	<p>Shirts with inappropriate sayings, logos, or advertising.</p> <p>No low cut or cropped shirts, tee-shirts, tank, tube or camouflage tops.</p> <p>Sleeveless top without jacket</p>
Tattoos	Large tattoos must be covered	

APPENDIX I
203.52**Unacceptable Abbreviations**

The following medical abbreviations have been determined to be dangerous due to their potential for misinterpretation. Use of these abbreviations in a patient's medical record is prohibited.

Abbreviation	Intended Meaning	Common Error	Solution
U	Units	Mistaken as a zero or a four (4). Also mistaken for "cc" when poorly written.	Spell out "units"
IU	International Units	Mistaken as "IV"	Spell out "units"
µg	Micrograms	Mistaken for "milligrams"	Use "mcg"
Q.D.	Latin abbreviation for "once daily"	Mistaken as QID or as "right eye" in the case of liquid medications.	Write out "daily"
Q.O.D.	Latin abbreviation for "every other day"	Mistaken as QID or as "once daily"	Write out "every other day"
OD, OS, OU	Latin abbreviation for right eye, left eye, both eyes	Easily confused and often mistaken as the Latin abbreviations AD, AS, AU. OD sometimes mistaken as QD	Spell out "right eye", "left eye" and "both eyes"
AD, AS, AU	Latin abbreviation for right ear, left ear, both ears	Easily confused and often mistaken as the Latin abbreviations OD, OS, OU	Spell out "right ear", "left ear" and "both ears"
NEVER use Trailing zero	-----	If the decimal point is missed a ten fold over dose can occur.	Instead of 2.0 just write 2
ALWAYS use leading zero for doses less than 1.	-----	The zero will help prevent an overdose if the decimal point is missed.	Instead of .5 Write 0.5
MS, MSO ₄	Morphine sulfate	Confused with Magnesium sulfate	Write "morphine sulfate"
MgSO ₄	Magnesium sulfate	Confused with Morphine sulfate	Write "magnesium sulfate"

DESIGNATED PARKING AREAS

Effective September 26, 2012



HENRY FORD
MACOMB HOSPITAL

- Employee Parking (includes medical residents and medical students)
- Commons, Medical Pavilion and Off-Site Employees Parking (excludes medical residents and medical students)
- Patient/Visitor Parking
- Barrier Free Parking
- Physician Parking
- Valet Parking Spaces

Employees arriving at 5 p.m. and later are encouraged to park in front of the medical pavilion.

