

## **Standards of Professional Attire and Classroom Etiquette\***

Upon acceptance and entry into the University of Missouri-Kansas City (UMKC) School of Pharmacy, students begin a process of developing the knowledge, skills and attitudes that creates the fundamental core of the profession of pharmacy. The development of these competencies to a practitioner's level takes several years, but early initiation of these professional behaviors promotes the development of professionalism.

Pharmacy is one of the oldest and most respected professions. Patients trust their pharmacists as a source of medical information and depend upon them to act in their best interest while providing safe and accurate pharmaceutical services. Each student and graduate pharmacist inherits this time-honored legacy as part of their profession and is obligated by oath to its preservation and enhancement.

Throughout history, health professions have adopted standards of attire for their practitioners to collectively identify themselves as professionals and provide assurance to patients that they are interacting with individuals who can be trusted in performing services. In today's health care system, the concept of pharmaceutical care has introduced pharmacists as providers of care. Pharmacists are assuming a greater responsibility and a more active role in maintaining the health of the population they serve. Image alone will not assure the desired excellence in pharmaceutical care; however, it often provides the basis for the public's perception of the profession and particularly guides first impressions.

Just as all obligations and responsibilities of the profession require some effort and sacrifice, assumption of a professional image requires an active individual resolution and may necessitate modification of life-style practice upon entering the professional program. By entering UMKC's School of Pharmacy, students willingly accept the obligations of the profession and are expected to act accordingly. Abiding by the standards of attire at the UMKC School of Pharmacy is a piece of the educational process that establishes esteem and emphasizes the importance of professionalism.

\*Adapted from the Auburn University, Harrison School of Pharmacy.

# **Appropriate Attire for Students of the University of Missouri-Kansas City School of Pharmacy**

The following standards for attire apply to all students enrolled in the University of Missouri-Kansas City School of Pharmacy. These standards should be followed during all hours in which the School is open to the public (generally 8:00 a.m. to 5:00 p.m., Monday through Friday) and will apply to Pharmacy students attending classes anywhere on the UMKC and University of Missouri at Columbia (UMC) campus. Additionally, both students and faculty may identify additional attire that may be considered inappropriate.

## **Part I**

### **General Personal Care Standards**

1. Adequate precautions should be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene.
2. Hair maintenance
  - 2.1 Men: neat and clean, styled off the face and out of the eyes. Beards and mustaches should be clean and well groomed.
  - 2.2 Women: neat and clean, styled off the face and out of the eyes.
3. Other personal care considerations
  - 3.1 Excessive cologne, perfume or aftershave is not recommended due to allergies and sensitivities.
  - 3.2 Cosmetics should be used in moderation.
  - 3.3 Nails should be well groomed, manicured and of short to medium length to facilitate patient care activities.
  - 3.4 Jewelry and accessories should be non-distracting.

## Part II

### Appropriate Attire Standards for Routine University of Missouri-Kansas City School of Pharmacy Attendance

1. Attire:
  - 1.1 Men/Women: Business casual styled clothing and shoes are required for clerkship and are preferred in the classroom setting. Business casual as defined by the UMKC APhA-ASP Chapter Dress Code includes: collared button down shirts; blouses; skirts or dresses; khakis; closed-toe shoes; no visible tattoos; no low-neckline shirts; pant suits; hair of a natural occurring color; no visible piercing other than the earlobe (males and females); and no hats. See Section 2 for specific items of dress/hygiene that are not permitted.
  - 1.2 UMKC School of Pharmacy faculty are expected to adhere to this policy.
2. Items specifically **not permitted** under any condition:
  - 2.1 Hats, caps, bandanas, and “doo-rags” (except headgear considered a part of religious/cultural dress or in cases of medical need [e.g. chemotherapy]). These items may be worn on campus; however, while in the classroom they are to be removed.
  - 2.2 Any non-tailored form of clothing (e.g. slacks, denims, skirts, shirts) that are soiled or torn (includes those denims that contain holes or tears as a fashion statement). Pants of any style should not drag on the floor.
  - 2.3 Any dress considered provocative or exposing undergarments.
  - 2.4 Shirts advertising or representing “mock advertising” including: alcoholic beverages, sexual behavior or innuendo, tobacco products, profane language or gestures.
  - 2.5 Tight fitting workout clothes (i.e. Spandex®, Under Armour®, biking shorts), pajamas, tank tops with less than a three-inch wide shoulder strap, camisoles, halter tops, tube tops, shorts that are shorter than mid-thigh length, culottes shorter than mid-thigh length, skorts shorter than mid-thigh length, or mini-skirts, midriff tops, low-cut tops, or any dress otherwise considered provocative or exposing undergarments. Scrubs may be worn provided the attire is associated with a professional activity for that day (e.g. proper work attire).
  - 2.6 Any open-toe shoe in laboratories which may include but are not limited to: “flip-flops,” “Birkenstocks” or other sandals.
  - 2.7 Jewelry in pierced noses, lips, tongues or other exposed body areas, *other than ears in females and males*. Piercing that is considered excessive or distracting in the ears will not be permitted. Colored nail polish in males is not permitted.

- 2.8 Exposure of tattoos or other body art unless considered to be part of a religious custom or cultural dress.
  - 2.9 Any institutional policy in which Pharmacy students are practicing reserves the right to employ dress code policies that are viewed as more strict than stated above and will additionally be adhered to.
3. Exceptions:
- 3.1 After hours and weekend attire: Students should dress neatly at all times while representing themselves on behalf of the UMKC School of Pharmacy. Care should be taken not to wear clothing that might be deemed inappropriate for a professional.
  - 3.2 Activities in specific laboratories and patient areas in which the instructors or institutional policy supersedes this policy.
  - 3.3 Any medical conditions that inhibit adherence should be discussed with the Associate Dean for Academic and Student Affairs.

### **Part III**

#### **Appropriate Attire Standards in the Context of Patient Care or Public Interactions**

Defined to include but not limited to the following situations:

- a) Pharmacy practice experiences (i.e. rotations/clerkships)
- b) Professional student seminar series
- c) Professional meeting functions
- d) When prior notification is given (i.e. a patient will be in class)
- e) Community service participation and Academic Service Learning
- f) Any context where the student is representing the School in public and the attire that is being worn or the personal hygiene is such that the School and University could be perceived in a negative light may result in that student being dismissed from the activity.

**Men/Women:** Business casual styled clothing and shoes are required for patient care and public interaction. Business casual as defined by the UMKC APhA-ASP Chapter Dress Code includes: collared button down shirts; blouses; skirts or dresses; khakis; closed-toe shoes; no visible tattoos; no low-neckline shirts; pant suits; hair of a natural occurring color; no visible piercings other than the earlobe in females and males; and no hats.

1. An approved identification badge must be worn on the student's person and visible at all times according to institutional policy where the student is practicing. (All students are expected to conform to this standard at all times.)
2. Additional considerations for attire and hygiene:
  - 2.1 Shoes that are otherwise determined to be a safety concern in patient care areas will not be permitted, with the final decision being left to the preceptor or institution where the preceptor resides.
  - 2.2 If close contact with patient occurs (e.g. physical assessment procedures), hair longer than shoulder length should be secured.
  - 2.3 Acrylic artificial nails should specifically be avoided in patient care areas due to potential infectious disease concerns.

## Part IV

### Classroom Etiquette

- 1) Food will not be allowed to be eaten in the classrooms or labs during any active lecture that is part of the professional degree program on either the UMKC or UMC campus. Exceptions would include a medical indication (i.e. diabetes), in which case food may be kept with a student for such indications. The student should notify the course coordinator/faculty of such medical conditions prior to the start of the course. Food will be allowed to be consumed during lecture breaks, but must be consumed or properly put away once the lecture resumes.
- 2) Non-alcoholic drinks will be allowed provided their use is not deemed disruptive to the class.
- 3) Sustained conversation that is considered disruptive and impeding to student learning may result in the student being asked to cease the conversation or potentially to depart from the classroom.
- 4) Cell phones, pagers, and PDAs are to be turned off or in “silent mode” (**not “vibrate”**) while class is in session. Students failing to follow such policies may be subject to point deductions from their grade and/or asked to leave class at the discretion of the instructor.
- 5) Students are expected to be prepared for class at the designated start time and attentive during the lecture. Any students considered to not be meeting this criteria (i.e. sleeping) may be asked to leave the classroom.
- 6) Tardiness to class will not be allowed. If you are not in the classroom at the start of a lecture which begins at the scheduled time, you will not be permitted in the classroom until a break is offered.
- 7) Students are expected to dispose of their trash, e.g. beverage containers or papers, prior to exiting any University facility.
- 8) Any behavior determined to be disrespectful to peers or instructors will not be tolerated and may result in the student being dismissed from class and a potential hearing with the Honor Council.
- 9) Students having to leave class early are encouraged to sit toward the back of the classroom and along the sides to minimize the degree of disruption to the learning environment for those remaining students.
- 10) Any individual faculty member reserves the right to be more stringent with the rules for classroom etiquette, provided that the framework for those changes is made known through the student’s syllabus for the course.

## **Part V**

### **Enforcement Standards**

- 1) Standards of Attire and Classroom Etiquette are intended to be self-regulated, though the faculty does reserve the right to intervene. Students are empowered to express their concerns to the individual, through class leadership, or they may also express their concerns directly to the faculty or course coordinator (preferred) for assistance.
- 2) Students inappropriately dressed, groomed, or otherwise considered disruptive may be dismissed (from classes) and requested to comply with the standards set forth in this document.
- 3) Questionable or disputed cases of dress or grooming shall be presented to the Board of Ethical and Professional Conduct (Honor Council).
- 4) Repeated actions judged to be violations by the Honor Council will be considered improper professional behavior and may result in disciplinary action.
- 5) Other policies may be implemented as warranted to ensure adherence to these standards.