

MUSC

MEDICAL UNIVERSITY
OF SOUTH CAROLINA

**College of Medicine
Dean's Office**

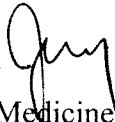
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Jerry Reves, MD
*Vice President for Medical Affairs
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January 5, 2009

Memorandum to: Chairpersons and Center Directors
Senior Associate Dean for Education
Associate Dean for Graduate Medical Education

From: Jerry Reves, M.D. 
Dean, College of Medicine
Vice President for Medical Affairs

Subject: College Policy for Dress

Attached is the new policy for Essential Standards for Dress within the College of Medicine. The policy has been compiled by the MUSC Excellence standards committee, has been accepted by consensus of the clinical and basic science chairpersons at their December 3rd meeting, and received a final approval at the MUSC Excellence Steering Committee earlier today

Please discuss this document and its intent with your faculty and staff. The image MUSC projects as an institution is a combination of factors, but the perceived competence and the professionalism of our faculty and staff start with first impressions and first interactions.

As a leader we know you will model these essential standards yourself and that you will see that all faculty and staff working with you do the same. Especially during these times of financial challenge, the subtle ways we communicate respect to patients and to one another should not be taken for granted.

Attachment:

Essential Standards for Dress
College of Medicine
Medical University of South Carolina

OBJECTIVE

This MUSC College of Medicine dress code allows our faculty and staff to work comfortably and safely in the workplace, while projecting a professional image to MUSC patients, co-workers, professional learners and visitors. These faculty and staff standards of dress are based on respect for those with whom we interact and are a part of the MUSC Standards of Behavior. A neat and clean appearance reflects positively on the Medical University of South Carolina.

Essential Guidelines for Dress:

CLINIC--Clothing suitable for clinic and office wear will be clean and neat in appearance. Whether in campus offices, labs or clinics all faculty and staff are expected to dress professionally. Normal dress for clinicians will include white coats or suit/sport coats when in clinic areas. Men will wear neckties with their coats. Pediatricians and pediatric providers will observe standards set within their department. Scrub clothing is appropriate only for the ORs and similar procedural areas.

LABORATORY--For practical reasons, standards for dress in research or teaching laboratories may be guided by the lab director. Laboratory safety, OSHA regulations and cleanliness will also dictate appropriate dress in these areas.

When laboratory faculty and staff members enter clinical areas the broader clinic standards always apply.

Neckwear- Neckwear should be appropriate: in clinic settings neckties and scarves should be chosen to reflect professionalism.

Slacks, Pants, and Suit Pants - Slacks and pants that are made of natural fiber, blends or synthetic material may be worn. These slacks and pants would normally have an ironed crease or equivalent.

Examples of inappropriate and unprofessional attire for work include jeans, sweatpants, camouflage pants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking or slacks that do not provide adequate coverage when bending or kneeling.

Skirts, Dresses, and Skirted Suits - Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dresses and skirts should be of a length at which the wearer can sit comfortably in public, hems usually about 2” below the middle finger when standing with arms extended downward.

Examples of inappropriate and unprofessional attire for work include short tight skirts, mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses.

Shirts, Tops, Blouses, and Jackets - Inappropriate and unprofessional attire for work includes tank tops; midriff tops and other low cut, revealing tops; clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; strapless tops; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Oversized scarves or other clothing or jewelry items that could pose safety concerns for patients and wearer alike are not allowed.

Discussion

Generally, casual clothing is not suitable for the professional setting. Professional dress and professional conduct are always linked in the minds of those who see us at work. No guidelines can cover all contingencies, so faculty and staff employees must exert a certain amount of judgment in their choice of clothing to wear to work. If uncertain about acceptable, professional business casual attire for work, please ask a supervisor or the Human Resources staff.

Consequences

Consistent disregard for these essential standards for dress, a part of the MUSC Standards of Behavior, will lead to disciplinary action under the relevant personnel policy and/or the MUSC faculty handbook. Individual employees may be asked to leave work and return wearing appropriate attire. It is the responsibility of the departmental chairperson to model and enforce the standard.