

PROFESSIONAL APPEARANCE CODE
UNIVERSITY OF THE PACIFIC
ARTHUR A. DUGONI SCHOOL OF DENTISTRY

The professional appearance and demeanor of all members of the dental school community contributes to and influences the perception of quality patient care. Faculty, staff, and students are all expected to maintain high and appropriate standards. This code serves as a guideline for those standards. When there is doubt about a particular aspect of the code, individuals are urged to make choices that most closely align with our high standards and our mission, “Leading the improvement of health by advancing oral health” in a context of patient-centered care.

These guidelines are in effect from 7:00 a.m. until 5:30 p.m., Monday through Friday, and extend until 9:00 p.m. on Monday and Thursday evenings. Faculty, staff, and students attending or working for weekend events or programs are expected to follow this code.

GENERAL ATTIRE

Attire shall be appropriate for the requirements of the department and the position.
Appropriate attire does include:

- A visible official school identification badge, worn above the waistline at all times
- Pants/slacks
- Dress shirt with collar and tie (for males)
- Sweaters
- Blouses/tops
- Dresses or skirts (must approximate the knees)
- Dress shoes or boots
- Socks or hosiery
- Approved uniforms and/or scrubs if authorized (see CLINICAL and PRECLINICAL AREAS)

Appropriate attire does not include:

- Caps or any other type of hat
- Denim or denim-like fabrics
- Jeans, leggings, or shorts
- Athletic shoes
- Flip-flops
- Sweatshirts or sweatpants
- T-shirts
- Tank tops or sleeveless shirts
- Clothing that reveals cleavage, back, stomach, or undergarments
- Shirts with sports team logos or inappropriate wording, cartoons, or graphics

STUDENT BREAK PERIODS

Attire during student break periods shall be business casual and in keeping with the requirements of the department and the position. Appropriate attire includes:

- A visible official school identification badge, worn above the waistline at all times
- Collared shirt
- Pants/slacks
- Dresses/skirts (must approximate the knees)
- Sweaters, blouses or tops
- Dress shoes or boots
- Socks or hosiery
- Approved uniforms and/or scrubs if authorized (see CLINICAL and PRECLINICAL AREAS)

Appropriate attire does not include:

- Caps or any other type of hat
- Denim or denim-like fabrics
- Jeans, leggings, or shorts
- Athletic shoes
- Flip-flops
- Sweatshirts or sweatpants
- T-shirts
- Tank tops or sleeveless shirts
- Clothing that reveals cleavage, back, stomach, or undergarments
- Shirts with sports team logos or inappropriate wording, cartoons, or graphics

CLINICAL and PRECLINICAL AREAS

- When working in the clinic or laboratories, closed toe shoes must be worn to provide protection against accidental puncture injury. Open-toe shoes, sling-backs, moccasins, or sandals are specifically prohibited in these settings.
- Clinical staff may wear athletic type shoes, but they must be clean and of a black, white, or brown color. No designs or patterns are permitted.
- Individuals with direct patient contact in surgical clinics and staff working in sterilization and dispensing shall be permitted to wear university authorized scrubs. Wearing scrubs outside the building is discouraged.

PERSONAL HYGIENE

A high level of general physical hygiene is consistent with Pacific's community standards. Good hygiene obviously includes excellent oral hygiene and precludes negative body odors.

A. Hair

- Beards and mustaches are permitted, but must be clean and well groomed.

- When working with patients, hair must be kept out of the field of operation.
- Shoulder-length hair must be tied back so that it does not require handling during the treatment procedure.

B. Personal Cleanliness

- Excellent hygiene is required so that offensive oral and body odors are avoided.
- Strong perfumes, colognes, or after-shave lotions must be avoided.

C. Fingernails

- Hands and fingernails are to be immaculately clean, appropriately trimmed, and well-manicured.

PERSONAL PROTECTIVE EQUIPMENT

All students, faculty, staff and volunteers are expected to comply with the School of Dentistry's *Infection Control Policy* by wearing appropriate personal protective equipment whenever skin, eye, mucous membrane, or parenteral contact with blood or saliva can reasonably be anticipated.

ENFORCEMENT

The following individuals are expected to enforce the Professional Appearance Code:

- Students: Students, Group Practice Administrators, Associate Dean for Clinic Services, Director of Academic Affairs, all Faculty
- Faculty: Faculty, Department Chairs, Associate Dean for Academic Affairs
- Staff: Staff, Directors/Managers, Director of Human Resources

Self regulation of the Professional Appearance Code is critically important. If self regulation fails and immediate supervisors become involved in the enforcement process, the following actions may be taken:

- Warnings and other disciplinary action, up to and including termination of employment.
- Denials of access to clinics, classrooms, or laboratories through suspension of privilege.

If a warning is given, compliance with the Professional Appearance Code is expected within 24 hours of that warning. If patient care is involved, the individual may be required to immediately leave the specified area for which he or she is out of compliance. Continued violations are to be managed by the immediate supervisors of any offending individual.

CHANGES TO OR EXEMPTIONS FROM THE PROFESSIONAL APPEARANCE CODE

Recommendations for changes to or exemptions from the requirements of the Professional Appearance Code may be made according to the following procedure:

- Proposed changes to the Professional Appearance Code shall be to be made in writing to the Professional Appearance Committee. This Committee consists of the Director of Human Resources, the Chair of the Dental Faculty Council, the Chair of the Staff Advisory Council, the Associated Student Body President, and the Executive Associate Dean.
- If the recommendation is supported by the Professional Appearance Committee, the recommendation will be forwarded to the Dean's Cabinet for review and approval.