



STAFF UNIFORM AND DRESS POLICY

Lead Manager:	Uniform Short Life Working Group
Responsible Director:	Director, Human Resources
Approved by:	Corporate Management Team
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Replaces previous version:	Any previous site or area specific uniform policies

STAFF UNIFORM AND DRESS POLICY

POLICY COVERAGE AND OBJECTIVE

The policy applies to all staff employed by NHS Greater Glasgow and Clyde (NHSGGC), students attached to NHS GG and C services and any contracted workers. The term Health Care Workers (HCW) is used throughout this document to cover all such staff working in clinical and non clinical settings.

A clinical setting is defined as an area where an intervention requiring physical contact with a patient takes place. For community staff the requirements of this policy for clinical areas apply when they are making such intervention with patients in their own homes.

The aim of the Staff Uniform and Dress policy is to provide a unified approach across NHSGGC which conveys a professional image and creates and maintains public confidence. The Policy links to infection control and health and safety practices and policies which all staff should also refer to.

All Health care Workers are required to adhere to this policy and are responsible for ensuring that they do so. Managers are responsible for addressing any queries staff may have and ensuring consistent and fair application of the policy in their area.

1. INTRODUCTION AND RESPONSIBILITIES

Introduction

The staff uniform and dress policy provides HCWs and managers with information regarding the standard of dress and appearance required by NHSGGC. This policy sets very clear and explicit requirements for all HCWs but it is not possible to be completely exhaustive in defining acceptable and unacceptable standards of dress and appearance for every situation. Where there are any issues requiring judgement managers will exercise that judgement within the terms and spirit of this policy.

We recognise that in integrated services there may be different staff uniform and dress policies and managers will need to ensure these are appropriately applied.

Responsibilities

Health Care Workers:

- Are responsible for adhering to this policy;
- Must wear uniform when working in a designated post in an area where uniform is designated by management to be worn;
- Should raise any queries or concerns about the policy with their line manager.

Managers:

- Are responsible for ensuring that this policy is followed.
- Must ensure that all new HCWs are aware of the policy and the requirements to achieve the required standard.
- Should initiate a risk assessment when required under the terms of this policy.

All members of staff are made aware of this Uniform and Dress Policy and it will be a core part of staff induction. Adherence to the policy is mandatory. Failure to adhere to the policy will be dealt with in accordance with the appropriate NHSGGC human resources policy.

NHSGGC recognises the diversity of cultures, religions and disabilities of its HCWs and will endeavour to approach any issues identified in the implementation of this policy with sensitivity. However, priority will be given to health and safety, security and infection control considerations.

HCWs who feel any cultural or religious factors could affect compliance with this policy, must discuss their concerns with their Line Manager. Managers will initiate a risk assessment where necessary with the appropriate human resources advice.

2. DRESS CODE

This section sets out the dress code which applies to all HCWs except where indicated otherwise.

<p>Badges</p>	<ul style="list-style-type: none"> • Visible name and identification badge must be worn at all times. The specific ID will be issued by Facilities as appropriate to the work area. • For staff working in clinical areas badges will be clipped on not on lanyards; • It is the responsibility of every HCW to ensure they have the appropriate ID and to raise any issues in that regard with their line manager. <p>In addition to name badges, which must be worn, Health Care Workers may choose to wear:</p> <ul style="list-style-type: none"> • the membership badge of a professional organisation or Trade Union; • badges approved and issued as part of NHS campaigns, for example, Choose Life or Breast Cancer <p>No other badges are permitted to be worn by Health Care Workers.</p>
<p>Hair</p>	<ul style="list-style-type: none"> • All healthcare workers in clinical areas must wear their hair tied back and up if it is at shoulder length or longer. Hair should not touch the collar.
<p>Jewellery</p>	<ul style="list-style-type: none"> • For clinical areas no jewellery is to be worn except a single plain ring, • Wristwatches must be removed for hand hygiene and when having physical contact with patients eg, moving and handling, washing, wound dressings, etc. • For all other HCWs there is an expectation that jewellery will be appropriate and avoid extremes of fashion. • No visible body piercing are permitted except earrings and in clinical areas only plain ear studs are permitted; In areas where there is a risk of injury a local risk assessment should be conducted related to the safety of wearing earrings.
<p>Non uniform guidance</p>	<ul style="list-style-type: none"> • HCWs not issued with uniforms should wear appropriate dress, skirt or trousers with a smart top. Tops should be long enough to prevent any exposure of the midriff. • Footwear should be flat or medium heeled. • Denims, shorts and leggings are not acceptable. • Extremes of fashion should be avoided. • Items of clothing with slogans are not acceptable;
<p>Nails and Cosmetics</p>	<ul style="list-style-type: none"> • Nails should be kept clean, for HCWs in clinical areas nail tips must be short and without nail varnish, artificial fingernails or extensions. • For all HCWs makeup and perfume should be discreet.

Sleeves and ties	<ul style="list-style-type: none"> • Bare below the elbow is compulsory for HCWs when delivering clinical care. • No ties are to be worn whilst providing and undertaking clinical care. • Cardigans may be worn in the community when provided as part of a uniform but removed when performing clinical procedures.
Footwear	<ul style="list-style-type: none"> • For HCWs issued with uniforms flat shoes or trainers with discreet markings to be worn. • Where footwear is issued to a HCW as part of uniform it must be worn.

3. UNIFORM RULES

This section sets out the requirements for HCWs who are issued with a uniform.

General

- Uniforms issued to clinical staff will not be worn outwith NHS premises except where agreed for specified staff working in the community.
- The risk of cross-infection from a uniform which has been properly protected by the correct use of personal protective equipment (PPE) is minimal.
- To further minimise contamination of the uniform, it is recommended that staff do not sit on beds.
- By following the Standard Precautions Policy, a uniform should be protected from contamination during healthcare activity. All healthcare activity should be preceded by a risk assessment.
- HCWs who provide frequent, intimate and direct patient contact are most at risk of contamination of their uniforms. Therefore these HCWs should wear a clean uniform each day.

Further information on personal protective equipment and laundry advice can be found at:

<http://library.nhsggc.org.uk/mediaAssets/Infection%20Control/Microsoft%20Word%20-%20PPE%202008.doc.pdf>

White Coats

- No white coats will be worn by any HCWs except those working in laboratories

Theatre Attire

The specific requirements of standard operating procedures (SOP) in relation to attire must be followed in any theatre area, these are outlined in detail at:

<http://www.staffnet.ggc.scot.nhs.uk/Acute/Surgery%20Anaesthetics/Documents/NHS%20GGC%20Operating%20Theatres%20Dress%20Code%20Policy%202009%20FINAL.DOC>

This section provides general guidance only.

- All personnel should change into outer clothes when leaving the perioperative environment and don a new set of theatre attire upon their return. The only exception to this is where staff are required to routinely move between the theatre and external clinical area in that case theatre personnel should wear a fastened, cover gown/coat over theatre suits before leaving

the department.

- Theatre staff must not wear theatre attire outside NHS premises or take it home;
- Where footwear is provided it must be worn. It is staff members' responsibility to keep shoes clean.
- All footwear should be cleaned after every use, and procedures should be in place to ensure that this is undertaken at the end of every session.
- Theatre footwear should not be worn out with the department.
- Footwear contaminated with blood and body fluids should be decontaminated as per the NHSGGC Decontamination of Equipment and the Environment Policy. If this is the case then footwear should be supplied that does not allow leakage through the material of the shoe, and the shoe should cover the foot.
- Caps worn to prevent hair from falling into an open wound or sterile surface should be as supplied – single-use disposable.

4. PERSONAL PROTECTIVE CLOTHING (PPE)

PPE is all equipment which is intended to be worn or held by a person at work and which protects the worker against one or more risks to the worker's health or safety. This also includes equipment worn to protect the patient from micro-biological agents.

In healthcare, PPE refers to a variety of barriers and respirators used alone or in combination to protect mucous membranes, airways, skin and clothing from contact with infectious agents.

PPE should be used in addition to normal clothing and uniforms to protect both the patient and the HCW. The type of PPE worn must be based on the assessed risk of the clinical intervention to be undertaken. Uniforms and normal clothing are not considered to be PPE. Advice on PPE can be obtained from infection control staff and health and safety practitioners.

5. LAUNDERING OF CLINICAL UNIFORMS AT HOME

NHS Greater Glasgow and Clyde provide a uniform for the majority of their staff who have a clinical remit. Staff are expected to launder their uniform at home unless they work in a theatre environment and are wearing theatre scrubs. There is no proven risk of cross infection associated with laundering a uniform at home but care should be taken to ensure that any potential risks are reduced:

- Follow the NHSGGC Policy on wearing of PPE to protect your uniform at all times
- Do not wear your uniform travelling to and from home
- Change your uniform daily
- Launder your uniforms in detergent, at a minimum of 60°C for at least 10 minutes in a separate wash from other items
- Uniforms contaminated with blood and / or body fluids should be placed in a hospital soluble laundry bag and sent to the NHS laundry as per contaminated linen AND not laundered at home.

6. PROVISION OF UNIFORM AND REPLACEMENT

General

- Following interview and offer of post being made and accepted, Managers/Heads of Departments complete and authorise the appropriate Staff Uniform Data form.
- All staff Uniform Data forms will be retained by the Head of Department in staff personal file.
- Requests for issue of uniform are authorised by Manager/Head of Department. The Budget holder makes authorisation of the non-stock requisition.
- Problems pertaining to quality of garments or quantity issued are referred to line managers.

The Line Manager and the respective Procurement Office must resolve these issues.

- When items of uniform require replacement, the member of staff approaches his/her line manager to request re-issues. The Line manager must complete a uniform staff data form.
- Procedures are in place to ensure that staff do not commence work without a uniform;

Re-Issue Programme

- A programme of replacement of uniform is scheduled to begin approximately 3 years from date of original issue to individual members of staff.
- The appropriate Budget Manager must complete the Staff Uniform Data Form. Forms are passed to the appropriate Budget Holder to initiate an appropriate non-stock requisition.
- Where a member of staff does not return the total issue of older uniform, the Manager/Head of Department is contacted by Sewing Room staff to alert them to this omission to enable pursuance of balance of returns or written confirmation from staff member that uniforms are lost or non-returnable.
- On issue of new uniform, recipient signs at "issues complete" section. Once issues and returns are complete, the form is passed to the employee's line manager for retention on personal file.

Termination of employment

- On termination of employment from the organisation all items must be returned to employer. Failure to return is regarded as a serious breach of security.
- It is imperative that corporate badges and identity badges are returned to Line Managers to prevent improper re-use. Name badges are destroyed, and identity badges are returned to Human Resources Department. Failure to return badges is regarded as a serious breach of security.
- Staff should return uniform items (cleaned and pressed) to their Line Manager.
- Used items are not re-issued, but are held awaiting physical destruction. This is organised by respective Hotel Services Managers.

7. UNIFORM ALLOCATION

Nursing Staff

Working Days	Tunics	Trousers	Cardigan (for Community)
5	5	5 PRS	1
4	4	4 PRS	1
3	3	3 PRS	1
2	2	2 PRS	1
1	1	1 PR	1

Allied Health Professionals

Working Days	Tunic/Polo Shirts	Trousers	Cardigan/ Sweatshirts
5	5	PRS 3	1
4	4	PRS 2	1
3	3	PRS 2	1
2	2	PRS 1	1
1	1	PRS 1	1

Facilities Staff

Working Days	Tunic/ Polo Shirts	Trousers	Sweatshirt	Anorak	Shoes	Over Trousers
5	5	PRS 3	1	1	1 PR	1 PR
4	4	PRS 2	1	1	1 PR	1 PR
3	3	PRS 2	1	1	1 PR	1 PR
2	2	PRS 1	1	1	1 PR	1 PR
1	1	PRS 1	1	1	1 PR	1 PR

Admin Staff

Working Days	Blouse/Shirt
5	5
4	4
3	3
2	2
1	1

* pro rata number of working days as above.

Bank Staff

- Issue pro rata their average number of days worked in week.
- Where there are categories of staff who are fewer in number such as AHPs/PDNs/supervisors/porters. A base stock is not practical and items are ordered as required.
- Base stock quantities of nursing uniforms are agreed at respective ordering sites.

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