



Knox Technical Center

Nurse Aide Training and Competency Evaluation Program Dress Code Policy

Requirements for grooming and appearance are based on safety, infection control, and the need to present a professional appearance. KTC grooming and uniform standards are consistent across all educational settings. Students will be held accountable for meeting the following expectations while on campus in the classroom, the lab, or at the clinical setting. Proper attire is mandatory. Students at the clinical site, represent not only themselves but KTC and the nursing profession. For this reason, a standard uniform style has been adopted. The dress code may be revised/adapted according to individual clinical affiliate requirements. Students may request special consideration in writing the Program Administrator. Exceptions to this policy may be made only by the Program Administrator on an individual basis.

1. Both male and female students will wear a maroon-colored tunic style scrub top and scrub pants. If a dress or skirt is worn, the length of dress or skirt is to be below the knee. Students may wear a plain undergarment of solid black (no thermal underwear) under their scrub top for additional warmth if desired. Pants must fit loosely, be long enough to reach the top of the shoe but not to touch the floor. Pregnant students are to wear a properly fitting KTC uniform. A nursing scrub jacket with the KTC logo worn over the uniform is optional. No overcoats, "hoodies" or jackets are permitted. Uniforms are to be clean, free from stains, tears, odor and pressed. No pins or tape are to be used for mending.
2. The KTC name badge must be worn at all times and be visible at eye level.
3. Shoes may be athletic or nursing style; solid black; both shoes and laces must be clean at all times. Open-toe, open-heel, or open-backed/slip on, cloth/fabric style shoes are not acceptable. Socks must be solid black and be, at minimum, calf-length. Hose must be worn with skirts.
4. Skin should be cleansed daily to prevent offensive body odors. Deodorant should be used daily. Makeup should be used in moderation with no heavy application of foundation, rouge, eye makeup or lipstick. Artificial eyelashes are not permitted. Perfumes, colognes, and scented lotions or body sprays are not permitted.
5. Hair should be neatly groomed, secured (no loose fly-away ends), and of a natural color. Long hair should be arranged back in a ponytail, braids, or bun so that it does not fall into the face or otherwise obstruct vision or interfere with professional patient care. Headbands, clips, and other devices to contain hair are to be solid black, white, or the same color of the uniform (no patterns) and fit snugly to the head. Hair colors must be natural and appropriate for the ethnicity. Styles must be conservative. Facial hair must be short, neat, and well-trimmed. If the student will potentially be using N95 facemasks, face must be clean and shaven.
6. Hands must be clean and well cared for, with fingernails short, not visible beyond the fingertips, and neatly rounded. Due to infection control standards, nail polish of any type or color, and artificial nails are not permitted at any time, on campus or at clinical.
7. All tattoos are to be covered while on campus or at a clinical. Students may submit a written request to the Program Administrator for an exception to the policy for non-offensive tattoos that are unable to be covered. The Program Administrator will reply with a decision and the written reply will serve as notification of approval/denial in the student record.
8. Facial piercings, tongue piercings, and/or gauges are inconsistent with industry standards and are therefore not permitted while in KTC uniform, on campus or at clinical. One small stud earring per lower ear lobe and one small nose piercing are the only KTC approved piercings.
9. A plain band or wedding set may be worn on the ring finger of the left hand. No thumb rings or other rings are permitted. Rings with stones present a safety risk when administering care to patients. A watch with a plain (white, brown, or black) band that has a second hand is required in the clinical and lab settings. Smartwatches, activity trackers, or other wearable devices that receive electronic information or texts are not permitted at any time whether in lecture, lab, or clinical. Other than Medic Alert jewelry, no other jewelry will be allowed.
10. Hats, scarves, and other head coverings are not permitted, unless required by religious guidelines or due to a documented and verifiable medical condition. Religious head coverings are to be solid black or white; fabrics with patterns, beading, or metallic materials are not permitted.
11. Chewing gum is prohibited at all times.

Students that are not in compliance with the KTC Dress Code policy during any classroom, lab, or clinical experiences are subject to disciplinary action and may be asked to leave. The attendance policy will be applied, and any absence incurred as a result of being out of dress code will be recorded. Violations of the dress code policy will be addressed as outlined in the Disciplinary policy.