

might desire to do so, may direct appropriate inquiries through their supervisors to this Committee.

Although physicians are deliberately not required to wear the Duke shield on their white lab coats or house staff jackets, we encourage their wide use by physicians as an indication of their pride in the Hospital and its employees.

4. Grooming

While on Hospital premises all employees are required to maintain standards of dress and grooming that are consistent with good hygiene and professional conduct.

Female employees involved in patient care or related supportive technical/professional services are required to style or restrain their hair so that it does not fall forward off the shoulders. Afro style is certainly appropriate, but must be modified within a 3-inch radius from the scalp.

Likewise, extreme or exotic styles, such as bouffant or "after 5" styles, are disapproved among Hospital employees on duty. Complementary hairpieces are permitted if conservative, clean, secure, and do not provide a safety hazard.

Male employees should likewise avoid extreme hair styles; those with patient care or related responsibilities should wear their hair *no longer* than their shirt or jacket collar; it must be kept clean. Afro style is appropriate if modified within a 3-inch radius from the scalp.

In all specialty areas such as the O.R., Central Supply, food preparation or service areas, where the probability of contamination is high or where sanitation standards or health rules apply, the wearing of a surgical hood, hair net, or turban is required.

Beards, moustaches, and side burns must be kept *neatly* trimmed.

Fingernails should be clean and trimmed to moderate length.

5. Jewelry and ornaments

Uniformed employees are limited to the wearing of class, engagement, or wedding rings, specialty pins or insignia, and wrist watch. Necklaces, bracelets, or other non-functional ornaments are not to be worn with the uniform. Ear rings and hair ornaments must be small, conservative in style, and functional, i.e. required to keep perforated ears patent, or to hold long hair back of shoulders.

Non-uniformed employees or those wearing street clothes may wear functional and complementary jewelry, as long as it is conservative. Hoop ear rings, "hippie beads", large pendants, and head bands are not acceptable on the Hospital premises.

Sunglasses should not be worn while on duty within the Hospital, unless they consist of tinted lenses, therapeutically prescribed.

6. Shoes and hose

The dress code provides specific guidelines with respect to shoe styles appropriate to most Hospital employees. Generally, employees having patient care or related responsibilities must wear dress or uniform style shoes *with appropriately quiet heels*. Modified open-toed dress shoes are permitted only in clerical or business offices.

Similarly, *uniformed* female employees are advised that white or neutral hose are most appropriate with white or dress-style shoes. Neutral hose are *preferred* for wear with street clothes among secretarial and clerical personnel; colored hose, if subdued, may be considered appropriate with certain coordinated outfits.

7. Apparel

The dress code specifies appropriate standards of dress for most of the employees of the Medical Center. However, several additional principles should be stated for clarification:

Pantsuits, either dress or uniform style, are authorized for many employees of the Medical Center. However, *only the two-piece "tunic" style* may be worn within the Hospital premises.

Miniskirts, culottes (skirt-type), and slack-coordinates may be worn by some non-uniformed employees (notably departmental office personnel outside patient-contact areas), if approved by their supervisor. Employees are expected to know what is appropriate, practical, and functional not only for the physical demands of their job but also for their personal physical dimensions.

Supervisors are authorized to require modification of hemlines, or other features of the employee's dress, when accepted Hospital standards are not observed.

The dress code prohibits the *indiscriminate* use of lab coats as an outer garment in patient-contact or public areas of the Hospital. Employees for whom the wearing of lab coats is not permitted are encouraged to use a sweater when warmth is required.

The following are specifically *prohibited* for wear by employees while on duty on Hospital premises:

- Hot pants
- Shorts
- Pedal pushers
- Jeans, cut-offs, or "wranglers"
- See-thru or transparent blouses
- T-shirts (as outerwear)

B. Specific Requirements:

The dress code contains relatively little that is new. It represents an analysis of the responses to questionnaires and personal interviews conducted several months ago with over 350 supervisory personnel, physicians, nurses, lab directors, and administrative officials. Most of these persons subsequently polled employees under their direction before responding to this Committee's request for information concerning:

- Current or prevailing standards of dress
- Problems arising therefrom
- Desirable changes, as expressed both by the supervisors and their staffs.

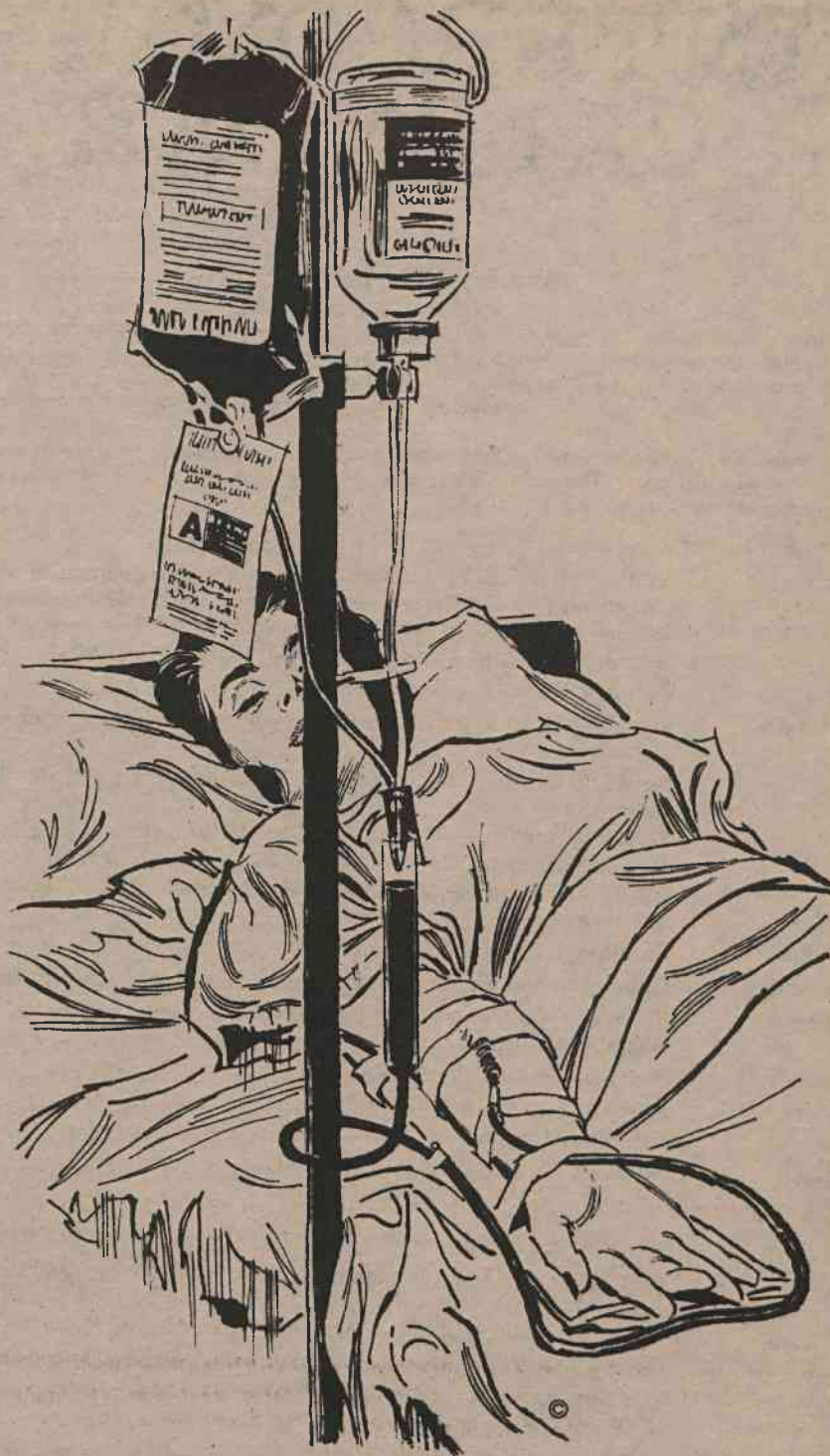
Wherever feasible, recommended changes have been introduced. Basically, this document provides a comprehensive statement of existing Medical Center policy and adds the elements of urgency and enforcement. It is, of course, subject to continuing revision.

The format consists of an alphabetical listing of major job categories within the Medical Center. Most employees will readily identify their job description or title herein; some may have to check with their supervisors. Those employees who clearly are *not* covered by the provisions of this code remain subject to standards of personal appearance established by their supervisors.

Requests for clarification or revision should be directed through the supervisor to the appropriate Assistant Hospital Director or to this Committee.

The following categories of personnel are covered in the dress code, copies of which may be obtained for reading from supervisors:

Administrative officers; anesthesia personnel (excluding physicians and nurses, who



are covered elsewhere) including medical supply assemblers and patient care technicians; candy strippers; central supply personnel including inventory record clerks and medical assemblers; chaplain's service; clinic assistants; data terminal operators; dental and oral surgeons; dieticians; dietetics personnel; dietetics-food service supervisors and food service supervisors in milk lab.

Environmental services; escort service; Eye Center personnel; Hospital Auxiliary volunteers; I.V. team nurses; mail room personnel; Medical Center Engineering and Operations including maintenance personnel, maintenance supervisors and valet parking attendant; medical records personnel; medical students including those in pre-clinical studies, clinical studies, and on externships or other hospital duties; medications assistants.

Messenger services including blood bank messenger, central messenger service, central supply messenger, community health sciences messenger, Drake Pavilion messenger, equipment room messenger, heart station messenger, hospital business office messenger, laundry service messenger, M.O.P.C. messenger, O.R. transportation attendant, pharmacy messenger (including pharmacy aide), physical therapy messenger (including aide), radiology messenger and S.O.P.C. messenger.

Nott Ward personnel including administrative physician's assistant, registered nurse, L.P.N. and A.L.P.N. and Advanced P.C.A.; nurse anesthetists including students, nurse epidemiologist and environmentalist; nurses-departmental and divisional R.N.s and L.P.N.s; Nursing service R.N.s and L.P.N.s on general hospital wards and special care units; nursing students including those from Duke School of Nursing, R.N. students from other schools and L.P.N. students.

Orthotics and prosthetics personnel; operating room nurses including R.N.s and L.P.N.s; operating room personnel (non-nursing) including medical supply assembler, O.R. clerical personnel, O.R. housekeeping personnel, O.R. transportation attendant (included under messenger services), scrub technician and surgical attendant; patient care assistant (P.C.A.); pharmacist; pharmacy technician; physical therapist; physical therapy attendant.

Physicians including house staff physicians, attending staff, chief residents and fellows; physician's associates including graduate and student P.A.s; professional nurse assistant (P.N.A.); public safety officer; receptionist or registrar; respiratory therapist; secretarial or clerical personnel; social service representative; technologist, technician and lab assistants in non-patient areas.

Technologist, technician and lab assistants in patient areas including anesthesiology blood gas lab, blood bank nurse and technical personnel, cardiac cath lab nurse and technician, central lab collection, E.R. lab and micro-chem lab including clerks, EEG lab, endocrinology lab, gastroenterology lab, heart station-EKG technician, hematology lab, hemodialysis lab, nuclear medicine, O.P.C. lab, pediatric cardiac cath lab, pediatric hematology lab, private medical clinic, psychodiagnostic lab, pulmonary function lab, radiation therapy, radiology (diagnostic division) and vectorcardiogram lab.

Telephone operators; therapists in speech pathology including students; and unit service personnel.