

## PROFESSIONAL DECORUM

- I. Positive patient, faculty and staff reactions result from many aspects of professional activities. Professional decorum is an activity essential for the practice of dentistry and creates positive results. These basic principles of professional decorum are to be observed and enforced in the General Education Building and the Dunn Dental Building.

Cleanliness & Personal Appearance – Patients, staff and faculty form lasting impressions each time they meet the student and, therefore, it is imperative that the student's appearance be flawless. The College of Dentistry requires that students project a professional image. Therefore, the following dress and hygiene code is in effect for all students and this code will be monitored. Monitoring will be the combined responsibility of each class, staff, members of the faculty and the Office of Clinical Affairs.

### A. **First and Second-year Students (GEB, Preclinical Attire and during tests)**

All students must dress professionally at all times. Students have a choice of either complying with #1 or #2 below, as well as both #3 and #4.

1. Female/Male: students will wear a set of colored scrubs designated for their class. Five sets of scrubs will be purchased in the first year. One pair should be kept at school in the event that the one being worn becomes soiled or contaminated during laboratories or patient care. These scrubs will be the accepted attire for all D-1 and D-2 dental students in all class settings, during examinations and when working in the laboratories and clinics, with the exception of Gross Anatomy (students may not wear the scrubs described above in Gross Anatomy but may choose to acquire a pair of different colored scrubs to be worn in Gross Anatomy lab only). A short sleeved, white undershirt (crew cut type, no V-neck will be allowed) must be worn underneath the scrub top. Both the scrub top and pants must be kept neat and clean and not wrinkled so as to appear unlaundered. Scrub pants must be hemmed to dress pant length to enhance professional appearance. Scrub tops must be neatly tucked into the scrub pants and scrub pants should be tied at waist level. Students will be directed to change scrubs with the alternate set should the faculty deem the ones being worn do not meet the above requirements. Student doctors must have their name stitched above the left pocket using a block format with the UT logo as prescribed by the Office of Clinical Affairs. Shoes must be purchased by the student and will consist of one of the following types: (1) AnyWears (Brown open-heeled clinical shoes); (2) Birkenstock's (Black or Brown closed-heeled, clinical shoes); (3) Black Walking Shoe (Dressy All Black Tennis Shoe); or, (4) Solid gray running or all-purpose shoe with no other colors. Shoes must be clean and in good condition. Shoes are to be worn with socks which come above the ankle, so that no bare skin is visible.
2. Males: The male student choosing not to wear scrubs as detailed in #1 above will

wear a collared shirt (golf type, sport shirt, dress shirt) and dress slacks (no jeans or colored denims). An undershirt may be worn under the collared shirt. All shirts are to be tucked in or if a ribbed golf shirt, may be worn outside falling slightly below the belt line. No logo T-shirts may be worn. No open-toed shoes or brightly colored athletic type shoes (including Keds) are to be worn. Socks are to be worn at all times and must cover the ankles.

Females: The female student choosing not to wear scrubs as detailed in #1 above will wear a sleeved blouse or shirt with no plunging necklines, nor with exposed midriff or navels. Dress slacks will be worn that are not tight fitting. Jeans or colored denims will not be acceptable. An undershirt may be worn under the blouse or shirt. No logo T-shirts may be worn. Although most shoes are acceptable, socks that come above the ankle are to be worn at all times. No bare skin can be visible. No open-toed shoes or brightly colored athletic type shoes (including Keds) are to be worn.

3. Makeup will be kept to a minimum at all times. No headwear will be worn, including **ball caps**, without permission from the Office of Clinical Affairs.
4. In addition, students must comply with the following:

Males: Hair will be trimmed, neat, well groomed and cut above the collar or worn pulled back and fastened at the nape of the neck. Hair must not fall forward toward a simulator, laboratory equipment or patient when bending down. Facial hair is acceptable but must not be long enough to prevent the effective use of masks and other barrier devices. Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes.

Females: Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes. Hair will be trimmed, neat and well groomed. Long hair will be worn up on the top of the head or pulled back at the nape of the neck and securely fastened to prevent the hair from falling forward toward a simulator, laboratory equipment or patient when bending down.

#### **B. Third and Fourth-year Students (GEB, Clinical Attire and during tests)**

All students must dress professionally at all times.

1. Female/Male: students will wear a set of colored scrubs designated for their class. Five sets of scrubs will be purchased in the third year. One pair should be kept at school in the event that the one being worn becomes soiled or contaminated during patient care. These scrubs will be the accepted attire for all D-3 and D-4 dental

students in all class settings, during examinations and when working in the clinic. A short sleeved, white undershirt (crew cut type, no V-neck will be allowed) must be worn underneath the scrub top. Both the scrub top and pants must be kept neat and clean and not wrinkled so as to appear unlaundered. Scrub pants must be hemmed to dress pant length to enhance professional appearance. Scrub tops must be neatly tucked into the scrub pants and scrub pants should be tied at waist level. Students will be directed to change scrubs with the alternate set should the faculty deem the ones being worn unsuitable for patient care. Student doctors must have their name stitched above the left pocket using a block format with the UT logo as prescribed by the Office of Clinical Affairs. Clinic shoes must be purchased by the student and will consist of one of the following types: (1) AnyWears (Brown open-heeled clinical shoes); (2) Birkenstock's (Black or Brown closed-heeled, clinical shoes); (3) Black Walking Shoe (Dressy All Black Tennis Shoe); and, (4) Solid gray running or all-purpose shoe with no other colors. Shoes must be clean and in good condition. Shoes are to be worn with socks which come above the ankle, so that no bare skin is visible. One of these types of clinic shoes must be worn while working in the Dunn Dental Clinics. [Changes in the market place may require changes in type and/or brands of shoes. When this occurs the class should present the proposed change to the Associate Dean of Clinical Affairs who will then present proposed changes to the Administrative Council of the College]. Tennis shoes, also with socks which come above the ankle such that no bare skin is visible, may be worn to and from the dental school and while attending classes, however students must change into their clinic shoes when treating patients in the Dunn Dental Building. Those students with a medical reason requiring a special shoe will be accommodated.

2. While off the UT campus during school hours, student doctors will wear a White Clinical Coat with their scrubs. This White Coat will be provided at the Commencement to Clinical Practice Ceremony. It is the student doctor's responsibility to launder their coat so their appearance is neat and clean.
3. Hair will be trimmed, neat and well groomed. Long hair will be worn up on the top of the head or pulled back at the nape of the neck and securely fastened to prevent it from falling forward toward a simulator, laboratory equipment or a patient when bending down. Facial hair is acceptable but must not be long enough to prevent the effective use of masks and other barrier devices. Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes.
4. No headwear will be worn, including ball caps, even in the classroom and during examinations, without permission from the Office of Clinical Affairs.

### C. Clinical Attire

Clinic jackets specified by Infection Control Committee must be worn in the clinical areas. Clinic jackets are not to be worn when not actively treating a patient. If not disposed of after patient treatment, they must be placed in your locker or other designated areas. Name tags must be worn on the outside of the clinic jacket when in the clinic.

### D. Personal Hygiene

Excellent personal hygiene is important. Clean clothes, hands, nails, and hair should be a common concern of any professional. Special precautions should be taken to prevent halitosis and body odors. Tobacco, garlic, and onion foods should be avoided before clinic time. Use of a mouthwash and body deodorants are highly recommended. All jewelry on the hands that may interfere with the integrity of protective gloves should be removed when actively treating patients.

### E. Conduct in the clinic

As a professional person, students are expected to act accordingly. Loud talking and undignified mannerisms are not permitted. Discussing patients or patient care should not occur where any one not involved in the patient's care can overhear the conversation. Students should not sit in the operating chair, hum, or whistle while working, examine patients other than in the chair or loiter with other students in the clinic.

### F. Patient contact

Students should exert every effort to make the patient comfortable and convince him/her that they have their undivided attention while working. Always answer questions by the patient in terms that they can understand or, if you do not know the answer, admit it, but find out at a later time and inform the patient. Telephone calls from patients must be answered promptly and students must answer pages over the loudspeaker system as soon as possible. A message center is located on the first floor and students are expected to check this several times each day. Message boxes are to be emptied daily.

It is the responsibility of each student to abide by the Professional Decorum Standards of the College of Dentistry. These standards apply to all classroom, laboratory and clinical settings including testing. If problems in compliance with these standards are identified, it is the responsibility of faculty and students to report the breach to the respective Class President. The Class President in turn will discuss with the student the corrective action to be taken. If corrective action by the student is not taken or there is a difference of opinion or an impasse, the Class President will discuss the matter with the Associate Dean for Clinical Affairs, who will serve to mediate a solution to the problem.

For all classes, any problems associated with dress code regulations will be managed as follows:

1. The student(s) will be dismissed from class or the clinic; or,
2. During testing, will result in an automatic one-letter grade reduction on the examination for the involved student(s).