

ASSISTANT: APPROPRIATE DRESS AND BEHAVIOR CHECKLIST



APPEARANCE

As a general guide use the culture of your office to match how you should dress/present yourself whether that's: business casual, relaxed, matching, formal etc. Check with your office to confirm their policies and dress code.

UNACCEPTABLE

- Leisure wear: gym shorts, beach shorts, athletic clothing, track suits, sweat pants
- Jeans, cropped/low cut clothing
- No holes or obviously deteriorating clothing
- No hats, sunglasses and no dangly/dangerous jewelry

ACCEPTABLE

- Scrubs must be neat, clean and wrinkle free and free from odors and stains
- close toed shoes and appropriate socks necessary
- Hair tied up

Other suggestions:

- Quality over quantity, buy a smaller amount of good scrubs that you feel confident in rather than a lot you feel bad in.
- If you wear professional attire to work up front, don't wear anything too flashy or anything that can be offensive.
- Make sure that clothing doesn't have stains or are missing any buttons etc.



BEHAVIOR

UNACCEPTABLE

- No headphones
- Don't eat your lunch/chew gum while you are walking through the office
- Don't smoke or vape around or in the office
- Don't take personal calls in the office

ACCEPTABLE

- Discuss appropriate and non-offensive topics
- Use professional language
- Fill in during moments of silence to assist the doctor/other assistants if needed
- Be mindful of appropriate conversation at all times, patients can hear you even when you are out of their sight