

UTMB Department of Rehabilitation Services	3/94	- Effective
2.0 PERSONNEL	02/21	- Reviewed
2.8.0 Guidelines for Professional Appearance and Presentation	02/21	- Revised

# Guidelines for Professional Appearance and Presentation

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**Purpose** This document outlines the dress code in The Department of Rehabilitation Services.

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**Audience** The information in this document is intended for all members of the Rehabilitation Services staff and students.

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**Policy** It is the responsibility of each employee to maintain a professional appearance representative of UTMB and The Department of Rehabilitation Services.

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**Guidelines for Dress** Departmental personnel shall select clothing, attire and other related items which are appropriate to the individual work situations in which they are engaged, and that represent the profession and UTMB in a professional manner in accordance with **IHOP 3.1.6 Personal Appearance**

All Department personnel shall wear an official UTMB identification badge at all times while at the workplace.

- Departmental scrubs are worn in the acute care setting. Departmental polo shirts with UTMB logo, pants or scrubs are worn in the outpatient settings. Closed toe shoes are required in patient care areas.
- Special Occasion and Hospital based activities include department approved T-shirts with scrub or pant bottoms.

Maintenance of a safe environment, for both the patient and the employee is a primary concern, the employee is responsible for assuring that his/her clothing and related attire does not interfere with the performance of the job or pose a safety hazard to either the patient or the employee. Employees or students who report for work in attire that is inappropriate according to departmental policy may be sent home and may be docked for time lost or appropriate accruals may be used.

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