

CONTROLLED DOCUMENT

Uniform Standards

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CLASSIFICATION:	Human Resources
PURPOSE	To ensure that uniforms 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 These standards relate to staff wearing Trust “uniform” which includes both clinical uniforms e.g. nursing uniform, and other specific, consistent Trust approved and appropriate professional style work wear e.g. worn by reception staff or porter clothing. They must be read in conjunction with the Trust Dress and Uniform Policy.
- 1.2 The aim of the Uniform Standards 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.
- 1.3 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.
- 1.4 The Trust will provide uniforms to staff who are required to wear them. Clinical staff will be provided with clinical style uniforms. All other staff who are required to be in specific, consistent Trust approved and appropriate professional style work wear, will be provided with them where appropriate.

2. Standards

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

Description	Standard
Bags	Any staff who carry personal and work items in a bag must not wear these bags when carrying out direct contact with patients.
Badges	A maximum of two professional/religious badges, of which one may be a religious badge/faith symbol, may be worn.
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.
Cardigan/ jumpers /fleeces	Sweaters, fleeces and cardigans may be worn with a Trust or Departmental name in keeping with a professional image. These must be of an agreed colour within the Trust e.g. green for Occupational Therapy staff and navy blue for all other staff. These items of clothing must not be worn when in direct contact with patients.
Facial hair/ false	Facial hair must be well groomed.

eyelashes	Clinical staff involved in patient procedures and direct clinical contact must not wear false eye lashes.
Footwear/ Shoes	<p>Safety footwear, where provided, must be worn at all times.</p> <p>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.</p> <p>Clinical staff shoes must be plain black with no embellishments, quiet soled and heeled, supportive and enclose the whole foot.</p> <p>Therapy staff working in the gymnasias are able to wear plain black trainers with no logos on.</p> <p>Clogs are only permitted for use by theatre staff. Theatre footwear 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>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>When in uniform, hair must be worn up or tied back off the collar in a style that does not require frequent re-adjustment.</p> <p>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.</p> <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. Lanyards must not be worn by any Trust staff due to health and safety as well as infection control.</p>
Jewellery/ body piercings	<p>Staff in uniform or 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	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.
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 and 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 risk either to the health and safety or a risk of infection to the individual wearing them or anyone else.</p>
Smoking	Any Trust staff choosing to smoke whilst on duty must cover their uniforms, so that the uniform is indistinguishable, and smoke in one of the designated smoking areas only during their allocated break.

Tattoos	<p>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.</p> <p>Tattoos must not make a political statement.</p>
Tights/ socks	<p>If worn, hosiery (tights/stockings) must be plain flesh/black in colour.</p> <p>Plain black/navy socks must be worn with uniform trousers.</p>
Uniform	<p>Uniforms provided by the Trust remain Trust property and must not be altered.</p> <p>Uniforms must always be worn fully fastened, including the top press stud; in the way they have been designed to be.</p> <p>A clean uniform must be worn every day.</p>
Washing instructions	<p>All uniforms worn at work, including cardigans and fleeces, must be washed at 60°C in a domestic washing machine and must be tumble dried or ironed. They must not be mixed with other items being washed.</p>
Wrist watches	<p>Wrist watches must not be worn when working in clinical areas. A fob watch is acceptable.</p>

Table 1: Standards when wearing uniforms/ standard workwear.

3. Wearing Uniforms Out of Work

- 3.1 Uniforms are only to be worn for official duties inside or outside the hospital premises (see section 3.3 re travel to and from work). The wearing of uniform outside the hospital premises is only permitted when staff are on specific Trust duty e.g. transferring patients.
- 3.2 Trust staff whose roles involve reviewing patients in the community may visit patients wearing their uniforms but these must be covered by a coat whilst travelling between the patient's home and work place.
- 3.3 Ideally, clinical staff must change into and out of their uniform at work and should avoid travelling to and from work in uniform. Changing facilities are provided at both the QEHB and Heritage Building. Staff must change prior to the start of their clinical shift. Staff who do travel to work in uniform must cover their uniforms with a coat whilst travelling between their home and place of work so that the uniform is indistinguishable. It is acceptable for staff to change into a casual top such as sweater or T-shirt with work trousers to travel in home in.

These recommendations are made for the safety and security of all staff.

4. Theatre scrubs

- 4.1 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.
- 4.2 Staff leaving these areas in scrubs must have a specific purpose to do so and:
 - 4.2.1 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.
 - 4.2.2 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.
- 4.3 Clean scrubs must always be worn. Any item of uniform must be changed as soon as possible when contaminated with blood or bodily fluids.
- 4.4 Staff must change their scrubs following any surgery/procedure when a patient has been identified as being infected.
- 4.5 Staff who are cold may wear a non-visible T shirt under their scrub suit and must not wear a sterile gown unless scrubbed.
- 4.6 The green gown will no longer be provided. Only staff who are scrubbed may wear a sterile gown.
- 4.7 Staff in theatre scrubs/clogs must never enter education/library facilities, restaurants or shop areas within the Trust.

5. Use of Changing Rooms

- 5.1 Male and female changing rooms are located on both the Heritage building and QEHB sites.

- 5.2 Staff must not allow any person into the changing room unless they have a Trust Identification badge which allows swipe access.
- 5.3 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.
- 5.4 Storage of uniforms outside the lockers has the potential to cause a security risk to the Trust both to staff and patients. Uniforms, shoes and personal items must be stored in lockable lockers provided. No articles such as towels, uniforms or shoes must be left outside the lockers in the changing rooms. Any such articles can be removed by security.

6. Return of Uniforms

When employment ceases with the Trust the employee must return the uniform to the Trust via their line manager. The line manager needs to ensure this happens as part of the exit process.

7. References and Bibliography

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8. Associated Policy and Procedural Documentation

Disciplinary Policy

Dress Code

Dress and Uniform Policy

Infection Prevention and Control Policy

Smoke Free Policy