

**Institutional Handbook of Operating Procedures
Policy 09.11.03**

Section: Clinical	Responsible Vice President: Executive Vice President and CEO, UTMB Health System
Subject: Personnel Issues	Responsible Entity: Health System Administration

I. Title

Dress Code & Uniform Policy

II. Audience

All personnel in the University of Texas Medical Branch (UTMB) Health System.

III. Purpose

To establish a dress code that will create a positive image of UTMB Health.

IV. Policy

The dress code is applicable to all UTMB Health System employees. Each employee must maintain a professional appearance that enhances the image of the organization to the community and public at large.

Employees are required to adhere to the dress code while at work for the Health System and when UTMB is compensating the employee for their time. In other circumstances (i.e. Volunteer events), employees should dress appropriately in accordance with IHOP Policy 03.01.06 - Personal Appearance.

Employees who are not in compliance with the dress code may not be allowed to begin their shift. Failure to comply with the dress code regulations will result in disciplinary action(s). Enforcement of the policy is the responsibility of the department leadership.

V. Procedures

All UTMB Health employees must report to work in acceptable work attire meeting the following guidelines:

- Must wear an official UTMB name badge in a visible location
- Clothing must fit properly, be clean, pressed, modest, and in good condition
- Shoes must be appropriate and in good condition
- Staff involved in direct patient care must not wear open toe shoes
- Undergarments appropriate to the article of clothing; are to be worn
- Patient gowns and/or pajamas are inappropriate and should not be worn during working hours
- Personal Protective Equipment (PPE) must not be worn outside of designated areas.

Personal hygiene will comply with infection control standards for UTMB Hospitals and with the highest of social standards. Employees who provide direct patient care must also adhere to the following guidelines:

- Fingernails must be groomed in accordance with [IHOP - 03.01.06 - Personal Appearance](#).
- Body must be free of offensive odor. Perfume, natural body odor, or cologne can potentially interfere with those who are ill or allergic to such odors or fragrances, particularly in patient care areas.

All employees assigned to wear uniforms should be aware of the proper uniform standards.

Department	Scrub Color
Inpatient RNs & LVNs	Black
Inpatient PCT & Techs	Ceil Blue
Respiratory Care	Light Grey
Nurse Practitioners in WIC	Brown
HUC	Royal Blue polo shirt
Outpatient LVNs	Navy Blue
Outpatient MAs & Techs	Cranberry
Outpatient RNs	Black
Transplant	Black (nurses) Any Color (Social Worker)
Rehab	Royal Blue
Pharmacy licensed	Patriot Blue
Pharmacy unlicensed	Hunter Green
Pathology	Steel
Vascular & Non-Invasive Cardiology	Navy Blue
Radiation Oncology	Wine
Radiology Techs	Galaxy Blue
Radiology PSS & Imaging	Purple
EEG	Wine/Burgundy
PSS - Ambulatory & Operations	Black polo shirts Gray long sleeve shirts
Customer Service Representatives (CSR)	Black polo shirts Gray long sleeve shirts
Surgical Tech	Caribbean Blue
Telemetry Tech	Caribbean Blue

** Soiled scrubs must be changed daily or more frequently if they become visibly soiled by blood (laundered by the hospital upon request)*

** All office personnel, supervisors, and support services should contact their department for specific uniform policies. All employees must supply their own uniforms unless provided by your department.*

- If uniform standards for your department change or a special uniform is required, UTMB may provide some support for the cost of the uniform. Your department will decide whether financial support will be provided.
- A uniform allowance may be provided to select job codes. In the areas in which uniforms will be provided, managers may supply up to 3 scrubs per year. Please contact your department manager for further guidance.
- A UTMB logo is not required on uniforms. All logos added to uniforms must comply with UTMB branding standards.

VI. Relevant UTMB Policies and Procedures

- [IHOP - 03.01.06 - Personal Appearance](#)
- [Policy 2-8 Dress Code and Professional Appearance \(Nursing Service\)](#)
- [Department of Pharmacy Policy, 5.30 Departmental Dress Code](#)

VII. Dates Approved or Amended

<i>Originated: 10/23/2014</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
04/07/2016	01/23/2018
	02/28/2022
	06/02/2023

VIII. Contact Information

Nursing Services - Administration
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