

WISCONSIN INDIANHEAD TECHNICAL COLLEGE  
PHLEBOTOMY  
STUDENT HANDBOOK

## DRESS CODE

As a future Phlebotomist and Phlebotomy student, you will work directly with the public and dress must consider health, patient care, safety, sanitation, and business relationships. This policy is created by using industry standards with an emphasis on the projection of a positive, professional image. You are encouraged to consider the image you project to clients, community, supervisors and each other. Clients can be offended or distracted if a student or practitioner does not have professional appearance.

The dress code applies to presentations, groups, off campus activities, observations, fieldtrips, guest speakers, and clinical. The instructor reserves the right to send home a student for inappropriate appearance.

### **Professional dress code includes:**

#### **Clothing**

The WITC Phlebotomy program official uniform includes grey “scrub” top and pants, disposable white lab coat, white shoes, and a WITC ID/Name Badge.

Clothing is neat, clean, and of modest fashion

- No denim, cargo pants, sweatpants, or shorts
- Slacks are at the ankle or longer
- Leggings, jeggings or any slim fitted slack are not allowed
- Shirts must have a 3-inch sleeve that goes fully around the arm
- Shirts high enough to cover chest hair or cleavage
- Shirts must cover the body, no cut outs, including lace (no bare skin)
- No sweatshirts, hoodies, or logo-t-shirts
- Tight fitting clothing is not appropriate. Clothing must be large enough that when moving (reaching, bending, twisting) no bare skin is shown
- Undergarments must be worn and hidden from sight
- Skirts and dresses no higher than 2” above the knee when seated
- Nylons, tights, or socks MUST be worn. The entire foot must be covered
- Shoes are clean and closed-toe. No tennis shoes or sandals

#### **Jewelry**

Jewelry and other accessories shall be conservative and reflect a professional, business-like atmosphere. For safety reasons you may not wear dangling or oversize earrings.

- Any visible body piercings, except on the earlobe, are removed

#### **Appearance**

- Make up is modest
- Polished nails are well kept (no chipping) and with modest coloring and of modest length. No artificial nails
- Perfume or cologne is not permitted. Consider scent-free products
- Cigarette smoke is not detected on clothing or materials (handouts, objects)

- Tattoos are covered
- Facial hair is neat and trimmed
- Long hair is tied back
- Hair color is modest
- No hats, sunglasses
- Cleanliness and good hygiene practices (fresh breath and non-scented deodorant)
- Wear WITC name tag

Clinical experiences may require a prescribed dress code. In those instances, the student will adhere to the facility's policy on uniforms/dress. The student should confirm appropriate dress code during initial contact with the clinical site so dress is appropriate from the first day of clinical.

**Procedures for non-compliance of the dress code during WITC campus courses:**

1. Students will be asked to change clothing to meet the dress code.
2. Students are encouraged to bring a 2nd set of clothing to be placed in their locker in the event that clothing worn to class is unacceptable.
3. Students will receive verbal communication that dress code is not being met.
4. Students who have received a verbal warning and have not corrected the dress code will be placed on an Improvement Plan.
5. Students will be dismissed from class if they refuse to conform to dress standards.