

UT Southwestern Medical Center



Ambulatory Uniform Catalog

Need to Order in Bulk?
[Order Here](#)

Polo Shirts



Men's Polo Shirt
SKU 88181
XS – 3XL

Price Range
\$37.92 - \$51.12

Available Options



Women's Polo Shirt
SKU 78181
XS – 3XL

Price Range
\$37.92 - \$43.84

Available Options



[Sizing Power Point Video](#)

Long Sleeve Shirts



Available Options



**Men's Port Authority Long
Sleeve Shirt**

SKU S608

XS – 6XL

Price Range

\$38.50 - \$54.26



Available Options



**Women's Port Authority Long
Sleeve Shirt**

SKU L608

XS – 6XL

Price Range

\$38.50 - \$54.26



[Sizing Power Point Video](#)

Short Sleeve Shirts



Available Options



**Men's Port Authority Short
Sleeve Shirt**

SKU S508

XS – 4XL

Price Range

\$36.65 - \$52.57



Available Options



**Women's Port Authority Short
Sleeve Shirt**

SKU L508

XS – 4XL

Price Range

\$36.65 - \$52.57



[Sizing Power Point Video](#)

Scrub Tops



Available Options



Jockey Classic Unisex Four Pocket Top
SKU 2371

XS – 4XL

Price Range

\$35.21 – 38.29



Available Options



Jockey Ladies V-Neck Ladies Top

SKU 2206

XXS – 4XL

Price Range

\$38.03 - \$40.43



[Sizing Power Point Video](#)

Scrub Bottoms



Available Options



**Jockey Unisex Scrub Pants, w/
drawstring and elastic**

SKU 2338

XS – 3XL

Price Range

\$32.85 - \$37.41



Available Options



Jockey Ladies Next Gen Scrub Pants

SKU 2377

XS – 3XL

XSP – XXLP

ST - XLT

Price Range

\$37.99 - \$42.73



[Sizing Power Point Video](#)

Maternity Scrubs



**Jockey Classic Fit Empire Waist
Maternity Top**

SKU 2461

XS – 3XL

Price Range

\$54.29 - \$57.14

Available Options



**Jockey Women's Ultimate
Maternity Pants**

SKU 2459

XS – 3XL

XSP – XXLP

ST - XLT

Price Range

\$52.86 - \$57.14

Available Options



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Scrub Jacket

Men's Jockey Tech Jacket
SKU 22397
SM – XXL

Price Range
\$46.00 - \$48.48

Available Options



Women's Jockey Tech Jacket
SKU 22399
SM – XXL

Price Range
\$46.00 - \$48.48

Available Options



[Sizing Power Point Video](#)

Cardigan



**Men's V-Neck Button Cardigan
Sweater**

SKU M425

SM – XXL

\$57.05 - \$79.59

Available Options



**Women's Jersey Knit Cardigan
With Pockets**

SKU 7048

SM – XXL

\$58.16 - \$72.43

Available Options



[Sizing Power Point Video](#)

Full-Zip Cardigan



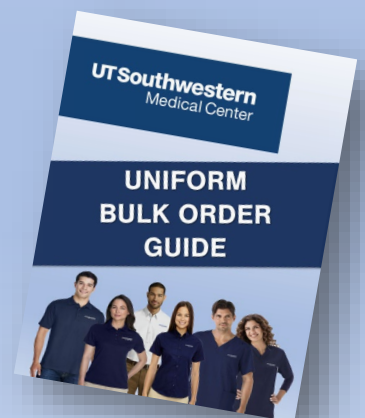
Full-Zip Cotton Blend Cardigan

SKU 4073

SM – XXL

\$53.30 - \$74.65

Available Options



[Sizing Power Point Video](#)

UT Southwestern Ambulatory Services

POLICY MANUAL

Section 5: Clinical Employee Administration

Policy AMB 5.05: Personal Appearance and Dress Code

CONTENTS

Policy Rationale and Text
Scope
Procedures
Responsibilities
Definitions
Previous Policy
Related Statutes
Contacts/For Further Information

ADMINISTRATIVE INFORMATION

Responsible Office: Chief Operations Officer, Ambulatory Services
Executive Sponsor: Chief Operating Officer, Ambulatory Services
Effective Date: 08/22/2017
Last Reviewed: 7/28/2022
Next Scheduled Review: 7/28/2027
Contact: Ambulatory Services 214-648-2445

Policy Rationale and Text

Promoting the professional and identifiable appearance of staff is an important part of ensuring the quality and success of UT Southwestern (UTSW) Ambulatory clinics. Staff are expected to apply common sense and good taste regarding their appearance. In addition, personal clothing and grooming standards must ensure a safe, healthy environment for employees, patients, and visitors.

This policy reflects the minimum appearance and dress code standards for the Ambulatory clinics; however, each Medical Director and Clinic Manager may set standards for their respective clinic that exceed those listed in this policy. Perceptions of patients must be given strong consideration. Any departure from the defined elements of this policy must be approved by Ambulatory Services.

This policy applies equally to all employees working in the Ambulatory clinics. Nothing in this policy should be construed as discrimination or harassment on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, or sexual orientation, gender identity, or gender expression. Any employee who believes he or she has been subjected to discrimination or harassment is encouraged to contact the Office of Diversity & Inclusion and Equal Opportunity. See ETH-151 Equal Opportunity.

Scope

UTSW employees (full or part-time) who routinely work in the Ambulatory clinics are subject to this policy. These roles include but are not limited to:

1. Medical Providers
2. Licensed vocational nurses (LVNs) and Registered nurses (RNs)
3. Medical office assistants (MOAs) and technicians
4. Clinical staff assistants (CSAs)
5. Patient financial advisors (PFAs)
6. Certified athletic trainers (ATCs)
7. Administrative assistants and schedulers working in patient care areas

Procedures (Including Links to related documents)

General Requirements for All Personnel Who Work in the Ambulatory Clinics

1. Hair must be clean, combed, neatly trimmed, and arranged appropriate to a professional environment.
2. Facial hair (beards, sideburns, and mustaches) is acceptable if kept clean and neatly trimmed.
3. It is expected that employee uniforms and clothing are laundered, void of stains and tears and in visibly clean conditions.
4. Cosmetics must be appropriate to a professional environment.
5. Cologne, perfume, and other fragrances will be avoided.
6. Jewelry must be worn in moderation and not interfere with an employee's work. Jewelry that poses a safety risk in patient care areas is not permissible
7. Nails must be clean, well-groomed, and of a length appropriate to the work situation. See for more information
 - a. a. For personnel having direct patient care, nails must be less than one quarter (1/4) of an inch beyond the end of the nail bed.
 - b. b. For personnel working with immunosuppressed patients or with patients undergoing invasive procedures, artificial nails of any type (bonded, tips, complete, etc.) are prohibited.
 - c. c. Artificial nails are not to be worn by employees and or staff who provide direct patient care.
 - d. d. Nail jewelry and decals may not be worn.
8. Lab coats will only be worn by clinic staff acting in a direct patient care role. Lab coats are not to be worn by the following: CSAs, administrative assistants, non-clinical supervisory staff, etc.
9. No personal headphones or headsets of any-form are permitted by staff in clinic settings.
10. Guidelines on clothing:
 - a. The following is not permitted:
 - i. Recreational clothing
 - ii. Inappropriately revealing or unnecessarily tight-fitting garments
 - iii. T- shirts
 - iv. Logos, advertisements, slogans, or other messages representing organizations other than UT Southwestern should be inconspicuous
 - v. Clothing and items bearing political slogans vi. Nonbusiness attire including but not limited to: Jeggings, leggings, joggers etc.
 - vi. Shorts, casual jeans, and graphic shirts or topics are never appropriate for in person meetings or in-services
11. Shoes must be appropriate to the role in clinic, promote safety, and be appropriately cleaned and maintained. Surgical clog-style shoes or clean athletic walking shoes are acceptable.
12. Hats, baseball caps, and earmuffs are not allowed.
13. An official identification badge will always be work while at work and be easily visible to patients, visitors, and staff.
 - a. RNs, LVNs, ATCs, and MOAs will wear an additional position identifier badge. The identifier is worn directly behind the UTSW identification badge and extends below it.

Uniforms

With approval from Ambulatory Services, clinics may choose to add an extra monogram to the uniform top (e.g., the official clinic name).

LVNs, RNs, ATCs, MOAs, and Technicians must comply with the following:

1. Uniforms must only be ordered from approved vendor in an approved UTSW branded color (navy blue or gray).
 - a. The Pediatric Group may also chose from additional approved solid colors
2. Long-sleeved undershirts may be worn under the uniform top within the following guidelines:

- a. Undershirt must be fitted and not baggy.
 - b. Undershirt must be white, gray, or black.
3. Approved scrub jackets or outer garments from the approved vendor may be worn over the uniform top.

CSAs, Administrative Assistants and Schedulers must comply with the following:

1. Uniform dress top must only be ordered from the approved vendor in an approved UTSW branded color (blue, gray or white).
2. Uniform dress top must be worn with khaki, black, or gray pants or skirt.
3. Visible undershirts are not allowed with the uniform top.
4. Approved jackets or outer garments from the approved vendor may be worn over the uniform top.

Purchase arrangement:

1. Any clinical department that hires staff affected by this policy is responsible for providing new uniforms to each new employee, totaling a minimum of \$125 in value per employee.
2. Annually, clinical departments are responsible for providing new uniforms to each affected employee, totaling a minimum of \$125 in value per employee.

Other Requirements

- All affected clinic employees must wear the clinic uniform on the days they are working in the clinic.
- Employees are responsible for the routine laundering and care of their uniforms.
- Denigration of the uniform is considered destruction of state property, and UTSW staff will be required to use their own financial resources to replace uniforms that have not been properly maintained.
- Temporary employees are not required to wear the clinic uniform.
- Ambulatory Services may grant exceptions to the uniform policy in special situations. Requests for exceptions to this policy as an accommodation due to religion or disability should be submitted to the Office of Diversity & Inclusion and Equal Opportunity in accordance with ETH-151 Equal Opportunity.

Violations

Personnel who report to work inappropriately dressed may be required to leave the workplace and return, within a reasonable period of time, appropriately attired. The time away from work will be charged against their accrued vacation leave. If there is insufficient accrued vacation leave to cover the absence, the time away from work will be treated as leave without pay.

Violations of the dress code policy may also result in disciplinary actions, up to and including termination.

Responsibilities

Clinic Managers and Medical Directors are responsible for monitoring staff compliance with this policy.

Definitions

N/A

Previous Policy Manual Section and Number

N/A

Related Statutes, Other Policies, Requirements, or Standards

UHHR 03 Personal Appearance and Dress Code – Hospital Policy
UTSW Standards of Conduct Guide
ETH-151 Equal Opportunity

Contacts/For Further Information

Ambulatory Services 214-648-2445