Dress Policy

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The provisions of this policy, which was developed by a partnership group on behalf of Grampian Area Partnership Forum, apply equally to all employees who hold a current contract of employment with NHS Grampian.
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# NHS Grampian
## Dress Policy

## INDEX

1. **Policy Statements** 3

2. **Scope of Responsibilities** 3
   - 2.1 Responsibilities Of All Staff Wearing A Uniform 4
   - 2.2 Responsibilities Of Staff Whilst In Direct Patient Contact 4
   - 2.3 Responsibilities Of All Staff Wearing Personal Protective Equipment (PPE) Or Wearing “Greens” 5
   - 2.4 Responsibilities Of Staff Not In Any Of The Categories Above 6

3. **The Role Of Line Managers** 6
NHS Grampian
Dress Policy

1. Policy Statements

NHS Grampian has a duty to provide person centred, safe, and effective care. The appearance of NHS Grampian staff members plays an important role in the delivery of this purpose.

Person centred: all staff working in NHS Grampian are expected to present a smart and professional image which is likely to inspire public confidence. Uniforms are provided to some staff categories to help achieve this objective. NHS Grampian photo ID badges or the ID badge of another relevant organisation must be worn and visible unless contraindicated by health and safety requirements.

Safe and effective: whilst involved in direct clinical care, dress will be in compliance with the principles relating to the prevention and control of transmission of infection, and health and safety regulations. Personal Protective Equipment (PPE), and/or “greens” are provided to some staff members to help achieve this objective. Patient care takes preference in all circumstances, and therefore it may happen that the dress policy becomes of secondary importance (for example an unplanned intervention in a emergency situation).

This NHS Grampian Dress Policy supersedes all previous policies and guidance on this topic and is in line with the National Uniform Dress Code and Laundering Policy CEL 42 (2010).

http://www.sehd.scot.nhs.uk/mels/CEL2010_42.pdf

2. Scope Of Responsibilities

All staff, volunteers and students/trainees working in NHS Grampian are expected to present a smart and professional image at all times wherever they work. This is important in clinical areas when staff have patient contact, whether on hospital wards, in community clinics, in GP surgeries, on home visits or in the clinical skills centre with volunteer and simulated patients. Where uniforms and protective clothing are provided this must be worn correctly in accordance with this policy. Where uniforms are not required staff must dress appropriately for their role in accordance with the principles and practice set out in this policy.

Identity badges must be worn at all times. If the ID badge is worn on a neck lanyard, an NHS lanyard should be used, and the badge should not come into contact with patients or their immediate surroundings during clinical examination or procedures.

It is the responsibility of departmental managers to consider the specific implications of this policy for the department under their responsibility, and to ensure that this is included in staff induction.
NHS Grampian
Dress Policy

2.1 Responsibilities Of All Staff Wearing A Uniform

- Where uniforms are required they must be worn correctly in accordance with national and local policy.

- Staff wearing a uniform who are in direct patient contact must comply with the points outlined in section 2.2. To facilitate hand hygiene, examination of patients, and carrying out procedures.

- Fleeces/cardigans may be worn in the uniform colour but must be removed before patient contact to facilitate hand hygiene, examination of patients and carrying out procedures. (section 2.2)

- If a disability/medical condition, religious, ethnic or cultural requirement makes it difficult or impossible for a member of staff to comply, the line manager should be contacted for further advice.

- Uniforms must be clean, pressed and laundered in accordance with the national guidance or in accordance with the temperature stated on the garment care label. They must be transported to and from work in a clean disposable bag. If staining or contamination with blood or bodily fluids were to occur the uniform should be changed immediately. NHS staff may be supplied with “greens” under these circumstances.

- No badges other than ID and professional badges to be worn.

- Footwear should be soft soled with closed toes.

- Uniforms should only be worn in the work environment but there may be occasions when it is appropriate to be in uniform out with the workplace whilst engaged on NHS Grampian business. Staff should avoid undertaking personal activities such as shopping wearing their uniform.

2.2 Responsibilities Of Staff Whilst In Direct Patient Contact

Compliance with Hand Hygiene protocol

- Sleeves will be either short, ¾ length or rolled up away from the wrists prior to hand hygiene, whilst examining patients or when carrying out procedures. This will enable effective hand decontamination to be carried out and reduce risk of cross-infection.

- Fingernails should be kept short and clean. They will not be visible above the fingertips when viewing hand from the palmer side. Long nails or nails with sharp edges can pierce fragile skin and can puncture protective gloves. False fingernails are not appropriate in a clinical setting. Nail varnish will not be worn.
• Rings with stones, ridges, sharp edges or crevices must not be worn. A plain, smooth ‘wedding’ band is acceptable. Any ring must be small enough to allow the use of gloves, without risk of tearing. Visible intradermal jewellery is not allowed.

• Wrist watches will not be worn.

• Bracelets, rubber charity bangles and, in particular, the fabric or leather tie-on type of bracelet are not appropriate wear in any clinical area.

Other Key Points

• Ties, if worn, will be tucked in or secured by means of a clip or tie-tack. Similarly, headscarves will be worn in a way which avoids contact with patients and their immediate surroundings.

• Hair must be clean neat and tidy, longer hair must be tied or clipped back at all times in clinical areas. Hairstyles should not require frequent readjustment.

• Head wear must be clean and staff must ensure it does not obscure the face while delivering patient care.

• Facial hair should be kept clean, neatly trimmed or rolled and tucked.

• Make up should be kept light, false eyelashes are not permitted.

• Jewellery will be kept to a minimum. Dangling beads and necklaces, long dangling earrings should not be worn as these can interfere with clinical examination and procedures.

• Denim jeans, shorts, very short skirts, tops with low or revealing necklines or any clothing which exposes the midriff or underwear are not appropriate.

• If staining or contamination with bodily fluids were to occur, clothing should be changed immediately. NHS staff may be supplied with “greens” under these circumstances.

2.3 Responsibilities Of All Staff Wearing Personal Protective Equipment (PPE) Or Wearing “Greens”

• PPE must be worn in accordance with health and safety policies, local dress codes and job role.

• “Greens” should always be clean and uncontaminated. If staining or contamination with blood or bodily fluids were to occur they should be changed immediately. Otherwise they are changed at least daily.

• Staff wearing “greens” who are in direct patient contact must comply with the points outlined in section 2.2 (above).

• Unless required in theatre, “greens” should not be supplied to non-NHS Grampian staff as this would constitute a security risk.
• Single use plastic aprons must be worn where there is a possibility or a risk of transmissible infection, soiling or contact with blood or body fluids or when providing personal or clinical care, or serving food. **These aprons must not be worn outside of the ward/clinic/unit.**

• Caps worn to prevent hair from falling into an open wound or sterile surface should be as supplied. They are disposable and single use only; **do not wear caps out with the theatre or procedure area.**

• Face masks should cover the nose and mouth, fitting the contour of the face and should be tied securely. They are disposable and single use only. **Do not wear masks out with the theatre/procedure area.**

• Special footwear worn in theatres is for that use only and must be cleaned after every use and/or session. Footwear contaminated with blood or bodily fluids should be decontaminated as per equipment decontamination policy. **Do not wear theatre footwear out with the department.**

• The use of overshoes is not allowed.

• White coats will not be worn as part of (PPE) except within the Laboratories and Pharmacy.

### 2.4 Responsibilities Of Staff Not In Any Of The Categories Above

• All staff, wherever they work should be aware of the principles outlined under “Scope” in section 2. It is not realistic for this policy to be descriptive in detail for each of the wide variety functions within the NHS Grampian organisation.

• Staff who enter the patient environment in clinical areas need to adhere to the dress code outlined in section 2.2, and comply with the Hand Hygiene protocols.

### 3. The role of Line Managers

• Consider this policy and its implications for the area that you are responsible for.

• Ensure that each and every member of staff receives specific instructions relating to the implications of this policy to the local area of work.

• Ensure that all the staff comply with the policy.

• Respect the religious, ethnic and cultural requirements of staff.

• Resolve or report any circumstances which make compliance difficult.