



Professional Image Guidelines

North
Kansas City
Hospital



Tony & Mickey

At North Kansas City Hospital, every employee plays an important role in making sure our patients, their families and visitors have a positive experience. A unified professional image conveys a message of high-quality care, credibility, confidence and respect to everyone who enters our hospital. Here is an overview of our professional image guidelines. Please visit intranet.nkch.org/Image for more examples. Find the full policy in Policy Tech on Daily Dose.

Acceptable Attire for Men and Women



ID Badges

Wear hospital-issued badge on the upper right or left lapel, or shoulder, with the photo facing outward with a hospital-issued or healthcare-related clip (*Lanyards and other badge holders with logos of other organizations or sports teams are not acceptable. See policy for complete details.*)

Flats and dress sandals (*Casual sandals, beach-style sandals and flip-flops are not acceptable.*)

Women

Shirts, blouses, sweaters and vests that cover the mid-section and undergarments



Pants, ankle length or longer, that don't drag on the floor

Men

Collared shirts (must be tucked in), sweaters and vests

Scrub tops, bottoms and jackets must align with standardized color for role/discipline (clinical staff)

Hair Care Guidelines

- Keep hair clean and cut in a length and style that reflects a professional image; hair longer than shoulder length must be pulled back (in direct patient care areas)
- Natural-looking hair dyes and streaks are acceptable (*Hair colors including but not limited to pink, green, blue, purple, and pastels are not acceptable.*)
- Keep facial hair clean and trimmed to a length that can be covered completely by a protective mask

Jackets and blazers

Skirts and dresses, near knee-length or longer

Business casual pants that don't drag the floor

Business-style shoes (Athletic shoes are allowed if needed for your job, pending director approval)

Logoed Clothing

Shirts with NKCH or Meritas Health logos (smaller than 2 X 4 in.) are acceptable.

Department names may be embroidered under the hospital logo and must be ordered from the online NKCH Employee Store.

Clothing with logos of other organizations are not acceptable.

Sports Team Days

On designated game days, you may wear tasteful Chiefs, Royals, Sporting KC or NKCH clothing that adheres to the professional image standards. (*Jeans of any color, shorts, sweatpants, sweatshirts, T-shirts and jerseys are not acceptable.*)



"For-a-Cause" Days

Long- or short-sleeved T-shirts purchased during approved NKCH fundraisers are allowed, including previous year's fundraising T-shirts.

Clean and well-fitting jeans are allowed. (*Faded, torn, frayed, revealing, holey and/or ill-fitting jeans are not permitted.*)



If your attire or appearance doesn't follow the professional image policy, your supervisor or director may ask you to go home, change and return to work. You will not be paid for time away from work.

Unacceptable Attire and Accessories: All Employees

Tops

- Shirts, blouses and sweaters that expose the mid-section and/or undergarments
- Strapless tops, tank tops, tops with spaghetti straps, cold-shoulder blouses, and tops that show cleavage
- Sweatshirts and flannel and fleece material, including zip-front styles and hoodies
- T-shirts with logos, designs or text including NKCH T-shirts; any apparel featuring logos from other organizations
- Sheer fabrics, tight-fitting knit and Spandex/Lycra clothing

- Jean-style pants and any blue denim clothing
- Leggings, sweats, yoga pants and workout clothes
- Capri pants or pants that don't cover the calf
- Pants that drag the floor

Footwear and Headwear

- Beach-type sandals or flip-flops
- Sandals with toe straps or toe loops
- Rubber or foam shoes, unless needed for your job; pending director approval
- Hats and caps that are not a required part of a uniform or job description

- Dangling earrings (in direct patient care areas)
- Piercings or jewelry worn on the face, tongue, lips, eyebrows or nose
- Gauged-ear tunnels or plugs that are not flesh-colored

Tattoos

- Tattoos perceived by hospital leadership as being offensive or hostile or reducing the effectiveness of an employee as a role model must be covered or removed

Perfume/Cologne

- Clinical areas - not allowed
- Non-clinical areas - must be kept to a minimum; may be banned due to allergic reactions

Bottoms

- Miniskirts and short skirts that are not close to knee length
- Shorts

Piercings









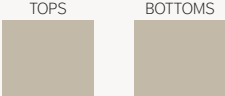

- More than three ear piercings per ear

Artificial/Natural Fingernails

See Artificial Nail Policy

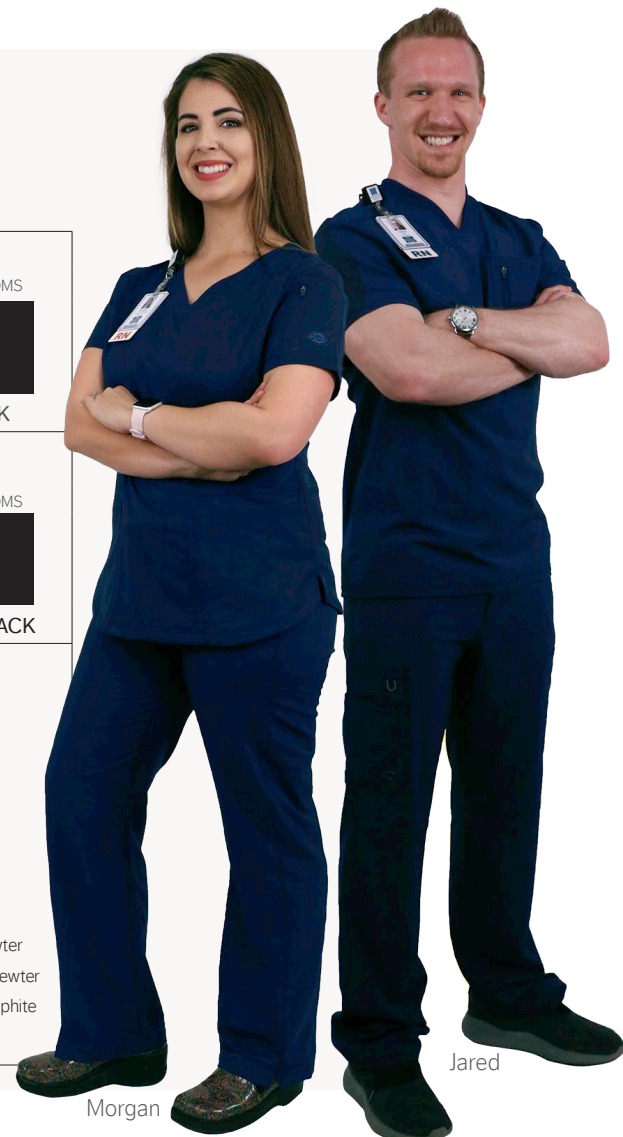
Standardized Scrubs

Care providers are required to wear standardized scrub uniforms. Each role or discipline will wear a specific color as outlined below.

<p>RNs & LPNs</p> <p>TOPS BOTTOMS</p>  <p>NAVY BLUE/NAVY BLUE</p>	<p>Techs</p> <p>TOPS BOTTOMS</p>  <p>PEWTER/PEWTER*</p>	<p>Pharmacy</p> <p>TOPS BOTTOMS</p>  <p>LIGHT GREY/BLACK</p>
<p>Radiology <i>(non-nursing staff)</i></p> <p>TOPS BOTTOMS</p>  <p>CEIL/BLACK</p>	<p>Laboratory</p> <p>TOPS BOTTOMS</p>  <p>HUNTER GREEN/BLACK</p>	<p>Respiratory</p> <p>TOPS BOTTOMS</p>  <p>CARIBBEAN BLUE/BLACK</p>
<p>Rehab Services <i>(OT/PT/ST)</i></p> <p>TOPS BOTTOMS</p>  <p>TEAL/BLACK</p>	<p>Cardiology <i>(non-nursing staff)</i></p> <p>TOPS BOTTOMS</p>  <p>RED/BLACK</p>	<p>EXCEPTION: <i>Licensed nurses and techs in surgical and procedural areas must wear hospital-provided scrubs.</i></p>
<p>Transporters</p> <p>TOPS BOTTOMS</p>  <p>KHAKI/KHAKI</p>	<p>Dietitians</p> <p>TOPS BOTTOMS</p>  <p>BLACK/BLACK</p>	

*Equivalent brand colors:

Barco/Grey's Anatomy: Steel
 Carhart and Dickies: Dark Pewter
 Healing Hands and Peaches: Pewter
 Landau and WonderWink: Graphite
 Maevn: Charcoal



Morgan

Jared