Standard Dress

lookbook
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Welcome to the new UK HealthCare Standard Dress LookBook. This document is interactive, so you can easily navigate to the subject matter you are looking for. You can also use the “Find” function to search for particular words. We hope you’ll find this guide helpful and easy to use.

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INTRODUCTION

YOU ARE THE FIRST IMPRESSION OF UK HEALTHCARE

At UK HealthCare, we strive to provide an exceptional health care experience for our patients and their families. From the time they park their cars to the time they are ready to go home, our patients encounter dozens of UK HealthCare employees.

In no other business are personal dress, cleanliness, conduct and appearance as important as they are in health care services.

We’ve all heard the saying that “first impressions count,” and nowhere is this more true than at UK HealthCare. First impressions count not only in the way we help and treat patients and visitors but also in our appearance.

Standard dress guidelines were created to ensure that our professionalism and our integrated service approach as UK HealthCare are part of the first impression a patient receives upon entering our hospitals or clinics.

This UK HealthCare LookBook has been created to reinforce the importance of standard dress and serve as a guide for managers and frontline staff.

Professional dress is as important as being knowledgeable about your job and helpful to patients and visitors. Your dress tells our patients and guests you are a caring professional who values the quality of care UK HealthCare has to offer. When they see you, they know they are in the right place and that you are here to help.

The described standards of dress and appearance provide consistent and acceptable presentation, both internal and external.

Thank you for your service on the front lines serving our patients, guests and your co-workers. You represent the UK HealthCare brand and we are proud to have you wear that mark every day.

Michael Karpf, MD
Executive VP for Health Affairs
UK HealthCare® / University of Kentucky
SHIRTS WOMEN'S SHORT SLEEVES

Short-sleeve shirts are more comfortable during warmer months, yet still have a polished look. Blue shirts must be ordered online through the UK HealthCare-approved vendor. White shirts can be ordered online through the vendor or purchased at a retail store of your choice. Black shirts can also be purchased at a retail store of your choice.

Embroidery Services
Cardinal Uniforms, 2579 Regency Rd., 859-276-1004
Life Uniforms, 3101 Richmond Rd., 859-269-3121
Classic Engraving & Embroidery, 817 Lane Allen Road, 859-277-3500
Hands On Originals, 990 W. New Circle Road, 800-942-6376
Kentucky Uniforms, 2400 Fortune Drive, 859-299-7520

* Embroidery included on all vendor-ordered shirts
No matter what the season, long-sleeve shirts convey a dressy, professional appearance.

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* Embroidery included on all vendor-ordered shirts
MEN’S SHORT SLEEVES

Short-sleeve shirts are more comfortable during warmer months, yet still have a polished look.

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Guidelines

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SKIRTS
Easy-to-pair color options

Skirts in navy, khaki and black make it easy to create different looks and can be purchased from local retailers.
PANTS  
MEN'S DRESS PANTS

Pleated or plain front

Pants in navy, khaki and black make it easy to create different looks and can be purchased from local retailers.
PANTS

DRESS PANTS

Pleated or plain front

Pants in navy, khaki and black make it easy to create different looks and can be purchased from local retailers.
LAYERS

Long sleeve or short it’s easy to dress up or down using layers.

Shirts in black, white and blue can be layered with a v-neck sweater, cardigan or sports coat for a more formal look. White and black colors can be purchased locally or online. In order to maintain color consistency, the blue shirt must be ordered online at ukhcqd.com.

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* Embroidery included on all vendor-ordered shirts
LAYERS  MEN'S SWEATER VEST, CARDIGAN, V-NECK SWEATER, JACKET
Add layers to your UK HealthCare attire for a look that is sure to impress.
Shirts in black, white and blue can be layered with a v-neck sweater, cardigan or sports coat for a more formal look. White and black colors can be purchased locally or online. In order to maintain color consistency, the blue shirt must be ordered online at ukhcisd.com.

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ACCESSORIES

Ties and scarves can add a splash of color and turn any combination into a polished look. You have the freedom to express yourself any way you like.

Ties and scarves can be wool, silk or cashmere. Scarves must be solid color only. Color choices are black, white, khaki, royal or Kentucky Blue. Purchase in stores or order online from ukhcsd.com.

Sample only

Color reference only, pattern can vary.

Khaki  Royal Blue  White  Black
SHIRT TAILS
Can my shirt tail be untucked? Female staff have the option to wear their shirt untucked.

- If the untucked look is chosen, the shirt must be a women's style shirt with a straight finish at the bottom.
- Men must wear their shirts tucked in at all times.
- Any shirt with tails may not be worn untucked at any time.

TAX DEDUCTION
You can deduct the cost and upkeep of work clothes but there are a few requirements. To learn more, please see IRS Publication 17 (2013) found here – http://www.irs.gov/publications/p17/ch28.html – and consult with a tax professional.
STANDARD DRESS GUIDELINES

A. The outermost article of clothing must be embroidered with the UKHealthCare logo.

B. When the button-down collared shirt (white, black or blue) is the outermost layer, all buttons must be buttoned (with the exception of the top two buttons, not including the collar button.)

C. Acceptable articles of clothing that can be purchased by the employee:
   1. White collared, button-down shirt with white or clear buttons
   2. Black collared, button-down shirt with black buttons
   3. Black cardigan – crew neck cardigan sweater
   4. Black sweater vest
   5. Black v-neck sweater
   6. Black blazer
   7. Solid color ties/scarfs in the following colors: black, white, khaki, royal blue or Kentucky blue
   8. Ties or scarves with UK or UKHealthCare logos

Items #1-6 cannot have clothing logos visible on the front or back (i.e. Polo, Ralph Lauren or any other logo except the UK HealthCare logo)

D. A collared shirt is required to be worn underneath the sweater-vest, v-neck sweater, cardigan or blazer. The following are acceptable collared shirt options:
   1. White collared, button-down shirt with white or clear buttons
   2. Black collared, button-down shirt with black buttons

E. The following are acceptable forms of shirts to wear underneath the button-down dress shirt:
   1. Short-sleeve shirt (no lace)
   2. Tank top (no lace)
   3. Camisole (no lace)
   4. Turtleneck

*The shirts are to be solid color: white or black*

F. Pants or skirts:
   1. Dress pants or dress skirts (black, khaki, navy blue)

**Leggings, Jeans, or Sweatpants are not acceptable substitutes for Pants.**
The following guidelines outline the clinical attire choices for each group of caregivers at UK HealthCare. There are a few exceptions to the general rule that only those involved in direct patient care are allowed to wear scrub attire. Any questions you have about the professional dress and appearance policy should be directed to your manager.

**Clinical attire guidelines**
This chart represents the approved scrub attire guidelines. Registered nurses and licensed practical nurses are required to wear galaxy blue or white scrubs. Nursing care technicians are required to wear teal scrub attire.

Both Landau and Cherokee brands manufacture the approved galaxy blue and teal scrub attire. You must wear the approved colors for your role as a care provider.

- **Scrub tunic/tops and shirts**
  - Scrub tunic tops and shirts for RNs and LPNs must be white or galaxy blue.
  - Scrub tunic tops and shirts for NCTs must be teal.

- **Scrub pants and skirts**
  - Scrub pants and skirts for RNs and LPNs must be white or galaxy blue.
  - Scrub pants or skirts for NCTs must be teal.

- **Scrub jackets**
  - RNs and LPNs must wear white or galaxy blue scrub jackets.
  - NCTs must wear teal scrub jackets.

**Kentucky Children’s Hospital**
Nursing staff and staff in the pediatric Ambulatory Services may wear child-friendly scrub tunic tops and jackets with galaxy blue or white pants for RNs and LPNs and teal pants/skirts for NCTs. UK HealthCare & Kentucky Children’s Hospital logos
Any solid galaxy blue, white or teal tunic top or scrub jacket may be monogrammed with the UK HealthCare or Kentucky Children’s Hospital logo. The logo is to be embroidered on the upper left-hand side. Logos must abide by approved graphic standards.

**Personalizing attire**
Solid-color tunic tops, scrub tops and white lab coats may be personalized with your name, credentials and department. Personalization must be placed on the upper right-hand side of the clothing.

**Shoes**
Any style of shoe is permitted as long as it meets clinical department guidelines and allows one to safely perform the caregiver role.

**Holiday wear**
Clinical staff may wear holiday scrub tunics and scrub warm-up jackets on the following holidays: Valentine’s Day: Feb. 14 only, St. Patrick’s Day: March 17 only, Independence Day: July 3 and 4, Halloween: Oct. 31 only, Thanksgiving: The Wednesday before, Thanksgiving Day, and the Friday after, Winter holidays: Dec. 17-25. Other holiday attire should not be worn by UK HealthCare staff.

**Purchasing scrub attire**
Please note that UK HealthCare does not recommend one vendor over another and other companies may also carry the approved Cherokee and Landau colors. The following local and online vendors carry the approved Landau and Cherokee galaxy blue and teal scrub attire. The asterisk (*) indicates the company will embroider the UK HealthCare and Kentucky Children’s Hospital logos.

*Cardinal Uniforms, 2579 Regency Rd., 859-276-1004
*Life Uniforms, 3101 Richmond Rd., 859-269-3123

**Online vendors:**