

Dress Code

CATEGORY:	Procedure
CLASSIFICATION:	Human Resources
PURPOSE	To ensure that clothing and accessories worn by Trust staff are consistent with the Trust's infection prevention and control policy, health and safety policies and comply with patient and public expectation.
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1. Introduction

- 1.1. The aim of the Dress Code is to ensure that clothing and accessories worn by those working within the Trust are consistent with the Trust's Infection Prevention and Control Policy and Health and Safety Policies, and comply with patient and public expectations. They must be read in conjunction with the Trust Dress and Uniform Policy.
- 1.2. The Trust considers that the way employees dress and their appearance is of significant importance in portraying a professional image to all users of its service, whether patients, visitors, clients or colleagues.

2. Dress Code Standards

- 2.1. The standards detailed in Table 1 must be followed.

Description	Standard
Badges	A maximum of two professional/religious badges, of which one may be a religious badge/faith symbol, may be worn.
Bags	Any staff who carry personal and work items in a bag must not wear these bags when carrying out direct contact with patients.
Bare below the elbow	When involved in patient contact all staff must be bare below the elbows to enable effective hand washing. The only exception to this is when staff are administering hazardous substances to patients when hands and arms must be fully protected with protective clothing. Please refer to the Ionising Radiation Regulations 1999.
Facial hair/ false eyelashes	Facial hair must be well groomed. Clinical staff involved in patient procedures and direct clinical contact must not wear false eye lashes.
Footwear/ Shoes	Safety footwear, where provided, must be worn at all times. Where safety footwear is not provided, staff must wear footwear appropriate to the environment in which they are working and the job they perform. All footwear worn within clinical areas must be soft soled and quiet. Therapy staff working in the gymnasias are able to wear plain black trainers with no logos on. Shoes must be professional in image, be supportive and give

	<p>protection against spillages or falling equipment. Staff are reminded that the Trust is a workplace and very high heels, unsupported or open toe sandals can create a risk.</p> <p>Clogs are only permitted for use by theatre staff. Theatre foot wear must be cleaned of marks at every possible opportunity using the clog washers in theatres or surface cleaning wipes.</p>
General Appearance	<p>All staff are expected to be smart and well-groomed at all times whilst on Trust business, with a high standard of personal hygiene which would be acceptable to others.</p> <p>All staff not wearing uniform must wear clothing that is consistent with a smart, professional image.</p> <p>Hemlines must be no shorter than just above the knee to promote a professional image nor cause embarrassment or offence to patients, colleagues, other staff or visitors to the Trust. Plunging necklines and exposed midriffs are not acceptable.</p> <p>Jeans, leggings on their own or worn with a short top, ski pants, tight fitting trousers and shorts are not acceptable attire at work. It is recognised that if on call staff are called in from home in an emergency that clothing may be different from the recommended standard.</p> <p>Make up, perfume and after-shave must be discreet and acceptable to others.</p> <p>Staff are reminded that when attending courses within or external to the Trust they are representing the Trust and their appearance must reflect a suitable image.</p>
Hair	<p>Hair must be kept clean, neat and tidy at all times. Hair colour and accessories must be discreet. Where required, the appropriate clinical head covering must be worn.</p>
Identity badges	<p>All staff must wear an easily visible identity badge at all times.</p> <p>Lanyards must not be worn by any Trust staff due to health and safety as well as infection control risk reduction.</p>
Jewellery/ body piercings	<p>Staff engaged in patient contact must not wear jewellery with the exception of one plain metal ring and a single pair of plain stud earrings in the ear lobe.</p> <p>No other visible piercing, including tongue, nose stud, eye</p>

	brow studs or stretchers can be worn.
Mobile phones	<p>Personal mobiles must be kept on silent at all times and are not permitted to be used in the clinical/patient areas.</p> <p>Only staff allocated a Trust phone for professional reasons may carry their phones with them through the working day.</p> <p>In case a member of staff needs to be contacted in an emergency, staff must give the ward/department phone number.</p>
Nails	<p>Clinical staff involved in patient procedures and direct clinical contact must not wear prosthetic nails or nail varnish and nails must be short i.e. not visible above the tips of fingers. This is to avoid potential damage to patient's skin and to facilitate correct hand hygiene.</p> <p>Non clinical staff must ensure nail varnish is well maintained, of a discrete colour and portrays a professional image.</p>
Religious adornments	<p>The wearing of religious adornments is permitted for those who wish to wear them, providing that the health, infection control, safety and security of patients and staff is not compromised.</p> <p>Staff who wear facial coverings for religious reasons are required to remove them whilst on duty. This is to ensure that the member of staff is identifiable, and to enhance engagement and communication with patients, visitors and colleagues.</p> <p>The Sikh Kara (bangle) may be worn, but must be worn high up the forearm as possible or removed when carryout direct patient care. Where this cannot be achieved it must be covered by the wearing of disposable gloves. Patients' safety is paramount, the Trust's primary concern is to maintain bare below the elbows.</p> <p>The wearing of Turbans, Kippots, and headscarves is supported on religious grounds. Headscarves must be plain and either navy or black in colour, shoulder length, adornment free and must not drape freely when providing direct clinical care.</p> <p>Staff members who wish to wear a visible faith symbol for religious reasons may wear a small and unobtrusive badge on the lapel or underclothing, as long as they do not present a</p>

	risk either to the health and safety or a risk of infection to the individual wearing them or anyone else.
Tattoos	It is recognised that in today's society many individuals now have tattoos. Where a staff member has a visible tattoo this must not be offensive to others. If deemed offensive, considered inappropriate or likely to cause upset to patients, carers, visitor or other staff, it is the line manager's responsibility to discuss with the individual staff member the appropriateness for their tattoo to be on display. Tattoos must not make a political statement.
Ties	Ties must be tucked in or removed when carrying out direct patient care.
Wrist watches	Wrist watches must not be worn when working in clinical areas. A fob watch is acceptable.

Table 1: Dress Code Standards.

3. Theatre scrubs

- 3.1. Scrub suits are worn by staff working in the theatre complex, interventional radiology, cardiology and endoscopy suites. Staff who wear scrubs must not travel to and from work in scrub suits and must change in the facilities provided prior to the start of their clinical shift. Changing rooms are provided. Scrubs suits must not leave the Trust site and will be laundered by the Trust.
- 3.2. Staff leaving these areas in scrubs must have a specific purpose to do so and:
 - 3.2.1. Any staff leaving these areas may wear their scrubs with clean theatre clogs/shoes, these must be clean and free from stains. Clog washers and shoe caddies will be provided throughout theatres to support this.
 - 3.2.2. When staff have to leave these areas in scrubs, surgical hats and facemasks must be removed. Hair must be kept clean, neat and tidy and must be worn up or tied back off the collar in a style that does not require frequent re-adjustment. Hair when tied into a pony tail must not fall beneath the level of the collar or onto the face - if it does hair must be clipped up to prevent this happening.

- 3.3. Clean scrubs must always be worn. Any item of uniform must be changed as soon as possible when contaminated with blood or bodily fluids.
- 3.4. Staff must change their scrubs following any surgery/procedure when a patient has been identified as being infected.
- 3.5. Staff who are cold may wear a non-visible T shirt under their scrub suit and must not wear a sterile gown unless scrubbed.
- 3.6. The green gown will no longer be provided. Only staff who are scrubbed may wear a sterile gown.
- 3.7. Staff in theatre scrubs/clogs must never enter education/library facilities, restaurants or shop areas within the Trust.

4. Use of Changing Rooms

- 4.1. Male and female changing rooms are located on both the Heritage Building and QEHB site.
- 4.2. Staff must not allow any person into the changing room unless they have a Trust Identification badge which allows swipe access.
- 4.3. Coin operated lockers are provided. At the end of the shift/use the key must be replaced, all rubbish must be removed and the locker must be left clean and empty for staff following on.

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6. Associated Policy and Procedural Documentation

Disciplinary Policy

Dress and Uniform Policy

Infection Prevention and Control Policy

Smoke Free Policy

Uniform Standards