

WEST VIRGINIA UNIVERSITY HOSPITALS
and Ambulatory Services
POLICY AND PROCEDURE MANUAL

Policy V.250a
1st Effective 8-16-2018
Revised 10-11-18

Reviewed

DRESS CODE ADDENDUM

SCOPE:

WVU Hospitals and Health Science Center locations.

PURPOSE:

The purpose of the Dress Code Addendum (to the WVUHS Dress and Appearance Policy – v.250S) is to establish standards of appropriate dress and appearance for those that work or volunteer at West Virginia University Hospitals.

For the purpose of this policy, staff and employees are defined as:

- WVUH Employees
- UHA Employees (including Advanced Practice Providers)
- Physicians
- Residents
- Volunteers
- Visiting Clinicians
- Students/Faculty
- Vendors
- All others that represent West Virginia University Hospitals

RESPONSIBILITY:

All levels of management, including department managers, supervisors and leads are responsible for teaching, role modeling and enforcing the Dress and Appearance policy through consistent application. Those found not to be enforcing this policy may receive progressive corrective action.

GUIDELINES:

Uniforms may be required in hospital departments, especially those in direct patient care. Department uniform colors are approved and the coordination of all requests should go to the Director of Human Resources. Only white or uniform matching under shirts may be worn under uniforms or scrubs.

Colors and their respective departments include:

- Light Blue – Hospital scrubs only in areas per policy V.251
- RNs and LPNs - White and/or Royal Blue (any combination)
- Clinical Associates & Medical Assistants - Teal Green Top / Khaki Bottoms / Teal Bottoms / White Bottoms
- Support Associates - Grey Top / Black Bottoms
- Unit Clerks - Navy or White Top / Khaki Bottoms / Navy Bottoms / Gray Bottoms / Wine Bottoms
- Housekeeping - Navy Blue
- Cardiac Monitor Tech - Azalea / Navy Blue Bottom
- Heart and Vascular Imaging Services (HVIS) – Gray Top/Navy Blue Bottoms

- Respiratory - Green
- Children's Hospital Transport Team – Gray or Navy Top (Polo or Scrub) and Navy Blue Bottoms (Cargo or Scrub) or gray flight suit with blue stripes
- Volunteers - Burgundy
- Neuro Labs - Sandstone
- Sleep Lab-Burgundy/Khaki
- Phlebotomist-Gray scrub pants and red scrub tops
- Dietitians - Sea foam (light) green
- Cardiology - Blue and Gold
- Care Management - Chocolate Brown and Tiffany Blue- (color coordination determined by dept. management)
- .Malibu or grey tops and grey pants
- Ambulatory Clinical Support – (i.e. Ambulatory Care Assistant, Cast Tech, Ophthalmic Tech) Eggplant and black (color coordination determined by dept management)
- Ambulatory Clinics – Non-clinical staff working in an outpatient clinic wear Royal Blue polo shirts with WVU Medicine logo and Black pants.
- Hospital Registration – Royal Blue polo shirts with WVU Medicine logo and Black pants.
- Pharmacy-Caribbean Blue
- Residents- Jade Green
- Urgent Care – Navy Blue
- Facilities Engineering- Desert Sand shirt/Cargo pants
- WVU Children's Hospital employees may wear a child-friendly top with the designated colored bottoms.
- Flight medical crew will follow the established dress code policy of HealthNet, Inc.
- Emergency Department-Black Scrub Tops and Pants for Mental Health Specialists
- Chestnut Ridge Center Acute Unit staff may wear uniforms (Mental Health Specialist color is to be determined) or business casual attire that complies with policy. Residential Unit staff may not wear uniforms.*Designated colors as noted above will not be permitted to be worn by employees unless they are assigned and working to that area
- Hats may only be worn when they are a part of the uniform as defined in the department specific policy.

** No other colors will be approved for a role or department.

Appropriate West Virginia University T-Shirts or Polo shirts may be worn on both away and home football game days. Appropriate shirts may also be worn on Friday when a game is scheduled for Saturday.

Hospital provided scrubs are to be worn only in hospital approved departments, by employees who are providing clinical care, as outlined in Policy V.251.

Please note: In normal situations, hospital provided scrubs cannot be worn in to the hospital from home, nor should they be worn home from the Hospital. However, if the employee's clothing is damaged while at work, with approval from management the employee may wear scrubs home with the provision that they return them back to the Hospital during their next scheduled shift.

Offsite non clinical locations such as the Ruby Office Complex, Data Center, Scott Avenue, Health Sciences Center Building and the Child Development Center, etc. may establish department policies that differ from this policy. Any such policy should be approved by the VP or VPs with responsibility at that location as well as the Director of Human Resources. Any employee working at an offsite location must comply with the Hospital policy when performing work duties at the Hospital.

Cross References

A. WVUHS DRESS AND APPEARANCE POLICY – v.250S

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