


FACULTY PRACTICE GROUP – Ambulatory Operations		
STANDARDS AND GUIDELINES		
SECTION:	Code of Conduct	REFERENCE #:
SUBJECT:	Personal Appearance	PAGE: 1 OF 2
APPROVALS:	FPG: <input checked="" type="checkbox"/> CAO-SC: <input checked="" type="checkbox"/> APCA: <input type="checkbox"/> EAC: <input type="checkbox"/>	EFFECTIVE:

PURPOSE:

To ensure staff wear clothing/ uniforms that would impact the patient’s perception of the quality of practices by enhancing the appearance of staff and clearly defining practice employees.

POLICY:

1. General Appearance (*APPLIES TO ALL STAFF*, however, exceptions for religious practice may be made.)
 - a. Hair must be clean and neat. For clinical staff, hair longer than shoulder length must be held back off the face.
 - b. Fingernails must be clean and no longer than half an inch from the fingertip for nursing staff. Plain nail polish is preferred for nursing staff.
 - c. Jewelry must not interfere with safety.
 - d. All clothing must be clean and appear neatly pressed.
 - e. Tight clothing, which allows visualization of undergarments, or clothing that displays any portion of the midriff or cleavage is unacceptable.
 - f. Skirts should be business length. Skirt should come at least to the knees while standing. While seated, thighs should be covered. If skirts come to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Generally slits in the center back of a skirt — to facilitate walking a stair climbing — are acceptable. Slits to facilitate a view of your legs are not appropriate for business purposes. Slits should not be visible.
 - g. Men must be cleanly shaved or beards and mustaches must be neatly trimmed.
 - h. Denim clothing of any type is not to be worn.
 - i. Fragrances must be used discreetly if at all.

- j. Hats, caps, headscarves, other than surgical types for specific clinical staff are not to be worn. Head coverings for religious purposes are acceptable.
 - k. Front office staff may not wear flip flop sandals or tennis shoes. Tennis shoes may be worn for medical/ comfort (i.e. orthopedic tennis shoes).
2. Uniform/Scrub apparel (scrub dresses, tops, pants, skirts, jackets, etc.) is to be worn by Clinical Staff only.
- a. No T-shirts.
 - b. Only solid white, gray or navy-colored sweatshirts bearing a UCLA logo or those without any logo are acceptable.
 - c. White lab jackets or coats are not to be worn by non-management clinical or clerical staff.
 - d. Closed toe shoes are to be worn by nursing staff.
 - e. Scrub attire cannot be embossed with any identification other than UCLA.
3. All Community Practice Network (CPN) and Professional Resource Network (PRN) Float Team members are required to uniforms.

REVISION HISTORY

Effective Date:

Review Date:

Revised Date: