

PROFESSIONAL EXPECTATIONS/DRESS CODE

Professional Behaviors during clinical experience

Northwood Tech Health Sciences students are expected to behave in a professional manner at all times. Respect for clients, staff, and peers must always be displayed.

Smoking or tobacco use is not permitted in the work-based learning rotation setting or during scheduled work-based learning rotation hours. The student may not leave the premises of the work-based learning rotation site to smoke.

Chewing gum is not allowed in the work-based learning rotation.

Personal phones should be turned off and stored with personal items when on work-based learning rotation. Cell phones should not be carried during times of direct client care.

Students must follow policies and procedures of the work-based learning rotation agency.

Professional Appearance

Work-based learning rotation facilities require employees and students to present a professional image to their clients and visitors. The Health Sciences student must be well groomed, be neat in appearance, and wear clean wrinkle-free clothing/uniform. The instructor reserves the right to send a student home for inappropriate appearance with expectation that the time will be made up.

- Perfume or cologne is not permitted because of potential client or staff allergies. Students and uniform must be free of tobacco or other odors. Students should use "scent-free" personal products since even subtle scents may be noxious to clients.
- Cigarette smoke must not be detected on clothing or materials (handouts, objects).
- Nails must be clean and short in length (1/4 inch or less). Artificial nails and nail polish are not permitted due to infectious disease concerns. Cosmetics and makeup should be simple and appropriate.
- Hair must be clean and controlled (with a band or clasp, not a headband) so that it remains in place when leaning forward and styled so that it remains out of the eyes. It should be of a naturally occurring color.
- Facial hair must be neat and trimmed. Facial hair must not interfere with PPE.
- Permissible jewelry includes plain wedding bands, engagement rings (rings with prongs are not acceptable), one small earring post (less than 1/2 in.) earring in each earlobe only, and professional pins. No other jewelry is allowed in the work-based learning rotation setting.
- No visible facial or body tattoos, piercings, or gauges. Students may wear clear or flesh-colored plugs for facial piercings. All tattoos and visible body piercings must be covered when in labs and work-based learning rotations. (DA, HIT, and Pharm Tech policy dependent upon work-based learning rotation policy)

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- Hats, caps, and sunglasses are not allowed.
- Cleanliness and good hygiene practices (fresh breath and non-scented deodorant) must be present at all times.

Students must meet or exceed standards of external agency policies at all times. Agencies have the right to override school policies and may require a prescribed dress code. In those instances, the student will adhere to the facility's policy on uniforms/dress. The student should confirm appropriate dress code during initial contact with the site to make sure dress is appropriate from the first day of rotation.

Dress Code

As a Health Sciences student, you will work directly with the public and dress must consider health, patient care, safety, sanitation, and business relationships. This policy is created by using industry standards with an emphasis on the projection of a positive, professional image. You are encouraged to consider the image you project to clients, community, supervisors, and each other.

The dress code may apply to presentations, groups, off campus activities, observations, fieldtrips, guest speakers, lab, and externships.

- No denim, cargo pants, sweatpants, capris, or shorts
- Skirts and dresses no higher than 2" above the knee when seated
- Slacks are at the ankle or longer
- No leggings, jeggings or any slim-fitted slacks
- Shirts must have a 3-inch sleeve that goes fully around the arm
- Shirts high enough to cover chest hair or cleavage
- Shirts must cover the body, no cut outs, including lace (no bare skin)
- No sweatshirts, hoodies, or logo-t-shirts
- Tight-fitting clothing is not allowed. Clothing must be large enough that when moving (reaching, bending, twisting) no bare skin is shown
- Undergarments must be worn and hidden from sight
- Nylons, tights, or socks must be worn. The entire foot must be covered.
- Shoes are clean and closed toe. No canvas athletics shoes, clogs, or sandals
- Must wear Northwood Tech name tag/photo badge

Dental Assistant Clinical Official Uniform

1. Navy blue warm-up jacket recommended to purchase 2-3)
2. Navy blue "scrub" pants recommended to purchase 2-3)
3. Navy blue V-neck "scrub" top (Optional)
4. White shoes—these must be white (with minimal colored trim) and supportive. Athletic shoes and shoes made specifically for health occupations work best. *Clogs, canvas, and "deck" shoes are not acceptable
5. Clinic shoes—these must be worn in the school dental lab and clinic only and remain clean throughout the academic year. Athletic shoes and shoes made

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specifically for health occupations work best (closed toe and back, solid puncture resistant material)

6. Northwood Tech ID/Name Badge (obtained from Northwood Tech).

*If clarification on the above expectations are needed please inquire with the Dental Assistant Program Director.

Medical Assistant Practicum Official Uniform

A uniform dress code is required for the **Medical Assistant Students** and is required during **clinical or skills-based courses** (Clinical I & II, Lab I & II, Administrative Procedures, Medical Office Insurance and Finance) and **Practicum**. Uniforms and name badges are required at the beginning of the second week of the semester. The expense of the uniform to meet the dress code is the responsibility of the student. Students may choose to purchase uniforms at the location of their choice. It is recommended to purchase 2-3 uniforms. The instructor or training agency has the right to dismiss a student who fails to appear in full uniform with appropriate grooming. The dress code includes:

1. Official uniform for medical assistant students consisting of white or royal blue pants or skirt and a solid-colored royal blue or white scrub top (recommended to purchase 2-3). Additional uniform requirements may be determined by the practicum facility.
2. Optional - Solid colored (royal, white, gray, or black) undershirt can be worn under the scrub top.
3. Optional - Solid colored warm-up scrub jacket (royal or white) is permitted.
4. White shoes—these must be white (with minimal colored trim) and supportive. Athletic shoes and shoes made specifically for health occupations work best. *Clogs, canvas, and "deck" shoes are not acceptable.
5. Clinic shoes—these must be worn in the school dental lab and clinic only and remain clean throughout the academic year. Athletic shoes and shoes made specifically for health occupations work best (closed toe and back, solid puncture resistant material).
6. Official Northwood Tech arm patch on the left sleeve of all scrub tops and scrub jackets.
7. Northwood Tech ID/Name Badge with photo (obtained from Northwood Tech) is required as part of the official medical assistant uniform.
8. A working watch with a second hand is required.

Pharmacy Technician Official Uniform

Official uniform for pharmacy technician consisting of a solid maroon/wine-colored pants and a maroon/wine-colored top. Additional uniform requirements may be determined by the clinical facility.

Official Northwood Tech photo name badge attached to uniform top.

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ADN Official Uniform

A uniform dress code is required for the Nursing Clinicals and may be required for specific class sessions during clinical or skills-based courses (to be announced). The expense of the uniform to meet the dress code is the responsibility of the student. The instructor or training agency has the right to dismiss a student who fails to appear in full uniform with appropriate grooming. The dress code includes:

1. Official uniform for ADN students consisting of ceil blue pants or skirt and a ceil blue or solid colored top. Additional uniform requirements may be determined by facility.
2. Clean, polished white clinical shoes. If athletic shoes are worn, they must be mostly white. Canvas athletic shoes, clogs, and sandals are unacceptable.
3. White hosiery.
4. Official Northwood Tech arm patch on the left upper chest and name tag attached.
5. Photo name badge.

This dress code is also required for classroom competency testing and participation in Northwood Tech health activities such as the Health Fair.

Procedures for non-compliance of the dress code during Northwood Tech campus courses:

1. Students will be asked to change clothing to meet the dress code.
2. Students are encouraged to bring a second set of clothing to be placed in their locker in the event that clothing worn to class does not meet the dress code.
3. Students will receive verbal communication that dress code is not being met.
4. Students who have received a verbal warning and have not corrected the dress code will be placed on an Improvement Plan.
5. Students will be dismissed from class if they refuse to follow the dress code. Students will be required to make up time and competencies.
6. DA students may be subject to missing affective points.