SUBJECT: Rehabilitation Services Dress Code  
FILE NO.: REH-024-P

SPONSORING DEPARTMENT/COMMITTEE: Rehabilitation Services Administration

SCOPE/CATEGORIES: Indiana University Health Ball Memorial Rehabilitation Service Line

ORIGINATOR: Loretta Sherwood, Director of Education and Compliance

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GENERAL REVISION DATE: 2/10/12  
CONTENT REVISION DATE: 2/8/12

KEY WORDS: Dress Code, BMH Therapy Staff, personal appearance, attire policy, appearance, REH

RELATED DOCUMENTS/FORMS/POLICIES/ATTACHMENTS:

PURPOSE: To establish guidelines regarding appropriate attire and personal appearance.

POLICY: Rehabilitation Services will follow the IU Health Ball Memorial “Personal Appearance and Attire Policy” (ADM-HR-19-P). In addition, Rehabilitation Services management will also hold all employees responsible for the additional guidelines outlined in this policy. Each employee represents IU Health Ball Memorial Hospital in every patient and customer contact, and personal appearance and professional demeanor greatly affect how we as professionals and support staff are viewed. Facility managers and individual employees will be held accountable in assuring that these guidelines are met. Additional dress requirements may be established at individual clinics as determined by that facility’s manager.

SUPPLIES/EQUIPMENT (if applicable):

PREPARATION OF PATIENT (if applicable):

PROCEDURE (if applicable):

GENERAL GUIDELINES FOR ALL EMPLOYEES:
1. No gum chewing during direct patient care.
2. Slacks that drag on the floor are not allowed.
3. T-Shirts are not allowed.
4. Accessories for uniforms are limited to the employee badge/designation tag, professional pins and patches, and other adornments as approved by the facility manager; e.g. holiday decorations, etc.
5. No hat of any type is allowed.
6. The Administrative Director may designate a day such as “Go Red for Women” or other specialty day (Halloween, Super Bowl time, etc.).
7. If, during the course of treatment, a therapist takes his/her shoes off, socks or hose must be worn.
8. Employees may not attach, affix or display objects, articles, jewelry or ornamentation to or through the nose, tongue, lip, eyebrow, or any exposed body part except the ear. Earrings or ornaments around the ear are limited to no more than 3 per ear. Excessive jewelry is not permitted.
9. Tattoos and brands on any exposed body parts must be covered at all times while on IU Health Ball Memorial Hospital/IU Health Blackford Hospital properties.

Outpatient locations, CAH locations:

Therapists and Assistants, Front Desk, Rehab Aides, and Administrative Assistants:
1. Employees are to wear one’s own personal standard professional, business casual wardrobe, or IU Health Ball Memorial logo wear. Due to the nature of the Pediatric Rehab clinical setting, the manager there may approve appropriate deviations from this policy.

Pool Staff
1. No revealing swimwear (one piece suits/trunks). May wear cover clothes, such as sweat suits that are in good condition.

Performance Plus
Due to the activity level of the Performance Plus instructors and the pool room temperature, the Performance Plus dress code is as follows:
2. Shorts: Kaki, Navy, Black preferred with length mid thigh or longer.
3. Capri Pants: Kaki, Navy, Black or solid color or one stripe preferred.
   Shoes: Tennis shoes, deck shoes acceptable, sandals are acceptable.

BMH Hospital Location:
All Therapists, Rehabilitation Aides and student interns:
1. Any type of plain white top (excluding sleeveless): this can be street clothing or scrub top. White on white designs are allowed. White tops with minimal black accents are allowed. Black tank tops/camisoles may be worn underneath white tops. White shirts with a small IU Health brand logo are allowed. No other large wording on the front or back of the shirt is allowed. No scarves are allowed.
2. Black slacks or black scrub pants. Appropriate length black skirts are allowed. No cargo pants, capri pants, stretch pants, leggings, sweat pants. Slacks should not be faded.

All Secretarial and Managerial staff:
1. Standard professional, business casual, street clothing is to be worn. No scrubs, cargo pants, capri pants, stretch pants, sweatpants, leggings or blue jean clothing are allowed.
2. If a scrub coat or jacket with pockets are desired a black scrub jacket can be worn.
Exceptions to the Rehab. Services Specific (black and white) Attire:
1. Staff performing SNAP classes in the community.
2. Therapeutic Recreation may wear street clothing that follows all general guidelines.
3. Peds Rehab staff covering 2 hours daily in the NICU.
4. Staff that comes from other sites for emergent coverage (i.e. ROC therapist travels to BMH to cover vestibular evaluation, because there is not a vestibular therapist on-site).
5. PRN staff called in same day from other job to assist an emergent need.
6. Observation students, practicum students and exercise physiology students attire requirements will be determined on a case-by-case situation based on the number of hours they will be on site, area they will be in, or role in which they are to function.

AFTERCARE (if applicable):

SPECIAL CONSIDERATIONS (if applicable):

REFERENCES (if applicable):