

# The Newcastle Upon Tyne Hospitals NHS Foundation Trust

## Human Resources Policies & Procedures

### Dress, Appearance & Uniform Policy

Effective From: 1 August 2011

Review Date: 30 July 2014

#### 1. Introduction

The presentation of work and patient environments is of prime importance at all times. This includes the presentation of staff in terms of their dress and appearance.

This policy is intended to clarify for managers and employees the standards of dress and appearance that are considered acceptable when at work or working on behalf of the Trust.

#### 2. Scope

This policy applies to all staff regardless of status, professional group or work location and includes anyone who works on Trust premises e.g. those on honorary contracts, agency workers, contractors, volunteers and students.

#### 3. General Principles

- 3.1 All employees are supplied with a Trust identity badge that must be worn and easily visible at all times when on duty.
- 3.2 Employees must follow the standards of dress, appearance and uniform laid down in this policy.
- 3.3 The Trust recognises the diversity of cultures, religions and abilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security, manual handling, communication and infection, prevention and control requirements. Where there is a request to deviate from the prescribed standards on an individual basis, responsibility for this will be with the Directorate Manager/Head of Department/Clinical Director, in conjunction with the HR Department and Professional Leads.
- 3.4 Failure to adhere to the set standards may constitute misconduct and the individual(s) concerned may be subject to consideration of action under the Disciplinary Policy/Procedure.

#### 4. Overall Dress & Appearance Standards

Details are provided here on the general standards of appearance that are expected of all employees. Additionally, more specific standards may also apply for certain groups of staff e.g. those issued with a uniform and/or those employed in direct patient care. Details regarding this can be found in subsequent sections.

#### 4.1 Chewing Gum

Chewing gum should not be consumed on Trust premises.

#### 4.2 Jewellery

Jewellery should be minimal and appropriate for wearing to work, wrist watches are permitted except where there is a requirement for 'bare below the elbow'. Visible body piercings other than one earring in each ear, is not acceptable. Mandatory adornments required for religious faith or practice may be appropriate in some circumstances

#### 4.3 Tattoos

Visible tattoos are not acceptable as they may impact negatively upon a patient's impression of the employee and their approachability therefore must be covered while at work. The exception being tattoos on the forearms and hands if they are not considered likely to cause offence i.e. they should not contain explicit, discriminatory or political images or slogans. All staff are expected to comply with this requirement.

#### 4.4 Hair

Hair should be clean and well groomed. For those who regularly come into contact with patients their hair should be covered up or tied back and up off the collar. Unconventional styles or colours are not acceptable and only necessary hair accessories should be worn. Hair pieces and wigs if worn should be properly secured.

Employees should either be clean shaven or have neatly trimmed beards/ moustaches. Attendance at work in an unshaven state, except in the situation of an emergency callout is not otherwise acceptable. "Designer Stubble" is not acceptable.

#### 4.5 Make Up

Make up, if used should be discreet. Bright and garish make up colours are not acceptable in the working environment.

#### 4.6 Personal Hygiene

Staff are expected to maintain a high level of personal hygiene at all times. Failure to do so will be brought to the individual's attention by their line manager in a sensitive and private manner. In such circumstances staff will be expected to meet the standards outlined.

#### 4.7 Mandatory Religious Adornments

The wearing of mandatory religious adornments is permitted for those who wish to wear them. However the wearing of these may pose certain risks, such as, being a source of cross infection and may also serve as a barrier to communication. For those individuals who wish to wear an adornment, a risk assessment will be undertaken on a case by case basis before any decision to permit an employee to wear an adornment is taken. This must be discussed and agreed with the individual, the line manager and the Heads of Nursing on behalf of the Nursing and Patient Services Director or in the case of Medical Staff with the Medical Director in conjunction with advice from HR.

## 4.8 Footwear

Following recommendations by the HSE where footwear is provided to employees (in theatres for example) the Trust will no longer provide footwear which does not have slip resistant soles. In all other cases where footwear is not provided all staff are recommended to wear footwear with slip resistant soles.

## 5. Staff Not Required to Wear Uniform

### 5.1 Acceptable Clothing

All staff are expected to be clean, tidy and well presented. Examples of acceptable clothing include:

- Skirt
- Blouse
- Jumper
- Dress
- Culottes
- Suit
- Tie
- Bow tie
- Dress trousers
- Shirt with collar
- Sports jacket.

### 5.2 Non-Acceptable Clothing

Examples of unacceptable clothing are:

- Headbands
- Shorts
- Denim jeans
- Overly tight or revealing clothing
- Leggings
- Clothes which reveal the midriff or underwear
- Trousers which fit below the hips
- Clothing bearing large or inappropriate slogans/brand names.
- Baseball caps
- Combat or cargo style trousers
- Track suits or sporting clothing
- Low cut or transparent clothing
- (Non Uniform) T-Shirts
- Ripped or torn clothing

### 5.3 Footwear

Footwear must be safe, sensible, in good order and clean with a rubber slip resistant sole (see section 4.8). It is not permissible to wear trainers, croc style shoes, plimsolls flip flops and/or stilettos (pencil thin, high heels).

## **6. Staff Working Outside Normal Hours (e.g. On-Call, Standby, Weekend Working, etc)**

The wearing of more casual clothing where employees are called in from home, or come in for short periods outside the normal working hours, such as weekends, and do not work directly with members of the public is acceptable. Employees must ensure that they are clean and tidy and display their Trust identity badge at all times.

## **7. Exceptional Circumstances**

There may be exceptional circumstances, such as moving of offices or extreme weather conditions, where - with the prior agreement of the manager – more casual clothing, or the removal of a tie, may be permitted.

## **8. Attendance at Work Related Events**

All those who work for the Trust are reminded that whilst attending any meeting, training or conference, (including those training courses which are sponsored and provided by the Trust), they are representing the Trust and therefore the principles outlined within this policy apply. Specifically that an employee's appearance should reflect the Trust's corporate image.

## **9. Staff Required to Wear Uniform**

Staff are not permitted to wear their uniform outside of work for any reason that is not work related – see below for exceptions and guidance.

### **Clinical Staff**

- 9.1 A uniform shall be provided to staff employed in direct patient care, unless there is an acceptable reason and agreement in advance with the respective supervisor or line manager. Employees issued with a uniform must wear it at all times when on duty. Uniforms must not be worn in a 'sloppy' manner e.g. without hosiery. It is recognised that there may be exceptions (e.g. on cultural, religious or health grounds). However, any exemptions must be discussed and agreed with the individual, the line manager and the appropriate Heads of Nursing on behalf of the Nursing and Patient Services Director, with advice from representatives of the Human Resources Department. Uniforms may not be altered in any way without the Trust's permission except upon the advice of Occupational Health or Manual Handling.
- 9.2 The Trust will endeavour to use posters and other visual aids to illustrate to visitors and patients the uniform worn by staff in order that they may identify the appropriate member of staff they may wish to speak to.
- 9.3 The specific uniform standards which apply to different staff groups and departments are set out in the attached appendices.
  - Appendix 1 Uniform Standard – Nursing Midwifery and Allied Health Professional
  - Appendix 2 Uniform Standard – Nursing and Midwifery staff

- Appendix 3 Specific Uniform Standard – AHPs and associated staffing with rehabilitation services
- Appendix 4 Specific Uniform Standard – Porter Staff
- Appendix 5 Specific Uniform Standard – Domestic/Receptionists/Ward Clerks
- Appendix 6 Specific Uniform Standard – Department of Radiology
- Appendix 7 Specific Uniform Standard – Central Sterile Services Department
- Appendix 8 Specific Uniform Standard – Medical and Dental Staff
- Appendix 9 Specific Uniform Standard – Theatre Dress
- Appendix 10 Uniform and Workwear Policy for Laundering of Staff Uniforms
- Appendix 11 Specific Uniform Standard – Estates Staff

- 9.4 A uniform supports a corporate image and, for certain groups of staff, it is also a protective garment. In all cases where there is a uniform for clinical areas, this must only be worn for work. Wearing a uniform outside of work is not permitted for clinically based staff (nurses, allied health professionals, porters, domestics etc). The exception to the above point is staff who are based in the Community where the nature of their work necessitates travel in uniform.
- 9.5 All of those employees who work in the community and perform clinical activities, where there is a risk that their clothing may become soiled, must be provided with and wear a uniform, normally a tunic or polo shirt whilst performing their role. Such employees should liaise with their Line Manager regarding the uniform required for the role. The Line Manager will agree this with the Directorate Manager/Head of Department.
- 9.6 For staff that are not Community-based, uniforms can only be worn outside Trust premises to carry out home visits to patients.
- 9.7 During travel in paragraphs 9.3 and 9.6 above, the uniform must be fully covered by a coat. Shorter style coats and jackets may be worn by AHP staff accompanying patients on home visits where a full coat may prove too restrictive in assisting patients.
- 9.8 Employees will be provided with enough uniforms for staff to change each day and must wear a clean uniform at the start of every shift. For all staff working in a 'front of house' capacity a uniform should be changed immediately if it becomes visibly soiled or contaminated.
- 9.9 Uniforms should be carried separately from other items. Clean and dirty uniforms must not be transported together. Uniforms must be transported home in a polythene bag, which should then be discarded appropriately.
- 9.10 Hospital borne organisms can be carried home on work wear, therefore it is recommended in the interests of family and friends of staff who are in contact with patients, that preferably uniforms are laundered by the Trust. It is acceptable for staff to wash their uniforms at home Uniforms must be washed separately to other items, and washing machines should not be overloaded to improve wash efficiency. Washing machines and tumble driers used should be cleaned regularly in accordance with the manufacturers instructions. Hand washing is not sufficient. A uniform must be laundered regularly at the highest recommended temperature for

the garment in an appropriate manner to ensure it is clean, undamaged and complies with infection prevention and control standards.

- 9.11 All theatre 'scrubs' and all uniforms visibly contaminated with blood or body fluids **must** be submitted to the hospital laundry for processing (See Appendix 9).
- 9.12 Employees should ensure they have a spare clean uniform available in their personal locker for emergency use.
- 9.13 In the event of an outbreak of infection in a clinical area, the infection prevention and control team may provide specific advice or instruction on laundry of uniforms.
- 9.14 Bare Below The Elbows: must be attained prior to any form of clinical contact with patients. All staff in clinical areas should adhere to Bare Below the Elbow. A plain wedding band (i.e. without inset stone(s)) only is acceptable in clinical areas. See Appendix 9 for the specifics regarding theatre dress.
- 9.15 Where for religious requirement or health reasons, members of staff wish to cover their forearms or wear a bracelet when not engaged in patient care, they should ensure that sleeves or bracelets can be pushed up the arm and secured in place for hand hygiene and direct patient care activity. Alternatively, uniforms can have three quarter length sleeves, which should not be loose or dangling and can be rolled back. The use of disposable over-sleeves, which are elasticated at the elbow and wrist, may be used but must be put on and discarded in exactly the same way as disposable gloves. The cost of these will be borne by each department who uses these – they cannot be provided centrally. Strict procedures for washing hands and wrists must still be observed.
- 9.16 Those who work in the Community must be particularly conscious of hand hygiene standards.
- 9.17 When ID badges are worn on a lanyard around the neck the lanyard must bear the NHS logo, be plain "NHS blue" or green bearing 'E-Record' logo. Lanyards should not be worn by individuals working in direct patient care. Lanyards displaying commercial company logos or trade union insignia are not acceptable. Other badges must be appropriate, (e.g. indicating membership of a professional organisation or training institution) and be kept to a maximum of two. In laboratory areas ID badges may be worn under personal protective equipment/clothing at the discretion of the departmental manager.
- 9.18 The use of protective clothing and footwear, including aprons, gloves, gowns and masks must be based on 'an assessment of risk of transmission' of micro-organisms to the patient or to the carer and to the risk of contamination of the healthcare practitioner's clothing and skin by patients.
- 9.19 A black leather walking shoe with rubber non-slip heel to help minimise noise with a maximum heel height of one inch is required. Safety footwear must be worn where provided. The HSE has produced a table of guidance on the slip resistance of safety shoes.. Guidance regarding footwear can be sought from the Trust Health and Safety Advisors (see section 4.8)

- 9.20 Staff should not carry pens, scissors or other sharp or hard objects in outside breast pockets, especially for those engaged in patient care activity as this may cause injury or discomfort.
- 9.21 The wearing of personal alcohol hand gel dispensers is acceptable.
- 9.22 Those who work for the Trust and are required to wear a uniform are prohibited from smoking whilst in their uniform irrespective of whether the employee is off duty or off Trust premises.

## **Non Clinical**

- 9.23 Clerical staff with a uniform are permitted to wear it for travel to and from work.

## **10. Replacement of Uniforms**

In regard to uniforms which are damaged beyond repair or are stained irrevocably the Trust will issue replacement uniforms on a one for one basis.

## **11. Termination of Employment**

Uniforms remain the property of the Trust and must be handed in by the staff who leave or retire. ID Badges must also be returned before leaving the Trust.

## **12. Audit & Monitoring**

- 12.1 Compliance with the policy will be monitored by the Head of Nursing on behalf of Nursing & Patient Services Director. It will be monitored as part of Head of Nursing monthly cleanliness audit which takes place on a rolling programme basis across the organisation.
- 12.2 Results of the audits will be reported to Directorate Management Teams and Sisters/Charge Nurses and issues of non compliance followed up and any issues will be continued to be monitored until completion.

## **13. Further Information & Guidance**

For further information regarding this policy please contact your designated Human Resources Officer.

## **14. Policy Review & Amendment**

The Nursing & Patient Services Director is responsible for the review and amendment of this policy.

## Uniform Standard

## General Dress/Appearance/Uniform Standards –

## Nursing, Midwifery &amp; all AHP Staff

Table 1 below sets out the uniform and appearance standard for nurses, midwives and allied health professionals.

Table 1

ITEM	STANDARD
<b>Uniform</b> (Also see Table 2 below)	<b>Female:</b> Uniform dress or uniform tunic and trousers appropriate to designation. <b>Male:</b> White tunics with epaulettes in accordance with role and trousers as above.
	Black leather walking shoe with rubber non-slip heel and rubber non slip soles to help minimise noise which are closed over the foot and must be in a clean condition. (Maximum heel height one inch). Trust issue where appropriate. Plain black or white trainers are only permitted to be worn in appropriate gym sessions.
<b>Nails</b>	Nails should be clean and short. Nail polish or nail extensions must not be worn.
<b>Hair</b>	Hair must be neat, tidy and worn off the collar. Hair longer than shoulder length must be secured away from the face.
<b>Make-Up</b>	Make-up if used should be discreet see Section 4.5 of the policy. Strong scents should be avoided.
<b>Jewellery</b>	With the exception of one plain wedding ring and one pair of ear 'sleeper' studs, no visible jewellery such as chains, earrings, bracelets or other rings can be worn. Wristwatches are not to be worn in a clinical area.
<b>Cardigans</b>	Nursing & Midwifery - black only. These should <b>never</b> be worn when involved in clinical patient contact. Additionally, they should <b>not be worn</b> in the clinical environment unless in exceptional circumstances.
<b>Tights/stockings/ Socks</b>	Plain, dark coloured socks must be worn with trousers. Tights to be worn with uniform dress and must be either black or neutral colour. Patterned tights should not be worn with uniform.
<b>Coats</b>	Where necessary, a plain dark coloured coat must be worn over the uniform as in 9.7 of the policy.
<b>Underwear</b>	T-shirts etc. worn underneath uniforms must not be visible.

### Specific Uniform Standards – Nursing & Midwifery Staff

Table 2 below shows the uniform standard that is in use in the majority of clinical areas throughout the Trust. Some variations have been agreed in certain areas and managers must ensure that the relevant employees in these areas are aware of the uniform standard.

**Table 2**

DESIGNATION	UNIFORM COLOUR
Senior Nursing Team (Corporate)	
Head of Nursing	Blue Tunic/Dress, Navy Trousers
Nurse Consultant (Specialty)	Purple dress/tunic, navy trousers*
Matron (Directorate or Specialty)	<b>Female:</b> Lilac dress/tunic, navy trousers and navy jacket. <b>Male:</b> White tunic with lilac epaulettes, navy trousers.
Senior Sister/Charge Nurse (Band 7)	Navy blue dress/tunic, navy trousers.
Sister/Charge Nurse where designated as deputy to Senior Sister. (Band 6)	Navy blue dress/tunic, navy trousers*
Sister ITU/Theatres/Delivery Suite (Band 6/7)	Navy blue scrubs
Nurse Specialist (Band 6/7/8a)	Royal blue dress/tunic, navy blue trousers*
Nurse Practitioner (Band 6/7)	Royal blue dress/tunic, navy blue trousers*
Senior Midwife (Band 7)	Navy blue dress/tunic, navy blue trousers*
Infection Prevention and Control Nursing Team	Red dress/tunic with navy trim, navy trousers
Midwife (Band 5/6)	Lavender stripe tunic/dress, navy blue trousers
Senior Research Nurse/Midwife (Band 7)	Burgundy tunic/dress, navy blue trousers.
Research Nurse/Midwife (Band 6)	Burgundy tunic/dress, navy blue trousers.
Research Nurse/Midwife (Band 5)	Pale blue stripe dress/tunic, burgundy epaulettes, navy trousers.
Senior Staff Nurse - where not designated as deputy to Senior Sister. (Band 6)	Pale blue stripe dress/tunic, navy trousers
Staff Nurse (Band 5)	Pale blue stripe dress/tunic, navy trousers*

<b>DESIGNATION</b>	<b>UNIFORM COLOUR</b>
<b>Staff Nurse (Band 5 theatres)</b>	Green Scrubs
<b>Staff Nurse Critical Care/Delivery Suite/Burns Unit/Inf Diseases/SCBU (Band 5)</b>	Pale blue scrubs
<b>Newly qualified nurses prior to receiving NMC registration</b>	As Staff Nurse, with white epaulets
<b>Support Worker or HCA (Band 2/3)</b>	Beige tunic/dress, brown trousers*
<b>HCA Theatres</b>	Green Scrubs
<b>HCA Critical Care/Critical Care Assistant</b>	Pale Orange Scrubs
<b>HCA Delivery Suite/Burns/SCBU</b>	Pale Blue Scrubs
<b>Other Theatre Personnel</b>	Scrubs (not to be worn outside theatre)
<b>Housekeeper (Band 2)</b>	Yellow tunic with brown trousers
<b>Team Assistant</b>	Beige tunic with brown trousers*
<b>Nursery Nurse</b>	Pink candy stripe tunic/dress, blue trousers*
<b>Play Specialist</b>	Pink candy stripe with pink epaulettes, navy blue trousers*
<b>Dental Nurse</b>	White tunic, navy trousers or scrubs
<b>Community Dental Nurse</b>	Grey & white stripped tunic with white piping, black trousers or a black knee length skirt
<b>Senior Dental Nurse</b>	Pale blue tunic or scrubs/navy trousers*
<b>Senior Community Dental Nurse</b>	Grey tunic with white piping, black trousers or a black knee length skirt
<b>Student Dental</b>	Green tunic or scrubs*
<b>Bank Nurse</b>	As grade of employment during Bank work

\*Male nurses to wear a tunic and trousers appropriate to designation

### Specific Uniform Standards – AHPs and Associated Staff

Table 3 below shows the uniform specifics in use in Rehabilitation Services.

**Table 3**

DESIGNATION	UNIFORM
<b>Occupational Therapy</b> Occupational Therapists	<ul style="list-style-type: none"> <li>• White dress with bottle green trim</li> <li>• White tunic with bottle green trim</li> <li>• White polo shirt with green trim and COT logo</li> <li>• Plain bottle green trousers</li> </ul>
Assistants/Technical Instructors	<ul style="list-style-type: none"> <li>• Plain white tunic</li> <li>• Plain white polo shirt</li> <li>• Plain bottle green trousers</li> </ul>
Hospital Paediatrics	<ul style="list-style-type: none"> <li>• The Paediatric Team may wear a bottle green polo shirt instead of a white tunic</li> </ul>
Community Paediatrics	<ul style="list-style-type: none"> <li>• Top: two colour at most with secondary piping only. Any logo should be minimal and less than 15mm in size</li> <li>• Trousers: black.</li> </ul>
<b>Physiotherapy</b> Physiotherapists	<ul style="list-style-type: none"> <li>• White dress or culotte dress with navy trim</li> <li>• White tunic with navy trim</li> <li>• Plain white polo shirt with CSP logo</li> <li>• Plain navy trousers</li> </ul>
Assistants/Technical Instructors	<ul style="list-style-type: none"> <li>• Pale blue dress with navy trim</li> <li>• Pale blue tunic with navy trim</li> <li>• Plain white polo shirt</li> <li>• Plain navy trousers</li> </ul>
Hospital Paediatrics	<ul style="list-style-type: none"> <li>• The Paediatric Team may wear a navy polo shirt with CSP and 'Children's Physiotherapist' logo instead of a white tunic. Assistants may wear pale blue polo shirt</li> </ul>
Community Paediatrics	<ul style="list-style-type: none"> <li>• White polo top with NHS community logo</li> <li>• Cardigan: navy</li> <li>• Trousers: navy.</li> </ul>
<b>Manual Handling</b>	<p>Navy polo shirt with 'Moving and Handling Team' logo</p> <p>Plain navy trousers</p> <p>Navy sweatshirt with 'Moving and Handling' logo</p>
<b>Dietetics</b> Dieticians	Navy dress/tunic with red trim, navy trousers

### Specific Uniform Standards – Portering Staff

Table 4 below shows the uniform specifics for Portering staff

**Table 4**

DESIGNATION	UNIFORM
Porters	<ul style="list-style-type: none"> <li>• Navy trousers</li> <li>• Black shoes (Trust issue), in a clean condition</li> <li>• White shirt with logo and navy epaulettes</li> </ul>
Security Staff	<ul style="list-style-type: none"> <li>• Black trousers</li> <li>• Black shoes (Trust issue), in a clean condition</li> <li>• White shirt with logo and black epaulettes</li> </ul>

For both staff groups fleece must only be worn when carrying out duties outside the hospital environments or in cold locations.

**Specific Uniform Standards – Domestic Staff/Receptionists/Ward Clerks**

Table 5 below shows the uniform specifics for Domestic Staff/Receptionists/Ward Clerks

**Table 5**

<b>DESIGNATION</b>	<b>UNIFORM</b>
Domestic Staff	<ul style="list-style-type: none"><li>• Green stripe dress</li><li>• Tunic with navy trousers</li><li>• Navy Polo Shirt/Navy Trousers</li></ul>
Receptionists	<ul style="list-style-type: none"><li>• Navy fleur/spade dress, skirt and blouse, either round or v neck</li><li>• White Shirt and Tie/Dark Trousers</li></ul>
Ward Clerks	<ul style="list-style-type: none"><li>• As receptionists</li></ul>

### Specific Uniform Standards – Department of Radiology

Table 5 below shows the uniform specifics for the Department of Radiology

**Table 5**

<b>DESIGNATION</b>	<b>UNIFORM</b>
Radiographers (Female)	<ul style="list-style-type: none"> <li>• White dress with maroon trim or</li> <li>• White tunic with maroon trim and maroon trousers</li> <li>• Maroon cardigan</li> </ul>
Radiographers (Male)	<ul style="list-style-type: none"> <li>• Black trousers, white shirt and maroon tie or</li> <li>• White tunic with maroon trim and black trousers</li> </ul>
Assistant Practitioners (Female)	<ul style="list-style-type: none"> <li>• White dress with “Assistant Practitioner” embroidery (in burgundy)</li> <li>• White tunic with “Assistant Practitioner” embroidery and maroon trousers</li> <li>• Maroon cardigan</li> </ul>
Assistant Practitioners (Male)	<ul style="list-style-type: none"> <li>• White shirt, burgundy and grey striped tie or</li> <li>• White tunic with “Assistant Practitioner” embroidery</li> <li>• Black trousers</li> </ul>
Radiographic Assistants (Female)	<ul style="list-style-type: none"> <li>• White dress</li> <li>• Navy cardigan</li> </ul>
Radiographic Assistants (Male)	<ul style="list-style-type: none"> <li>• Navy trousers, white shirt, navy tie or</li> <li>• White tunic and navy trousers</li> </ul>

**Table 6**

### Specific uniform standards – Physiologists

Table 6 below shows the uniform specifics for Neurophysiologists

<b>Designation</b>	<b>Uniform</b>
Neurophysiologists	<ul style="list-style-type: none"> <li>• White tunic with navy trim and navy trousers, or white dress with navy trim</li> </ul>
Respiratory (clinical) physiologists	<ul style="list-style-type: none"> <li>• White tunic, pale blue trim, navy trousers or white dress with navy trim</li> </ul>

**Specific Uniform Standards**

**Central Sterile Services Department**

The table below shows the uniform specifics for the Central Sterile Service department:

<b>DESIGNATION</b>	<b>UNIFORM</b>
CSSD Staff	• Raspberry scrubs

## Uniform Standard Medical & Dental Staff

### GENERAL PRINCIPLES

All Medical & Dental staff must adhere to the general standards outlined on pages 1-6 of this policy.

When undertaking clinical duties, Medical & Dental staff must ensure that they are dressed appropriately for the activity they are performing. When undertaking procedures where there is the possibility of contamination of outdoor clothes they may wish to wear scrubs. These must not be green. Green scrubs may **only** be worn in the theatre environment. They must also wear relevant protective clothing such as gloves, apron, gown and mask, as appropriate for the procedure. (also see Appendix 9 for Theatre Dress). In some clinical areas which may include intensive care, high dependency, emergency admissions (particularly out of hours) it may be appropriate for medical staff to wear theatre blues. This must be agreed with the Clinical Director and DIPC. Critical Care Doctors must wear grey scrubs.

### 'Bare Below the Elbow'

Prior to any form of clinical contact with patients, including routine clinical examination in an in-patient or an out-patient setting, all staff, including medical and dental staff and students, should:

- Remove wrist watches and any other jewellery from their arms.
- Remove all rings, except for a single plain wedding band without inset stones.
- Roll up their sleeves to above their elbows or wear a short sleeved shirt or blouse.
- Either remove or tuck their tie into their shirt, similarly avoid any other hanging items (e.g. name badge lanyards) so that they cannot touch the patient. Alternatively, wear a disposable apron over their shirt and tie.
- Cleanse their hands by washing or using alcohol gel in the recommended fashion.

All clothing should be laundered regularly at the highest recommended temperature for the garment to ensure cleanliness. Wearing of white coats is not permitted.

Patients expect medical and dental staff to maintain a professional standard of dress whilst observing the widely publicised local and national infection prevention and control guidance.

### Uniform Standard - Theatre Dress Within the Operating Theatre and Prep Room

Suitable Operating Theatre uniform must be laundered and supplied in adequate quantities throughout all Trust Theatre Complexes. Theatre scrubs (green only) for use within theatre must not be worn outside the department unless covered appropriately. This clothing **must be**:

- clean at the beginning of every shift
  - changed every time it becomes stained with blood or body fluids
  - changed on return if worn outside the department in an emergency
- The routine use of impervious theatre gowns is recommended to protect both the patient and the operator
  - Individuals should wear well fitting dedicated operating theatre footwear. These must be cleaned and decontaminated on a regular basis and particularly when visibly dirty or when contaminated with blood or body fluids. Each theatre suite should ensure that there is a procedure in place for this cleaning
  - Open weave type footwear, trainers or croc style shoes are **not** acceptable
  - Staff, visitors or parents, should not wear plastic overshoes with the exception of Estates staff who will only be required to don appropriate footwear if they are working in the theatre complex during clinical activity
  - Within the operating theatre, hair must be entirely covered with a clean, preferably disposable hat, which should be changed at least daily, on leaving the theatre suite or if it becomes contaminated with blood or body fluids. Beards must be covered with a snood
  - No jewellery should be worn, with the exception of wedding rings (plain band – without inset stone(s)). Wrist watches are not acceptable
  - Every individual in the Operating Theatre should wear masks when prostheses/implantation surgery is taking place, or if the patient is immunocompromised. The Infection Control Team recommend that in other cases, all the scrub team should wear masks, but that the wearing of masks by other Operating Theatre staff should be at the discretion of the Consultant Surgeons involved.

#### Within the Theatre Complex

All theatre personnel, including medical staff, should wear Operating Theatre uniform as above. Outside the Operating Theatre, but within the Theatre Complex, theatre personnel do not need to wear masks. Hats are also unnecessary, but long hair must be tied back and up off the collar.

- Plastic overshoes should not be worn at any time
- All visitors that access the Operating Theatre itself must wear designated Operating Theatre footwear and Operating Theatre uniform, some exceptions have been agreed with Infection Prevention & Control for Paediatric areas. Estates staff will only be required to don appropriate Operating Theatre uniform and footwear if they are working in the theatre complex during clinical activity

- Parents and carers who enter the Anaesthetic Room whilst relatives are being anaesthetised do not need to wear overgowns or overshoes. A disposable apron may be worn if desired
- Parents and carers who enter the operating theatre whilst relatives are being anaesthetised must wear a theatre gown and hat
- Theatre orderlies who collect patients from wards or outside areas will wear theatre scrubs but must cover with a green gown when outside the operating theatre complex.

## Outside The Theatre Complex

If Theatre personnel (other than porters) wish to leave the Theatre Complex

### 1. For urgent clinical reasons [e.g. reviewing patients on the surgical list between cases]

When making brief visits to closely adjacent clinical areas for reason of patient care and treatment all Theatre personnel **must** at all times:

- Change into outdoor footwear
- Wear a clean green overgown. This should be securely tied. The overgown must be discarded into the appropriate linen skip on return to the Theatre Complex and not re-used
- Individuals who leave the Theatre Complex in Operating Theatre uniform in an emergency situation, must change into clean Operating Theatre uniform prior to returning into the Operating Theatre.

### 2. For other reasons (visiting other parts of the hospital, attending meetings)

When leaving theatre for other reasons all Theatre personnel **must** at all times:

- Change into outdoor clothing and footwear in keeping with the standards of this policy.

Staff wearing Operating Theatre uniform i.e. Greens outside of the Theatre Complex will not be served in any of the retail outlets or restaurant facilities on Trust premises.

Where any member of staff is found to be wearing theatre green scrubs inappropriately outside of the theatre complex will be reported to the department manager for further enquiry.

## **Laundering of Staff Uniforms**

### **1. Freeman Hospital**

Staff members are to take dirty/soiled uniform to the uniform issue bar where it will be exchanged for a clean uniform.

### **2. Centre for Ageing and Vitality, & Royal Victoria Infirmary**

Staff members are required to complete personal 'Sunlight' laundry slip, place the slip into Sunlight Blue 'Soiled Linen' Laundry Bag (staff members must also retain a copy of the slip for their own records).

The Sunlight laundry bags should then be taken to the Linen Room at the respective site. When uniforms are returned clean, staff members will be contacted by the linen room to notify them. Please note this greatly assists this process, if all relevant paperwork is properly completed and that all items are labeled with the staff members name.

### **3. All Sites**

It is permitted that staff members at all sites launder their own uniforms in accordance with the guidance/standards contained within this policy.

## ESTATES DEPARTMENT UNIFORM STANDARD

To secure a consistent approach to the wearing of uniforms supplied by the Trust to staff in the Estates Department.

### **Personal Protective Equipment (PPE)**

For the avoidance of doubt, personal protective equipment will continue to be issued when required. Footwear will be available from a selected range from which individuals are able to select. The wearing of personal protective equipment remains compulsory for all staff within the place of work when undertaking duties or visiting sites where construction is taking place.

Staff wishing to be relieved of the obligation to wear personal protective equipment will have their case considered on an individual basis before any decision taken. This must be discussed and agreed with the individual, the line manager and the Directorate Manager.

### **Uniforms**

The Trust supplies to designated members of staff uniforms to be worn at work. Uniforms are issued to skilled and semi-skilled crafts persons and to chargehands for this purpose.

Estates Staff issued with a Uniform must abide by the stipulations outlined in Section 9 of this policy.

A register of uniform issue will be maintained. This will record new and replacement uniform components issued to each member of staff.

Each member of staff to receive a uniform will be issued in the first instance with:

- Overalls – in sufficient number for work within dirty areas or when undertaking dirty activities.
- Three pairs of trousers ) Issued for general day to day work within the wards
- Three polo shirts ) and departments.
- Two sweatshirts )
- Bib and braces for joiners and painters only.
- Protective jacket for outside work or inter-site travels only



**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**  
**IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Dress, Appearance and Uniform Policy	Policy Author:	Ms K Pearce – Senior HR Officer (Projects)
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of the following: (* denotes protected characteristics under the Equality Act 2010)		Policy applies to all employees of the Trust . It is underpinned by the Trust's overriding policy on equal opportunities and employment legislation
	• Race *	No	}
	• Ethnic origins (including gypsies and travellers)	No	}
	• Nationality	No	}
	• Gender *	No	}
	• Culture	No	} as above
	• Religion or belief *	No	}
	• Sexual orientation including lesbian, gay and bisexual people *	No	}
	• Age *	No	}
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems *	No	}
	• Gender reassignment *	No	}
	• Marriage and civil partnership *	No	}
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination which can include associative discrimination i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic, are any exceptions valid, legal and/or justifiable?	No	
4(a).	Is the impact of the policy/guidance likely to be negative? (If "yes", please answer sections 4(b) to 4(d)).	No	
4(b).	If so can the impact be avoided?		
4(c).	What alternatives are there to achieving the policy/guidance without the impact?		
4(d)	Can we reduce the impact by taking different action?		

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>
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Name and Designation of Person responsible for completion of this form: ..... Ms K Pearce – Senior HR Manager (Projects) ..... Date: .... 28 April 2011 .....

Names & Designations of those involved in the impact assessment screening process:..... The Employment Policies and Procedures Consultative Group .....

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

*For advice on answering the above questions please contact Frances Blackburn, Head of Nursing, Freeman/Walkergate, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) [steven.stoker@nuth.nhs.uk](mailto:steven.stoker@nuth.nhs.uk) together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.*