

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Employment Policies & Procedures

Dress, Appearance & Uniform Policy

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Ratified By:	Employment Policies & Procedures Consultative Group

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, gender identities, 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, including 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 relevant 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. It is recognised that some staff may be present in the Trust wearing uniforms dictated by their external 'employer'.

4.1 ID badges and lanyards

ID badges should be worn, with the photo clearly visible, at all times. Lanyards should not be worn by individuals working in direct patient care. When Trust employee ID badges are worn on a lanyard around the neck the lanyard must bear the NHS logo. Trust Volunteers must wear the orange NUTH Volunteer lanyard. 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. Trust approved name badges may be worn, in addition to the Trust ID Badge.

4.2 Chewing Gum

Chewing gum should not be consumed on Trust premises.

4.3 Jewellery

Jewellery should be minimal and appropriate for wearing to work. Mandatory adornments required for religious faith or practice may be appropriate in some circumstances. For staff working within clinical areas and with patient contact, with the exception of one plain wedding ring no visible jewellery such as chains, bracelets, wristwatches or other rings can be worn. Where body piercings are visible or an open aperture exists, individuals must adhere to wearing small plain stud (no hoops or rings) to minimise the risk of self-harm from being caught by a patient or in equipment resulting in skin tearing. To minimise the risk to staff who wear ear expanders, flesh coloured hider plugs must be worn.

4.4 Tattoos

Tattoos must not be visible if they have the potential 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. The departmental manager reserves the right to make a judgement as to what is acceptable, in accordance with the relevant professional lead. Staff who are considering getting a tattoo may first wish to discuss any concerns regarding compliance with this policy with their line manager/professional lead.

4.5 Hair

Hair should be clean and well groomed. For those who regularly come into contact with patients their hair should be neat and tidy or tied back and up off the collar and, where hair is longer, secured away from the face. Only

necessary hair accessories should be worn. Hair pieces and wigs if worn should be properly secured.

4.6 Make Up

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

4.7 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.

4.8 Mandatory Religious Adornments/practice

The wearing of mandatory religious adornments may be 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 relevant professional lead, or in the case of Medical Staff with the Medical Director in conjunction with advice from HR. The Chaplaincy may be a source of useful information in this regard.

4.9 Footwear

Footwear must be clean, safe, in a presentable condition, professional and suitable for the activities undertaken and the working environment. Casual, non-professional footwear is not permissible, this would include footwear such as trainers, croc style shoes, plimsolls, flip flops or stilettos (pencil thin, high heels), casual Ugg-style boots. Staff are recommended to wear footwear with slip resistant soles. Staff required to wear a uniform should refer to Appendix 1 for further information on footwear (e.g. where trainers may be permitted).

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.

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/cardigan
- Dress
- Trousers
- Suit

- Tie
- Bow tie
- Shirt with collar
- Blazer

5.2 Non-Acceptable Clothing

Examples of unacceptable clothing are:

- Shorts
- Denim jeans
- Overly tight or revealing clothing
- Clothes which reveal the mid-riff or underwear
- 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
- Ripped or torn clothing

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 may be permitted, for a limited period of time.

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. Any exemptions must be discussed and agreed with the individual, the line manager and 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. (It is recognised that there may be exceptions (e.g. on cultural, religious or health grounds).

- 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 Where there is a requirement for staff to undertake tasks which require the use of uniform for personal protection, they should ensure that, where it is within their control, their presentation does not impact upon the ability to wear such an item. For example, employees should be clean shaven if they have the requirement to wear masks which are fit tested.
- 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, 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 Trust clinical staff who are hospital based will have no requirement to wear their uniforms outside of the Trust, uniforms can only be worn outside Trust premises to carry out home visits to patients. This will not affect staff travelling between Trust sites in cars or on the hopper. Staff are NOT permitted to wear their uniform when travelling on the public shuttle bus running between Regent Point and Trust's sites
- 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.
- 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 (hospital scrubs are an exception to this and *must* be laundered by the Trust). 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 manufacturer's 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/wear bracelets in clinical areas/when having patient contact this must be discussed with the Infection, Prevention and Control Team (IPCT) to ensure that this does not pose a risk to patient safety.

Three quarter length sleeve uniforms can be sourced but the sleeves should not be loose or dangling and be able to be rolled back. Also the sleeves/bracelet must be able to be pushed up to the elbow during patient care activity to prevent contamination and allow for effective hand hygiene.

Disposable oversleeves are available but these must be put on and discarded in exactly the same way as disposable gloves, with strict adherence to hand washing practices. However, these can only be used following an individual risk assessment and agreement from the IPCT, in certain clinical areas.

- 9.16 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.
- 9.17 A plain black shoe or trainer, with rubber non-slip heel to help minimise noise with a maximum heel height of one inch is required. Footwear must have a non-slip sole, be closed over the foot and toes, contain no logos and be of a wipe-able material. 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)
- 9.18 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.
- 9.19 The wearing of personal alcohol hand gel dispensers is acceptable.
- 9.20 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

- 9.21 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. Monitoring Compliance

Standard / process / issue	Monitoring and audit			
	Method	By	Committee	Frequency
Compliance is the responsibility of line managers who will address issues on a day to day basis	If record is required, line manager must ensure appropriate recording on ESR (discipline and/or grievance)	Line Manager	Clinical Governance Committee	Daily
Reviewing daily and deciding if any requirement to record.	<p>Patient complaints will be monitored</p> <p>Records will be monitored by reports and a decision as to what action is necessary will be made</p>	HR & HR Heads	Clinical Governance Committee	<p>As & When</p> <p>Annually</p>

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 & all AHP Staff

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

Table 1

ITEM	STANDARD
Uniform (Also see Table 2 below)	Uniform dress or uniform tunic and trousers appropriate to designation or white tunics with epaulettes in accordance with role and trousers.
Shoes	Plain black shoe or trainer with: <ul style="list-style-type: none"> • Non-slip heel (max heel height 1 inch) • Non-slip soles • Closed over the foot and toes • No logo/subtle logo • Wipe-able material (no canvas material)
Nails	Nails should be clean and short. Nail polish or nail extensions must not be worn.
Make-Up	Make-up if used should be discreet see Section 4.5 of the policy. Strong scents should be avoided.
Cardigans	Nursing & Midwifery - black only. These should never be worn when involved in clinical patient contact. Additionally, they should not be worn in the clinical environment unless in exceptional circumstances.
Hosiery	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.
Coats	Where necessary, a coat must be worn over the uniform as in 9.7 of the policy.
Underwear	Modesty garments worn underneath uniforms must be plain, short sleeved and neutral in colour. I.e. not visible via the uniform.

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)	Blue Tunic/Dress, Navy Trousers
Nurse Consultant (Specialty)	Purple dress/tunic, navy trousers
Matron (Directorate or Specialty)	Lilac dress/tunic, navy trousers and navy jacket or 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/Charge Nurse ITU/Theatres/Delivery Suite (Band 6/7)	Navy blue scrubs or standard Sister/Charge Nurse uniform when outwith theatre
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 with Navy Blue epaulets
Staff Nurse (Band 5)	Pale blue stripe dress/tunic, navy trousers
Staff Nurse (Band 5 theatres)	Green Scrubs
Staff Nurse Critical Care/Delivery Suite/Burns Unit/Inf Diseases/SCBU (Band 5)	Pale blue scrubs or standard staff Nurse uniform above
Newly qualified nurses prior to receiving NMC registration	As Staff Nurse, with white epaulets
Trainee Assistant Practitioner	White tunic/dress with orange epaulettes, navy trousers.
Assistant Practitioner/Nursing Associate	Green tunic/dress, black trousers
Support Worker or HCA (Band 2/3)	Beige tunic/dress or white tunic with beige epaulettes, brown trousers
HCA Theatres	Green Scrubs

DESIGNATION	UNIFORM COLOUR
HCA Critical Care/Critical Care Assistant	Terracotta Scrubs or Standard HCA uniform above
HCA Delivery Suite/Burns/SCBU/Infectious Diseases.	Pale Orange Scrubs
Other Theatre Personnel	Scrubs (not to be worn outside theatre)
Housekeeper (Band 2)	Yellow tunic with brown trousers
Team Assistant	Beige tunic with brown trousers
Nursery Nurse	Pink candy stripe tunic/dress, blue trousers
Health Play Specialist	Pink candy stripe with pink epaulettes, navy blue trousers
Dental Nurse	White tunic, navy trousers or scrubs
Community Dental Nurse	Grey & white stripped tunic with white piping, black trousers or a black knee length skirt
Senior Dental Nurse	Pale blue tunic or scrubs/navy trousers
Senior Community Dental Nurse	Grey tunic with white piping, black trousers or a black knee length skirt
Student Dental	Green tunic or scrubs
Bank Nurse	As grade of employment during Bank work
Organ Donation Nurse	Navy Blue uniform as determined by National organisation.
Trainee Nursing Associate	White with grey epaulettes
Maternity Support Worker	Beige tunic/dress or white tunic with beige epaulettes, brown trousers Peach scrubs, where clinical areas require this

Specific Uniform Standards – AHPs and Associated Staff

Table 3

DESIGNATION	UNIFORM
Consultant AHP	<ul style="list-style-type: none"> •White Tunic with dark purple collar and cuffs •Navy Trousers
Occupational Therapy Occupational Therapists	<ul style="list-style-type: none"> • White dress with bottle green trim • White tunic with bottle green trim/White polo shirt with College of Occupational Therapy COT logo • Plain bottle green trousers
Assistants/Technical Instructors	<ul style="list-style-type: none"> • Plain white tunic/Plain white polo shirt • Plain bottle green trousers
Hospital Paediatrics	<ul style="list-style-type: none"> • The Paediatric Team may wear a bottle green polo shirt instead of a white tunic
Community Paediatrics	<ul style="list-style-type: none"> • Top: White or bottle green polo shirt with COT logo • Trousers: plain bottle green
Podiatrists	<ul style="list-style-type: none"> • White tunic with black piping • Black trousers • Black or navy cardigan (These should never be worn when involved in clinical patient contact. Additionally, they should not be worn in the clinical environment unless in exceptional circumstances). •
Podiatry Assistants	<ul style="list-style-type: none"> • White tunic • Black trousers • Black or navy cardigan (These should never be worn when involved in clinical patient contact. Additionally, they should not be worn in the clinical environment unless in exceptional circumstances). •
Physiotherapy Physiotherapists	<ul style="list-style-type: none"> • White dress with navy trim • White tunic with navy trim/White polo shirt with CSP logo • Plain navy trousers
Assistants/Technical Instructors	<ul style="list-style-type: none"> • Pale blue dress with navy trim • Pale blue tunic with navy trim/Plain pale blue polo shirt • Plain navy trousers
Hospital Paediatrics	<ul style="list-style-type: none"> • 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
Community Paediatrics	<ul style="list-style-type: none"> • Navy polo top with NHS community logo • Cardigan: navy • Trousers: navy
Manual Handling	<ul style="list-style-type: none"> • Navy polo shirt with 'Moving and Handling Team ' logo • Plain navy trousers • Navy sweatshirt with 'Moving and Handling' logo
Dietetics - Dietitians	<ul style="list-style-type: none"> • Navy dress/tunic with red trim, navy trousers • Navy polo shirt with red collar and trim

Dietetic Assistants / Support Workers	<ul style="list-style-type: none"> • Navy tunic with red trim • Navy polo shirt with red collar and trim • Navy trousers
Research Clinical Trial Associates (CTAs)	<ul style="list-style-type: none"> • White dress with beige trim on collar and sleeves and research maroon epaulettes • White tunic with beige trim on collar and sleeves and research maroon epaulettes • Trousers: Navy
Biomedical Scientists having direct clinical contact	<ul style="list-style-type: none"> • White tunic or dress with royal blue trim • Trousers: Navy
Speech and Language therapists	<ul style="list-style-type: none"> • Light grey tunic with white trim • Trousers: Black
Audiologists	<ul style="list-style-type: none"> • Light blue polo shirt/tunic • Dark trousers
Operating Department Practitioners (out of theatre environment)	<ul style="list-style-type: none"> • White Tunic and epaulettes consistent with equivalent nursing role (i.e. band 5 - pale blue stripe, bands 6/7 – navy). • Trousers: Navy

Specific Uniform Standards – Portering Staff

Table 4 below shows the uniform specifics for Portering staff

Table 4

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

For both staff groups a black 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/Medical Records Staff

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

Table 5

DESIGNATION	UNIFORM
Domestic Staff	<ul style="list-style-type: none"> • Green&blue stripe dress • Green&blue stripe tunic with navy trousers • Navy Polo Shirt/Navy Trousers
Domestic Supervisors	<ul style="list-style-type: none"> • Bottle green stripe tunic/dress, navy trousers • White shirt with bottle green epaulettes, grey trousers
Domestic Senior Supervisor / Housekeepers	<ul style="list-style-type: none"> • Blue & White stripe dress <ul style="list-style-type: none"> • Blue & White stripe Tunic with Navy Trousers • White Shirt with Blue and white striped epaulettes/ Dark Trousers
Receptionists (in all settings other than main reception areas e.g. outpatient areas, admissions)	<ul style="list-style-type: none"> • Navy fleur/spade blouse, either round or v neck, skirt or trousers • White Shirt and clip on Tie/Dark Trousers
Receptionists on main reception areas	<ul style="list-style-type: none"> • Lilac blouse, navy skirt or trousers, jacket • White Shirt and Tie/Dark Trousers
Ward Clerks	<ul style="list-style-type: none"> • Navy fleur/spade dress, skirt or trousers and blouse, either round or v neck • White Shirt and Tie/Dark Trousers

Specific Uniform Standards – Trust-wide Radiographers and Associated Staff

Table 6 below shows the uniform specifics for the Department of Radiology

Table 6

DESIGNATION	UNIFORM
Radiographers	<ul style="list-style-type: none"> • White dress with maroon trim or • White tunic with maroon trim and maroon/black trousers • Maroon cardigan (not to be worn in clinical areas)
Radiology Assistant Practitioners	<ul style="list-style-type: none"> • White dress with “Assistant Practitioner” embroidery (in burgundy) • White tunic with “Assistant Practitioner” embroidery (in burgundy) and black or maroon trousers • Maroon cardigan (not to be worn in clinical areas)
Radiographic Assistants	<ul style="list-style-type: none"> • White dress or • White tunic and navy trousers • Navy cardigan

Table 7

Specific uniform standards – Physiologists

Table 7 below shows the uniform specifics for Neurophysiologists

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

Specific Uniform Standards

Central Sterile Services Department

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

DESIGNATION	UNIFORM
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, with the exception of one plain wedding ring (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, 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 over gowns 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 over gown. This should be securely tied. The over gown 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 'Berensden laundry slip, place the slip into the 'Soiled Linen' Laundry Bag (staff members must also retain a copy of the slip for their own records).

The Berensden 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 it greatly assists this process, if all relevant paperwork is properly completed and that all items are labelled with the staff member's name.

3. All Sites

It is permitted that staff members at all sites launder their own uniforms (*not* hospital scrubs) 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)

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.

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.

Uniforms are issued to skilled and semi-skilled crafts persons and to charge hands for this purpose. Each member of staff to receive a uniform will be issued in the first instance with (with the exception of EME staff, which is detailed below):

- 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 (Royal Blue)) and departments.
- Two sweatshirts)
- Bib and braces for joiners and painters only
- Protective jacket for outside work or inter-site travels only

Uniforms are issued to EME Technicians. Each member of staff to receive a uniform will be issued in the first instance with:

- Five shirts (Blue) with department logo
- One Jumper (Blue) with department logo (issued on request)
- Protective jacket/fleece with department logo (issued on request for staff carrying out outside work).

Equality Analysis Form A

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

PART 1

1. **Assessment Date:**
2. **Name of policy / strategy / service:**
3. **Name and designation of Author:**
4. **Names & designations of those involved in the impact analysis screening process:**
5. **Is this a:** Policy Strategy Service
Is this: New Revised
Who is affected Employees Service Users Wider Community
6. **What are the main aims, objectives of the policy, strategy, or service and the intended outcomes?** *(These can be cut and pasted from your policy)*
7. **Does this policy, strategy, or service have any equality implications?** Yes No
- If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:**

8. Summary of evidence related to protected characteristics

Protected Characteristic	Evidence, i.e. What evidence do you have that the Trust is meeting the needs of people in various protected Groups	Does evidence/engagement highlight areas of direct or indirect discrimination? If yes describe steps to be taken to address <i>(by whom, completion date and review date)</i>	Does the evidence highlight any areas to advance opportunities or foster good relations. If yes what steps will be taken? <i>(by whom, completion date and review date)</i>
Race / Ethnic origin (including gypsies and travellers)	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.		
Sex (male/ female)	The policy is gender neutral, two previous reference to male and female uniforms have been taken out. Staff are able to choose between the options available		
Religion and Belief	As above The wearing of mandatory religious adornments is permitted in the Trust for those who wish to wear them.		For those individuals who wish to wear an adornment, a risk assessment will be undertaken to ensure there are no risks, such as, being a source of cross infection to patients, before any decision to permit an employee to wear an adornment is taken.
Sexual orientation including lesbian, gay and bisexual people	As above		
Age	As above		
Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section	As above		
Gender Re-assignment	The policy is gender neutral, therefore staff who are transitioning can choose which uniform to wear, evidence suggests that staff who are transitioning may not always chose to wear the ‘uniform’ aligned to their chosen gender particularly if they are in a public facing role. The changes ensure staff have freedom of choice.	National evidence states that 42% of people who identified as having an unfulfilled need for gender transition cite their workplace as the reason for them not living in that gender. Originally Trust policy cited gender specific uniforms; such references have been removed	Trust has established an LGBT staff network and is a Stonewall Diversity champion
Marriage and Civil Partnership	As above		
Maternity / Pregnancy	As above		

9. Are there any gaps in the evidence outlined above? If 'yes' how will these be rectified?

No

10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.

Do you require further engagement? Yes No

11. Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)

No

PART 2

Name:

Karen Pearce

Date of completion:

22 March 2017

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