

**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. This code does not address special attire and personal protective equipment that are required for safety reasons.

All individuals must wear a visible official school identification badge, always worn above the waistline while in the building.

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, including breaks. Faculty, staff, and students attending or working for weekend events or programs are expected to follow this code.

## **EMPLOYEES**

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### **Clinic:**

- Employees with direct patient care may elect to wear scrubs or business casual attire. If electing to wear scrubs, school-approved scrubs are encouraged. Scrubs must be long enough to cover the wearer's ankles and may not have elastic ankle cuffs.
- Shoes that cover the full top of the foot 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 employees may wear athletic type shoes, but they must be clean and undamaged.
- All personnel and students in the clinic must follow additional requirements of the **Infection Control Policy**. The Infection Control Policy can be found in the Pac Manual.

### **Preclinical Simulation and Polishing Lab:**

- Employees may wear either school-approved scrubs or business casual.

### **Research Laboratory:**

- Employees, volunteers, and visitors working in the research laboratory may wear either business casual attire or scrubs. Skirts or pants must cover the wearer's legs and closed toe shoes are required. Hair must be tied back when conducting experiments.
- Perform a risk assessment and understand the hazards before proceeding with activities in the research lab.
  - Always use the required personal protective equipment based on the risk assessment.

### **Office Settings and Classrooms:**

- Business casual attire is required (see definition at the end of this document)

- Employees with clinical, simulation, or laboratory duties may wear scrubs or business casual attire in all areas of the school on days when they have those duties.
- Approved uniforms may be worn in nonclinical areas if authorized. See the *changes to or exemptions from the professional appearance code* section of this document for the authorization process.

## **STUDENTS AND RESIDENTS**

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### **Clinic:**

- Students are required to wear school-approved scrubs.
- Scrubs are not considered personal protective attire and a gown must be worn over scrubs when in the clinic.
- Shoes that cover the full top of the foot must be worn to provide protection against accidental puncture injury. Open-toe shoes, sling-backs, moccasins, or sandals are specifically prohibited in these settings.
- Students may wear athletic type shoes, but they must be clean and undamaged.
- All students in the clinic must follow additional requirements of the **Infection Control Policy**.

### **Preclinical Simulation and Polishing Lab:**

- Students must wear school-approved scrubs.

### **Research Laboratory:**

- Students working in the research laboratory may wear scrubs or business casual. Hair must be tied back when conducting experiments.
- Perform a risk assessment and understand the hazards before proceeding with activities in the research lab.
  - Always use the required personal protective equipment based on the risk assessment.

### **Classrooms:**

- Because students have clinical, polishing lab, or simulation clinic assignments during the day, scrubs may be worn throughout the day in all areas of the school, including classrooms.

## **PERSONAL HYGIENE**

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Personal hygiene includes a general clean appearance, and avoidance of strong perfumes or other scents.

## **ENFORCEMENT**

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

- **Students:** Students, Group Practice Leaders, Associate Dean for Clinic Services, all Faculty.
- **Faculty:** Faculty, Department Chairs, Associate Dean for Oral Healthcare Education.
- **Staff:** Staff, Directors/Managers, Associate Dean for HR & Support Operations.

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 must be made in writing and forwarded to a member of the Professional Appearance Review Panel.
- The Professional Appearance Review Panel includes the following members:
  - Associate Dean, HR & Support Operations
  - Associate Dean for Clinical Services
  - Associated Student Body President
  - Chair of the Dental Faculty Council
  - Chair of the Dental Staff Advisory Council
  - Executive Associate Dean
- Each panel member will review the proposed changes for impact to the professional environment and will vote whether to move the proposal forward to the Dean's Cabinet. A two-thirds majority vote is required to move the proposal forward.
- The Dean's Cabinet will review and determine if the proposed changes will be incorporated as part of the Professional Appearance Code with a final recommendation to the Dean.

### **DEFINITION OF BUSINESS CASUAL**

**Business casual** is a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression. Clothing and shoes must be clean, neat, and free from rips, tears, staining, or excessive obvious damage.

1. Business casual attire includes:
  - a. skirts,
  - b. slacks or trousers,
  - c. blouses, collared shirts, button-down shirts,
  - d. sport coats, blazers, and sweaters; and,
  - e. Shoes can include flats, Oxfords, loafers, mules, boots, heels, or lifestyle sneakers (designed for casual comfort and not for specific athletic activities).

2. Business casual attire does not include:
- a. Caps or any other type of hat, except those worn for religious or cultural purposes,
  - b. Jeans,
  - c. Shorts,
  - d. Athletic attire, including sweatshirts, sweatpants, and exercise attire,
  - e. Flip-flops and other casual sandals,
  - f. T-shirts,
  - g. Tank tops; and,
  - h. Shirts with sports team logos or inappropriate wording, cartoons, or graphics unless approved by the dean for specific events.