

Standards of Professional Attire and Classroom Behavior*

Upon acceptance and entry into the University of Missouri-Kansas City (UMKC) School of Pharmacy (SOP) or Nursing and Health Sciences (SONHS), students begin a process of developing the knowledge, skills and attitudes that create the fundamental core of the profession of pharmacy or nursing. Health professionals, especially pharmacists and nurses, are some of the oldest and most respected professions. Patients trust health professionals as sources of medical information and depend upon them to act in their best interest while providing safe and accurate medical and pharmaceutical services. 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. Image alone will not assure the desired excellence in pharmaceutical or medical care; however, it often provides the basis for the public's perception of the profession and particularly guides first impressions. By entering UMKC's SOP or SONHS, students willingly accept the obligations of the profession and are expected to act accordingly. Abiding by the standards of attire at the UMKC SOP and SONHS 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 and Behavior for Students of the University of Missouri-Kansas City Schools of Pharmacy and Nursing and Health Sciences

The following standards for attire and behavior apply to all students enrolled in the UMKC SOP or SONHS. These standards will be followed during hours in which the School is open to the public (generally 8:00 a.m. to 5:00 p.m., Monday through Friday) and during school sponsored activities on campus and in the community. Any institution at which SOP or SONHS students are receiving clinical education reserves the right to require a dress code that is stricter than stated in this policy. Students must also be mindful of their behavior on university property and in public spaces when they are wearing clothing with the UMKC or respective School's logos.

Part I – General Personal Care Standards

1. Students will maintain good personal hygiene including, but not limited to, 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 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 Avoid excessive cologne, perfume or aftershave due to allergies and sensitivities.
 - 3.2 Use cosmetics in moderation.
 - 3.3 Maintain well-groomed nails, manicured and of short to medium length to facilitate patient care activities.
 - 3.4 Jewelry and accessories are non-distracting.

Part II – Appropriate Attire Standards for Instruction at the University of Missouri-Kansas City School of Pharmacy or Nursing and Health Sciences Attendance

Students will dress neatly at all times while representing themselves on behalf of the UMKC SOP or SONHS or wearing clothing with UMKC logos.

1. Examples of items specifically **not permitted** under any condition:

1.1 Large hats, caps, bandanas, and “doo-rags” that are distracting and interfere with those around you (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.

1.2 Clothing that is soiled or torn. Pants of any style should not drag on the floor.

1.3 Shirts advertising or representing “mock advertising” alcoholic beverages, sexual behavior or innuendo, tobacco products, profane language or gestures.

1.4 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, skirts shorter than mid-thigh length, or mini-skirts, midriff tops, low-cut tops, or any dress exposing undergarments. Scrubs may be worn provided the attire is associated with a professional activity for that day (e.g. proper work attire).

1.5 Any open-toe shoe in laboratories which may include but are not limited to: “flipflops,” “Birkenstocks” or other sandals.

2. 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, faculty or staff are expected to conform to this standard at all times.)

Part III – Appropriate Attire Standards for Patient Care or Public Interactions

Patient care and public interactions include, but not limited to, the following situations:

- a) Pharmacy or nursing practice experiences (e.g. rotations/clerkships/IPE)
- b) Professional student seminar series
- c) Professional meeting functions
- d) When prior notification is given (e.g. OSCEs, a patient will be in class)
- e) Community service participation and Academic Service Learning (e.g. co-curricular activities)
- f) Any context where the student is representing the School or University in public

1. Business casual styled clothing and shoes are required for patient care and public interaction.

1.1 Business casual as defined by the UMKC APhA-ASP Chapter and Student Nursing Association Dress Code examples include: 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.

2. 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.)

3. Additional considerations for attire and hygiene:

3.1 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.

Failure to comply with these standards may result in the student being dismissed from the activity and loss of credit.

Part IV – Classroom Behavior

1. Eating non-disruptive snacks (please consider sound, smell and use of space) during lecture is allowed; however, be respectful to the instructor and classmates to reduce distractions during class time. Food is allowed to be consumed during lecture breaks, but must be consumed or properly put away once the lecture resumes. At no time is food or drink allowed during laboratory sessions.

1.1 Exceptions would include a medical indication (e.g. diabetes), for which food may be kept available as needed for wellbeing of the student. The student should notify the course coordinator/faculty of such medical conditions prior to the start of the course.

2. Non-alcoholic drinks will be allowed provided their use is not deemed disruptive to the class. Drinks should be kept in a spill-proof container at all times.

3. Students are expected to dispose of their trash (e.g. beverage containers or papers) prior to exiting any University facility.

4. Disruptive discussions with fellow classmates or faculty, including inappropriate conduct or language, in class or on-line is not permitted.

5. 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.

6. Laptops, Smartphones or other communication devices will not to be used during class for personal activities and must be used in manner that support the current instruction. Students will be asked to put devices away if they distract either classmates or faculty.

7. 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 (e.g. sleeping/tardy) may be asked to leave the classroom.

8. If a student presents the class for attendance or quiz purposes and does not fulfill the requirement of the instructor, the instructor has the right to deny credit for said attendance or quiz.

9. 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 review under the Honor Council procedures.

10. Students who must leave class early are encouraged to sit toward the back or along the sides of the classroom to minimize disruption to the learning environment for those remaining students. Students must notify the instructor when early leave is necessary to prevent loss of credit when applicable.

11. 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 Behavior 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, grooming or behavior shall be adjudicated through the Honor Council Procedures.

4) Violation of these standards can result in disciplinary action as defined by the Honor Council Procedures.

5) Other policies may be implemented as warranted to ensure adherence to these standards.