GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: Professional Attire Guidelines
Policy Number: 9.1
Chapter: Training Environment

Purpose:
In conjunction with the University of Utah Health’s (UUH) professional image standard policy, https://pulse.utah.edu/policies/lists/Policies/DispForm.aspx?ID=1880, the Graduate Medical Education (GME) office has established guidelines for GME trainees. Each department or program shall retain the discretion to set standards at a higher level based on patient contact or job function.

Definitions:
A. Patient Care Area: any area in which patients are present. This includes the entrance to any unit or clinic, nursing stations, patient rooms, and reception/waiting areas.
B. Scrub-Ex machine – designated vending machines containing scrubs that may be withdrawn and returned via programmed university badges.
C. Credits – allowance programmed on university badges to access the Scrub-Ex machines.

Policy:
Please review the University of Utah Health’s Professional Image Standard Policy

A. Trainee appearance and conduct should at all times reflect the dignity and standards of the medical profession.
B. Dress guidelines for trainees assist in achieving this goal while also acknowledging individual desires for diversity and self-expression.
C. The following are professional attire guidelines which apply to each work day, including days with no patient care responsibilities:
   1. **Employee Badges:**
      Proper identification as required by each training site must be worn below eye level and above the bottom of the sternum at all times while on duty.
2. **Scrubs**
   a. Scrubs should not be worn outside of the hospital premises.
   b. Scrubs are expected to be clean.
   c. **Scrubs may only be worn in:**
      i. the operating room,
      ii. delivery areas,
      iii. or on the following rotations only, unless otherwise delineated by departmental policy:
         - Emergency Room and
         - All ICUs

D. Below is the process/protocol for utilizing scrubs through the UUH Scrub-Ex machines.
1. Initial Setup
   a. A link to the Scrub-Ex registration site is provided to trainees through the MedHub onboarding package. The trainee enters name, department, occupation, and scrub size.
   b. After trainee creates initial registration, the GME office ensures proper registration, adds proximity numbers, and assigns three sets of scrubs to each trainee.
   c. The two primary trainee Scrub-Ex machines are located on the 2nd and 4th floors of the University of Utah Health Hospital. However, trainees have access to all Scrub-Ex machines.

2. Using the Credits
   a. One credit is deducted from the GME trainee’s badge as they withdraw a set of scrubs.
   b. One credit is added back to the badge as a set of scrubs is returned.

3. Unreturned Scrubs
   a. If the trainee has an immediate need for scrubs and has no credits remaining, they will be instructed to purchase additional scrubs through the Support Services office.
   b. Upon ending training, the Support Services office will confirm via the checkout packet that each trainee has returned all three sets of scrubs.
   c. The Support Services office will charge the trainee a replacement fee for each unreturned set of scrubs.
   d. The trainee will not receive a graduation certificate until the three sets of scrubs are returned or purchased.

4. Education
   a. A presentation on scrub usage expectations is provided as part of the onboarding New Hire Orientation(s).
   b. The trainee contract reflects this policy.
   c. This policy is available on the GME website.

**Discipline:**
Failure to comply with this policy may result in disciplinary action up to and including a letter in the trainee’s permanent file, a formal remediation, and possible removal from program.