

STUDENT IDENTIFICATION / APPEARANCE

The sponsoring institution's commitment to Service Excellence is demonstrated through the professional appearance and attitude of Regional West Medical Center School of Radiologic Technology students and staff in the didactic and clinical environments. Students should be particularly sensitive to what patients and/or visitors believe to be appropriate attire and grooming

Responsibility: Students and staff
Standard: Human Resources

Professional appearance is expressed through the selection of clothing, shoes and accessories as well as the personal cleanliness and grooming of students in the Program. All work attire must be clean, pressed and in good repair. Torn, ripped, frayed, tight, sheer or revealing apparel is inappropriate in any Program-related situation. A student who fails to follow this policy may be subject to Corrective Action.

IDENTIFICATION BADGES

Student identification badges must be worn at all times while in the didactic or clinical environment. Badges must be easily visible, accurate, in good repair and attached near the collar with picture, department and discipline facing out for easy viewing. Personal pins and/or decorations must be worn in the top portion of the badge holder, no adhesive stickers are allowed except those that have been approved. The Program Director, with administrative approval, will determine any exceptions. A student's Identification badge must be taken home with the student at the end of his or her shift. Student identification badges may be required to gain entrance to any Regional West Health Service property. The repetitive loss or destruction of an employee's badge may result in a replacement fee.

DRESS CODE / APPEARANCE

CLOTHING

Permissible clothing in clinical and didactic environments is:

- Scrubs of solid black color provided at the student's expense and laundered by the student. Undershirts of any color are permitted. No visible printing is permitted.
- Department provided scrubs when assigned in specific areas (i.e., portables, surgery, interventional)
- A student will receive a set of Program patches from the Program at the beginning of the Program. The student shall attach these patches on the right sleeve of the scrub top or scrub jacket worn during clinical educational settings.

All clothing should be neat and clean. Clothing should be appropriate to represent the professional nature of radiologic technology. Clothing is to be modest and should not be inappropriately revealing, form fitting, or expose the midriff (front or back of body). Pant legs must be short enough so that the cloth does not touch the floor.

Regional West Scrubs in Restricted Areas:

1. In work areas where the recommended practice is for staff to change from street clothes to special sanitary or aseptic clothing, Regional West will provide the clothing.
2. Students should use Regional West Scrubs only when assigned to a clinical setting that requires aseptic clothing. (i.e., OR, Cath Lab, Interventional Radiology) Hospital owned scrubs will not be distributed for use at outside activities or events, which are not sponsored by the hospital.
3. Hospital scrubs are not to be worn home or off campus.

CAPS / HATS

Caps/hats are not permitted except where required to meet standards of health or safety (i.e. surgery, Cath-Lab, and Interventional Radiology)

JEWELRY

Jewelry must be professional and not pose a safety hazard.

BODY PIERCING / BODY MODIFICATION

Body art in the form of tattoos and other skin pigment alterations is a personal choice; however, management reserves the right to ask an employee to cover anything that is deemed excessive, offensive or inappropriate for viewing by patients or other staff. Piercings outside of the ears must have a clear, nude or basic stud.

FOOTWARE

Shoes must be clean, in good repair and practical for work responsibility and job area. No open toed shoes. Socks are required.

HAIR

Hair, including facial hair, must be neat and clean. Hair must be restrained if it poses a safety hazard or infection control issue.

Minimal excused tardiness is allowed, but the student must discuss the tardiness with a Program Official, who will determine whether the tardy will be excused. A Student Request for Time-off form must be completed by the student in order for the Program Official to excuse a tardy. The student should present this form as soon as possible. If the form is not received within one week of the tardy occurrence, the tardy will be considered unexcused. An excused tardy will be indicated on the program software by Program Officials.

NAILS

Fingernails must be clean, well-kept and in no way limit work duties. Nail polish must be kept in good repair. Students providing direct patient care may not wear artificial nails, nail attachments, extenders, nail rings or studs on or attached to nails, and must keep natural nails clean and no longer than ¼ inch past the fingertip. This policy is based on the Center for Disease Control recommendation on fingernails of health care workers.

PERFUMES, COLOGNES, AND/OR SCENTS

Perfumes, colognes, scents and/or odors must not be offensive or disruptive to patients, visitors, co-workers or peers.

Signature
Stephanie Cannon, MSRS, RT(R)(ARRT)
Program Director

Signature
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Director of Imaging Services

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