



Center for Imaging Research Operational Procedure

PROFESSIONALISM

Category: Center for Imaging Research Operational Procedure

Procedure #: CIR.SOP.5

Applies to: Investigators, study personnel, MRI staff.

PURPOSE:

Establish clear expectations and guidelines for employees and those who are representing the Medical College of Wisconsin/ Center for Imaging Research regarding their behavior, conduct, and interactions within the workplace.

DEFINITIONS:

Item

- **Employee:** Any person employed by MCW.
- **Study personnel:** Individuals who are involved in the planning, conduct, and implementation of research studies or clinical trials at the Center for Imaging Research.
- **CIR Clinical Space:** Rooms utilized for patient and research participant care including G2310, G2360, G2250, G2280, G2230, G2110, G2445, G2442, G2260, and connected hallways.

POLICY:

A. Attire

- a. Employees and study personnel are expected to maintain a professional appearance in terms of grooming and personal hygiene.
 - i. Clothing should be clean, neat, and well-maintained. Worn-out or excessively casual attire is not acceptable in the workplace.
 - ii. Clothing featuring unsuitable visible wording, expressions, logos, or designs are strongly advised against.
 - iii. Minimal use of strong fragrances or scents that may cause discomfort to others.
 - iv. **Safety Considerations – Lab Workers must be suitably dressed to avoid injury.**
 1. Protective clothing including gloves must not be worn in conference rooms, cafeteria, and offices or off campus. All protective clothing must be stored in the laboratory area.
 2. Sandals or open toe shoes should not be worn in laboratory or medical support areas.

3. Shorts or other clothing that does not cover your legs should not be worn in laboratory or medical support areas.
4. Long hair and loose clothing must be confined when working in the laboratory or show areas to minimize the possibility of their being caught or snagged on laboratory or shop equipment.
5. OSHA's Bloodborne pathogen standards ([1910.1030 - Bloodborne pathogens](#)) must be followed when placing IV's or handling other potentially infectious materials (blood, bodily fluids, contaminated sharps, etc.)

Food & Beverage

- b. Following the OSHA bloodborne pathogen standard ([1910.1030 - Bloodborne pathogens](#)) and in order to preserve a hygienic setting and maintain the highest professional standards of care within the Center for Imaging Research there is no food consumption allowed in clinical spaces
 - i. Employees and visitors are asked to use designated "break" areas, such as break rooms, cafeterias, or other spaces outside of clinical areas.
- c. To protect against possible contamination and prevent damage to the equipment housed in the CIR all drinks must be in closed containers (no cups with straws, no open drink cans; containers with sliding/snap closures are permitted)
- d. This policy does not apply to food and drinks given to participants/patients as part of their care or recovery.

PROCEDURES:

- A. Employees and study personnel in CIR clinical space in violation of this policy may be required to leave to change into conforming attire or properly groom. Employees and study personnel in violation of this policy also may be referred to their supervisor for corrective action.
- B. All federal, state, and local laws, regulations, codes, etc., relating to sanitation, infection control, health and safety will be enforced.

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Revision History: