



## Eisenhower Medical Center Policies

Clinic Division

### Ambulatory Services Division Dress Code Guidelines

128670

Guideline

Official (Rev: 0)

#### Purpose:

To define the policy of attire and uniforms for clinical and non-clinical personnel in the Ambulatory Division, and to provide guidelines for appropriate, clean, professional standards of appearance and dress.

Consistent with our Five-Star Service standards, our professional appearance as individuals and team members represents our obligation to excellence in patient care and safety.

During business hours or when representing the Ambulatory Division, employees are expected to present a clean, neat, and tasteful appearance.

#### Guidelines:

The following requirements are applicable:

##### 1. Dress Code:

A. EMC Dress Code Policy (Lucidoc #20066) will be adhered to.

B. EMC will fund, upon initial hire and every two years thereafter, position-appropriate uniforms based upon the following amounts:

- 1) \$300 for full-time employees,
- 2) \$180 for part-time employees, and
- 3) \$120 for *per diem* employees.

C. Uniforms will be purchased through EMC's approved uniform company. Once the company has been notified of a new employee by Eisenhower HR (usually within 30 days), the employee may place an initial online order; until that time, the new employee will be required to wear a uniform as close as possible to the department's color and style. (Cost of employee-purchased uniforms during this interim period are *not* reimbursable.)

D. If the uniforms become damaged and in need of repair, it is the employee's responsibility to replace or repair them. If any employee changes sizes, it is their responsibility to get new uniforms.






















E. "Eisenhower Health" is the current standard for uniform logos; individual clinic names are not used.

F. Ambulatory Service staff are to comply with these Dress Code guidelines whenever on duty.



























G. The department administrator, director or manager will provide determination for any issue or question not specifically defined within this document.

H. Lucy Curci Cancer Center (LCCC) maintains a similar but separate Dress Code Color Table (appended to the end of this document). For more information regarding LCCC Dress Code Color Table, contact CAO, LCCC.

## Primary, Specialty, EDCC and EDOC Dress Code Color Table

Role	Type of Uniform and Color
<b>RN</b>	<b>Scrubs :</b>  (top/pants) Navy <b>Jacket:</b>  or  Navy Black
<b>RN Manager</b>	<b>Scrubs:</b>  (top/pants) Navy <b>Jacket:</b>  or  Navy Black <i>Other Option: Business Attire, Short Lab Coat (White)</i> <i>(Refer to Dress Code Policy)</i>
<b>LVN</b>	<b>Scrubs:</b>  (top/pants) Ceil Blue <b>Pants/Jacket:</b>  Ceil Blue
<b>CA / MA / CNA / TECH</b>	<b>Scrubs:</b>  (top/pants) <b>Pants/Jacket:</b>  Lt Grey Lt Grey
<b>LPT (Behavioral Health)</b>	<b>Business Attire:</b> Refer to dress code policy
<b>PAS/Non-Clinical Roles</b>	<b>Logo Shirt:</b>  or  Royal Blue White <b>Pants/Skirt:</b>  or  Tan Black <i>Note: Dress Shirt or Polo Style Shirt with short/long sleeve</i> <b>Cardigan Sweater:</b>  <b>Tie/Neck Cover:</b> EH theme Black <i>Note: Pants/Skirts/Ties/Neck Covers not provided by EH.</i>
<b>APN/PA</b>	<b>Scrubs:</b>  or  (top/pants) <b>Jacket:</b>  Black Dark Grey <i>Option: Business Attire with Short Lab Coat (White)</i>
<b>Administrative Roles</b>	<b>Business Attire:</b> Refer to dress code policy
<b>Approved Colors for Undershirt</b>	<b>Shirts:</b>  or  or  White Blue Red

## LCCC Dress Code Color Table

Role	Type of Uniform
<b>RNs</b>	<b>Scrubs :</b>  (top/pants) Navy <b>Jacket:</b>  or  Navy      Navy      Pewter
<b>RN Managers</b>	<b>Scrubs:</b>  (top/pants) Navy <b>Jacket:</b>  or  Navy      Navy      Pewter <i>Other Option: Business Attire, Short Lab Coat (White)</i>
<b>LVNs</b>	<b>Scrubs:</b>  (top/pants) Teal Blue <b>Pants/Jacket:</b>  or  Teal Blue      Teal Blue      Pewter
<b>CA / MA / NA / CPT</b>	<b>Scrubs:</b>  (top/pants) Ciel <b>Pants/Jacket:</b>  or  Ciel      Ciel      Grey
<b>Breast Center</b> <i>All clinical staff except</i>	<b>Scrubs:</b>  (top/pants) Carmine or Hot Pink <b>Pants/Jacket:</b>  or  Carmine or Hot Pink      Carmine or Hot Pink      Black
<b>Non-Clinical Patient Facing Roles</b> <ul style="list-style-type: none"> <li>Front Desk</li> <li>Ancillary Secretary</li> <li>RadOnc Office Supervisor*</li> <li>Scheduling Coordinators</li> <li>PAS</li> </ul>	<b>Logo Shirt:</b>  or  Royal Blue      White <b>Pants/Skirt:</b>  or  Tan      Black <i>Note: Dress Shirt or Polo Style Shirt with short/long sleeve</i> <b>Cardigan Sweater:</b>  <b>Tie/Neck Cover:</b> Any Black <i>Note: Pants/Skirts/Ties/Neck Covers not provided by EMC.</i>
<b>Radiation Therapists</b>	<b>Scrubs:</b>  (top/pants) Galaxy Blue
<b>Nurse Practitioners</b>	<b>Scrubs:</b>  (top/pants) Black <b>Jacket:</b>  Black      Black <i>Other Option: Business Attire, Short Lab Coat (White)</i>
<b>Administrative Roles</b> <ul style="list-style-type: none"> <li>Directors/Managers</li> <li>Rad/Onc Office Supervisor*</li> <li>Social Workers</li> <li>PARS/Transcriptionists</li> <li>Med Records Tech</li> <li>Navigation Office Staff</li> <li>Cancer Registry Staff</li> <li>Physics/Dosimetry</li> </ul>	<b>*Business Attire:</b> (Refer to Dress Code policy)
<b>Approved Colors for Undershirt</b>	<b>Shirts:</b>  or  or  White      Blue      Red

### References

Reference Type	Title	Notes
<b>Documents referenced by this document</b>		
Related Documents	Dress Code	
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Mark Steffen, Chief  
Administrative Officer  
( 01/02/2020 12:02PM PST )  
Carl Enzor, Chief  
Administrative Officer  
( 01/02/2020 02:23PM PST )  
Ann Mostofi, V.P. Patient  
Care/CNO  
( 01/06/2020 09:06AM PST )  
Katherine Schnaser, Chief  
Administrative Officer  
( 01/10/2020 04:43PM PST )  
Vianette Hernandez,  
Manager-Patient Access  
( 01/14/2020 10:10AM PST )  
Lillian Hoag, Director-Patient  
Care Services  
( 01/27/2020 04:18PM PST )  
Rigoberto Lopez, Chief  
Administrative Officer

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<https://www.lucidoc.com/cgi/doc-gw.pl?ref=emcorg5:128670>.*