

August 31, 2015

PHARMACY SERVICE PERSONNEL DRESS CODE

1. PURPOSE. To establish and communicate standards of appearance, grooming, and hygiene necessary for maintaining a professional, appealing, and safe environment for patients, visitors, families and employees.

2. POLICY. Pharmacists, Pharmacy Technicians, and all other department staffs' personal appearances contributes to the overall image of the Pharmacy Department and the VA St. Louis Health Care System. Personal appearances should portray high quality health care and meet health and safety standards normally found in health care institutions.

3. ACTION.

a. General

(1) The Chief of Pharmacy, Associate Chiefs of Pharmacy, Pharmacy Managers and Supervisors are responsible for assuring that these standards of personal appearance are being maintained by employees in the work environment.

(2) All pharmacy employees are responsible for compliance with the guidelines contained in this policy.

(3) Clothing is to be clean, neat, properly fitted, free of excessive wear and tear, and free of any graphics/wording that cause controversy, distraction or disruption in the workplace. Clothing should not interfere with completion of assigned duties.

(4) For those who are required to wear a uniform (i.e. scrubs for oncology department and within the OR), when a change of uniform is required, the department will provide up to ten minutes at the beginning and ending of a tour for the employees to change clothes per AFGE Master Agreement.

(5) Employees will be allowed a reasonable amount of time to change clothes when their clothing becomes soiled per AFGE Master Agreement.

b. Prohibited Clothing and Accessories

(1) Shorts, jogging pants, and sweat pants are prohibited.

(2) Tank tops, halter tops, spaghetti-strap tops, tube tops plunging or low necklines, and sweatshirts are prohibited.

(3) Bluetooth ear pieces are prohibited while on duty.

(4) Headphones and ear buds are prohibited while on duty. An exception includes the use for training purposes such as TMS modules, etc.

(5) Hats, caps, costume masks, and sunglasses are prohibited while on duty.

(6) Sandals and open toed shoes are prohibited.

c. Pharmacists and Pharmacist Students

(1) Business casual and solid color scrubs, are the only acceptable modes of dress. Business casual tops include but are not limited to collared shirts, sweaters, and blouses. Bottoms include but are not limited to dress pants, khakis, dressy capris, and skirts/dresses. Skirt length dictated by MCM 00-08. No denim or T-shirts.

(2) Clean, white, short or long lab coats are recommended to be worn when out of the department in patient care areas. Pharmacists electing to wear scrubs will be required to wear a buttoned lab coat when working the prescription intake rooms, when on clinical rounds, and when at meetings with other clinical staff. Pharmacists electing to wear scrubs are responsible to assure that a clean lab coat is available on station for their use at all times, regardless of initial daily assignment, as assignments and work situations may change throughout the work day, and the wearing of a lab coat will be required if re-assigned to the duties listed above.

(3) Scrubs are required for those assigned to work within the oncology department and within the OR. Scrubs are recommended when the pharmacist is directly involved in compounding sterile preparations in an IV room. Scrubs must be changed to fresh scrubs daily at a minimum.

d. Pharmacy Technicians and Volunteers

(1) May choose to wear scrubs or clothing as described under sections 4a and 4b.

(2) Scrubs are required for those assigned to work within the oncology department and within the OR. Scrubs are recommended when the technician is directly involved in compounding sterile preparations in an IV room. Scrubs must be changed to fresh scrubs daily at a minimum.

(3) Clean, short lab coats are recommended to be worn when out of the department in patient care areas.

e. Supervisory Exceptions

(1) All exceptions must be requested to, reviewed by, and approved by the supervisor prior to wearing of clothing/accessories.

(2) Pharmacists may be granted to wear denim if performing an assignment which could soil their clothes.

(3) Sports team apparel (example, a Cardinals jersey) may be granted to be worn for special sporting events.

(4) Holiday apparel (example, a Santa Claus hat) may be granted to be worn around a major holiday.

4. REFERENCES. MCM 00-08 Dress Code, SOP 119-37 Pharmacy Security.

5. RECESSIONS. None

6. RESPONSIBILITY. The Chief of Pharmacy (119) or designee is responsible for the contents of this Standard Operating Procedure.

7. REVIEW DATE. August 31, 2018



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