



Uniform Guidelines - New Hire/Transfer Information

IMPORTANT! Scrub Dress Code Requirements:

If you are required to wear scrubs in your role, please see dress code requirements below, which details the color you must wear based on where you work.

- **Scrubs:**
 - Staff who work in the Shock Trauma Center: STC approved pink scrubs (order from our approved vendor below)
 - Staff who work in sterile areas: Royal Blue or Pink scrubs from scrub machines, your manager or supervisor will give you access instructions
 - Staff who work with children: Navy scrub bottoms with either a navy scrub top with official logo from our approved vendor or navy scrub bottoms and a child-friendly print top (no other solid colors than navy allowed)
 - All other staff who wear scrubs: Navy with UMMC logo (order from our approved vendor below)
 - Staff who do not wear scrubs: Professional attire or approved uniform for the individual's area
- **Shirts** under scrub tops are permitted as follows:
 - Staff may wear white or navy long or short sleeved T-shirts under their navy scrubs
 - Staff may wear white or pink long sleeved T-shirts under their pink scrubs in non-sterile areas
 - Staff may wear white short sleeved (*only* short sleeves, no long sleeves) T-shirts under their royal blue or pink scrubs in sterile areas
 - No other color or print T-shirts will be permitted. T-shirts with images or wording are not permitted.
- **Jackets:** Light weight navy or black zip jackets with official logo can be worn (order from our approved vendor below)

How to Order Your Scrubs:

You must order scrubs at your own expense through our approved vendor who has authorization to embroider our logo. It is suggested that you first confirm with your manager the color of scrubs required for your work area before making your purchase*. You are expected to wear the required scrubs on your first day of work on your unit. Please note, it can take up to two weeks to receive your scrubs once you order them, so ***it is vital that you place your order immediately after you accept your offer of employment.***

- Go to the official UMMC Uniform Advantage website
- URL: <http://ummc.uniformadvantage.com/login.asp>
- Go to the "open an account" link near the bottom of the landing page
- If you do not have your new employee ID number from HR, please enter "NONE" in the prompt for ID#
- You may use any email/password combination that works for you
- All orders must be sent to your home address
- If you have any issues, please contact the helpdesk at Uniform Advantage through the website, or call 1-888-433-5522

*As the vendor will not provide refunds for scrub tops (with logo) ordered in error, please make sure you understand the correct color scrubs required for your work area prior to ordering. The vendor will exchange any logo'd pieces ordered through our official site for sizing issues.