



QUILLEN
COLLEGE of MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Personal Appearance and Dress Code**

Policy Replaces a Previous Policy (*this includes change in policy name*): Yes / No
If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0723-30**

Originator Name and/or Committee (*if a committee, include name of chair*): **Ivy Click, EdD, Assistant Dean for Curriculum**

Committees, Departments, or Individuals Responsible for Implementation: **Office of Academic Affairs, Office of Student Affairs, Course Directors, and Clerkship Directors**

Original Approval Date and Who Approved by: **7/26/2023 – Dr. Beth Fox, Vice Dean for Academic Affairs**

Revision Date(s) (*include a brief description*) and Who Approved by:

Effective Date(s): **2023-24 AY**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy: Yes / No

If yes, please list the Element(s) Affiliated with this Policy (*include Element number/name/statement*):

All policies will be reviewed every three years unless an earlier review is identified.

(A.) Policy Statement:

Medical students should maintain a neat, clean personal appearance and dress in a manner that is appropriate for the educational setting (classroom, clinical settings, laboratory, and standardized patient encounters) and that reflects professionalism in dealing with faculty, staff, patients, and the public. Because students are intimately involved with patients and members of the health care team, wearing reasonable clothing and avoiding extremes of dress is imperative. Inappropriate attire can interfere with one's ability to carry out specific functions as a medical student. Uncleanliness or improper attire might provoke uneasiness or negative feelings in fellow classmates, patients, and members of the community. The physician in practice has the right to decide what specific appearance facilitates the professional, clean appearance, but while attending the Quillen College of Medicine, this appearance is best accomplished by a reasonable degree of conformity.

(B.) Purpose of Policy:

To provide clear expectations of dress and appearance for students in clinical and classroom settings.

Policy Name: Personal Appearance and Dress Code

(C.) Scope of Policy (*applies to*):

All medical students enrolled in the Quillen College of Medicine.

(D.) Policy Activities:

Definitions

- **Examples of Business Casual Dress:** Full-length dress pants/khakis or skirts/dresses (not shorter than 2 inches above the knee); woven fabric long- or short-sleeved button-down shirts; knit, collared polo-style shirts; blouses, sweaters, or sweater sets; ties and jackets are optional; clean shoes in good repair (no open-toed shoes or sandals allowed in the clinical setting).
- **Examples of Casual Dress:** Casual pants like cargo pants, jeans, scrub pants, or skirts/dresses; casual shirts like polos, pullovers, long- or short-sleeved t-shirts (no offensive images or logos), sweatshirts with school logo, or scrub tops; casual shoes (open toes/sandals may not be permitted in certain situations, like the anatomy or microbiology lab and clinical areas).

General:

- All articles of clothing must be clean and in satisfactory condition without rips and tears.
- Students should maintain good personal hygiene.
- Clothing should not be offensive (such as profanity, nudity, depictions of drug usage, or violence), distracting, or hazardous.
- Dressing more formally than the guidelines is allowed.
- Many students will have patient care responsibilities (simulated or live) and must adhere to the clinical guidelines in these situations, beginning with matriculation to school.
- In clinical and laboratory settings, there may be additional regulations that must be followed.
- Reasonable accommodation will be made for religious beliefs related to attire when possible.
- Individual courses and clerkships may have more specific criteria than outlined below.

Classroom (including small group and large group settings):

- The expected dress for students in most classroom settings is casual.
- Personal scrubs are allowed but hospital scrubs should not be worn outside the hospital.
- Shorts with at least a 5-inch inseam are permitted. Shirts should cover the midriff. Tank tops/camisoles should not be worn unless under a shirt or jacket.
- Please refer to the [QCOM Exam Administration Policy \(MSEC-0515-11\)](#) for additional information regarding restrictions on dress for exams.

Clinical (including all sessions of Doctoring courses, all standardized patient and simulated clinical encounters):

- The expected dress for students in the clinical setting is business casual. Wear your white coat for patient encounters including patient panels, simulated clinical encounters, and standardized patient encounters.
- Students should comply with the appearance standards of the facility where they are rotating.
- Scrubs and tennis shoes in a clinical setting are only allowed in specified situations such as the operating or delivery room.
- A name badge worn above the waist is required for all students.
- Keep hair clean and well-groomed
 - Extreme hair colors (pink, green, blue, etc.) may not be permitted in some clinical settings.
 - Beards and mustaches should be neatly trimmed and allow for respirator mask.
- Nails should be kept clean, neat, and trimmed per OSHA standards.
 - All nail enhancements (false nails) are prohibited in direct patient care areas.
 - Failure to follow this policy may result in injury or infection for patients. For this reason, students whose nails are overly long or include nail enhancements may be asked to leave the SP lab or patient care area until they remove them or trim their nails.

Policy Name: Personal Appearance and Dress Code

- Shoes clean and in good repair. No open-toed shoes in clinical areas.
- Jewelry should be simple and unobtrusive.
 - Visible jewelry in piercings other than ears may not be allowed in clinical settings.
- Visible tattoos that are not offensive are permitted. Students may be asked to cover large tattoos in some clinical settings.
- Heavily scented colognes, perfumes, scented lotions, or after-shave should not be worn in consideration of patients and team members that may have allergies or could trigger a medical condition

Laboratory:

- The expected dress for students in the laboratory is casual dress with closed-toed shoes. Legs must be covered by clothing or laboratory coat.
- Personal scrubs are allowed.
- Additional protective gear and other restrictions are required in the laboratory setting.

Identification Badges:

- During orientation a clip-on identification badge bearing the photograph and legal name of each student will be provided without charge.
- This badge remains the property of the Quillen College of Medicine and must be surrendered upon termination of enrollment. If this badge is lost or stolen, the student is requested to immediately notify the I.D. Office in the D.P. Culp Center, (423) 439-4286. A replacement fee will be charged.
- Students are to wear their identification badge above the waist at all times while on any clinical rotation.
- Students are to wear their hospital issued identification badge at all times during any clinical rotation which requires the student to be present in that particular facility.
 - It is the student’s responsibility to keep their VA credentials current in accordance with VA policy during their M3 and M4 year.
 - Students may not participate in any rotation occurring at the VAMC without a valid VAMC identification badge.
- All students must also obtain a permanent East Tennessee State University ID card to have full access to all university facilities and services.
 - This card will not only provide students identification but will also allow students to create a debit card account for convenient use in the university bookstore, comptroller’s office, health clinic, food services, vending machines, laundry facilities, Center for Physical Activity and controlled access to residence halls, libraries, and other facilities.
 - IDs will be issued during orientation or at the ID office during the term.

Administrative Approvals	Date Approved
University Compliance <i>(if applicable)</i>	
Policy Advisory Committee	July 2023
Associate Dean for Accreditation Compliance <i>(if applicable)</i>	
Vice Dean for Academic Affairs	7/26/2023
Policy Review and/or Revision Completed By <i>(if applicable)</i>	Date Policy Reviewed and Approved <i>(if applies to that department, committee, or group)</i>
Office of the Dean	

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	Academic Affairs (<i>this includes the three-year reviews by administrative staff</i>)	7/26/2023
	Student Affairs	
	Department of Medical Education	
	Medical Student Education Committee	
	Student Promotions Committee	
	Faculty Advisory Council	
	Administrative Council	
	M1/M2 Course Directors	
	M3/M4 Clerkship/Course Directors	
	Student Groups/Organizations (<i>describe</i>):	
	Other (<i>describe</i>):	

Notifications of New or Revised Policy (<i>if applicable</i>)		Date and Method of Notifications
	Posted to Website Under Educational Policies	7/28/2023
	Medical Students	7/28/2023
	Administrative Council	
	Faculty Advisory Council	
	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	
	Medical Student Education Committee	
	Other (<i>specify</i>):	