

## PROFESSIONAL EXPECTATIONS/DRESS CODE

To support students in a changing health care world, this policy is intended to provide guidelines for personal appearance based on student roles and industry standards. This policy is intended to consciously support students in bringing their whole selves to the educational and clinical setting and create a more inclusive environment. The expectation is that health sciences students will use good judgement regarding appropriate attire for the nature of the profession and work to be performed.

Students must follow policies and procedures of the specific work-based learning environment.

Professional Behaviors during work-based learning (clinical/externship/fieldwork)

Northwood Tech Health Sciences students are expected to always demonstrate professional behaviors including respect for clients, staff, and peers.

Smoking or tobacco use is not permitted during scheduled work-based learning. The student may not leave the premises of the work-based learning site to smoke or vape.

Chewing gum is not permitted in work-based learning environments.

Personal phones should be turned off and stored with personal items during work-based learning. Cell phones should not be carried during times of direct client/patient care.

Professional Appearance

Work-based learning facilities require employees and students to present a professional image to their clients and visitors. The Health Sciences student must be well groomed, neat in appearance, and wear clean, wrinkle-free clothing/uniform. The instructor reserves the right to have the student leave the learning environment if appearance does not meet guidelines. The expectation is that missed time will be made up.

- Good personal and oral hygiene is imperative (fresh breath and non-scented deodorant).
- Perfume or cologne is not permitted because of potential client or staff allergies. Students and uniforms must be free of tobacco or other odors. Students should use scent-free personal products, since even subtle scents may be noxious to clients.
- Cigarette smoke must not be detected on clothing or materials (handouts, objects).
- Nails should be clean, well groomed, and not interfere with work. Artificial nails/extenders, nail polish/nail art may not be worn by direct patient caregivers, those in contact with patient equipment, medication, linen, or food, and other roles where they would pose an infection-prevention issue.
- Hair must be clean and well groomed. Shoulder-length and longer hair must be pulled back (with a band or clasp, not a headband) or styled to prevent contact with others, equipment, or supplies while performing patient care and other job duties.
- Facial hair must be neat and trimmed. Facial hair must not interfere with infection prevention or distract from job performance or safety (i.e., masks must fit properly).
- Jewelry must not pose a health or safety risk or distraction.
- No hoop earrings. Students with gauges must wear clear or flesh-colored plugs.
- All visible facial piercings must be covered when in labs and during work-based learning rotations. Facial piercing could cause a risk for infection and interfere with PPE (personal protective equipment).
- Visible tattoos should not contain words or images that convey violence, discrimination, profanity, sexually explicit content, or political endorsement. Northwood Tech reserves the right to judge the appearance of these displays.

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### Dress Code

As a Health Sciences student, you will work directly with the public and dress must consider health, patient care, safety, sanitation, and business relationships. This policy was created using industry standards.

The dress code may apply to presentations, groups, off campus activities, observations, field trips, guest speakers, lab, and externships within your health sciences program. The instructor will make expectations clear to the learner.

- No denim, cargo pants, sweatpants, capris, or shorts
- No leggings, jeggings, or slim-fitted slacks
- No clothes that show an excessive amount of skin
- Sleeves must cover upper arm
- Skirts and dresses no higher than 2" above the knee when seated
- No sweatshirts, hoodies, or logo-t-shirts
- Tight-fitting clothing is not allowed. Clothing must be large enough that when moving (reaching, bending, twisting) no bare skin is shown
- Undergarments must be worn and hidden from sight
- Nylons, tights, or socks must be worn
- Shoes must be clean with a closed toe
- Hats, caps, and sunglasses are not permitted
- Northwood Tech name tag/photo badge must be worn with all information clearly displayed

Students must always meet or exceed the policies of work-based learning sites. Work-based learning sites have the right to override school policies and may require a prescribed dress code. In these instances, the student will adhere to the work-based learning site's policy on uniform/dress. The student should confirm appropriate dress code with the instructor or work-based learning supervisor before the work-based learning experience starts.

### Dental Assistant Clinical Official Uniform

- Navy blue long-sleeved warm-up scrub jacket (recommended to purchase 2-3)
- Navy blue scrub pants (recommended to purchase 2-3)
- Clinic shoes—these must be worn in the school dental lab and clinic only and remain clean throughout the academic year. Athletic shoes and shoes made specifically for health occupations work best (closed toe and back, solid puncture-resistant material)
- Northwood Tech ID/Name Badge (obtained from Northwood Tech)

### Medical Assistant Practicum Official Uniform

A uniform dress code is required for Medical Assistant students and is required during clinical or skills-based courses (Clinical I & II, Lab I & II, Administrative Procedures, Medical Office Insurance and Finance) and Practicum. Uniforms and name badges are required at the start of the semester's second week. The expense of the uniform to meet the dress code is the student's responsibility. Students may choose to purchase uniforms at the location of their choice. It is recommended to purchase 2-3 uniforms. The instructor or training agency has the right to dismiss a student who fails to appear in full uniform with appropriate grooming. The dress code includes:

- Official uniform for medical assistant students consisting of white or royal blue scrub pants or skirt and a solid-colored royal blue or white scrub top (recommended to purchase 2-3). Additional uniform requirements may be determined by the practicum facility.
- Optional—Solid colored (royal, white, gray, or black) undershirt can be worn under the scrub top.

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- Optional—Solid colored warm-up scrub jacket (royal or white).
- White shoes—these must be white (with minimal colored trim) and supportive. Athletic shoes and shoes made specifically for health occupations work best. \*Clogs, canvas, and “deck” shoes are not allowed.
- Clinic shoes—these must be worn in the school lab and clinic only and remain clean throughout the academic year. Athletic shoes and shoes made specifically for health occupations work best (closed toe and back, solid puncture resistant material).
- Official Northwood Tech arm patch on the left sleeve of all scrub tops and scrub jackets.
- Northwood Tech ID/Name Badge with photo (obtained from Northwood Tech) is required as part of the official medical assistant uniform.
- A working watch with a second hand is required.

**Pharmacy Technician Official Uniform**

- Official uniform for pharmacy technician consisting of a solid maroon/wine-colored pants and a maroon/wine-colored top. Additional uniform requirements may be determined by the clinical facility.
- Official Northwood Tech photo name badge attached to uniform top.

**ADN Official Uniform**

A uniform dress code is required for Nursing Clinicals and may be required for specific class sessions during clinical, simulation, or skills-based courses. The expense of the uniform to meet the dress code is the student's responsibility. The instructor or training agency has the right to dismiss a student who fails to appear in full uniform with appropriate grooming. The dress code includes:

- The official uniform for ADN students consists of ceil blue pants or skirt and a ceil blue scrub top. Optional long sleeve shirt under scrub top (solid color: white or black) and/or solid colored scrub jacket (ceil blue) may be worn. Additional uniform requirements may be determined by facility.
- Clean, neutral-colored, mostly white, supportive athletic shoes are acceptable. Canvas athletic shoes or open-toed/open heeled shoes are not allowed.
- Socks must cover the ankle. Hosiery must be worn if wearing skirt.
- Official Northwood Tech embroidered logo on left upper chest of scrub top and scrub jacket, if worn.
- Photo name badge.

This dress code is also required for participation in Northwood Tech health activities such as the Health Fair.

Procedures for non-compliance of the dress code during Northwood Tech campus courses:

1. Students will be asked to change their clothing to meet the dress code.
2. Students are encouraged to bring a second set of clothing to be placed in their locker if clothing worn to class does not meet the dress code.
3. Students will receive verbal communication that the dress code is not being met.
4. Students who receive a verbal warning and have not corrected the dress code will be placed on an Improvement Plan.
5. Students will be dismissed from class if they refuse to follow the dress code. Students will be required to make up time and competencies.
6. DA students may be subject to missing affective points.