



Uniform Policy/Dress Standard

Date: October 2018

Version number: 4

Author: Kathleen Carolan

Date of Approval: 15/11/2018

Review Date: October 2021

If you would like this document in an alternative language or format, please contact Corporate Services on 01595 743069.

NHS SHETLAND DOCUMENT DEVELOPMENT COVERSHEET*

Name of document	Uniform Policy/ Dress Standard		
Registration Reference Number	NAPOL001	New <input type="checkbox"/>	Review <input type="checkbox"/>
Author	Kathleen Carolan		
Executive Lead	Kathleen Carolan		

Proposed groups to present document to:				
APF				
ICT				
Staff Governance Committee				
Date	Version	Group	Reason	Outcome
23/10/2018	4	ICT	To review the laundering arrangements set out in the policy	MR
01/11/2018	4	APF	To review the addition of a section in the policy to support staff to maintain physical activity whilst in the workplace and arrangements if wearing a uniform in a setting that is not the usual place of work	MR
15/11/2018	4	Staff Governance Committee	Approve the Policy	Approved
Examples of reasons for presenting to the group			Examples of outcomes following meeting	
<ul style="list-style-type: none"> Professional input required re: content (PI) 			<ul style="list-style-type: none"> Significant changes to content required – refer to Executive Lead for guidance (SC) 	
<ul style="list-style-type: none"> Professional opinion on content (PO) 			<ul style="list-style-type: none"> To amend content & re-submit to group (AC&R) 	
<ul style="list-style-type: none"> General comments/suggestions (C/S) 			<ul style="list-style-type: none"> For minor revisions (e.g. format/layout) – no need to re-submit to group (MR) 	
<ul style="list-style-type: none"> For information only (FIO) 			<ul style="list-style-type: none"> Recommend proceeding to next stage (PRO) 	

*To be attached to the document under development/review and presented to the group
Please record details of any changes made to the document on the back of this form

DATE	CHANGES MADE TO DOCUMENT
23/10/18	<p>Updated the policy in line with DL (2018) 4.</p> <p>Added in the inclusion of a section on when staff are permitted to wear their uniform out with their usual workplace setting</p>
24/12/18	Updated section on laundry advice to Students

CONTENTS

	Page
1. Introduction	5
2. Clinically Based Staff	8
3. Non-Clinical Staff	9
4. Allowances for Cultural or Religious Reasons	9
5. Laundering of Uniforms	10
6. Students	11
7. Soiled Uniform and Emergency Supply	11
8. Monitoring of this Policy	11

Introduction

NHS Shetland expects staff to present a corporate image in dress and behaviour which inspires public confidence in the organisation.

Some specialised departments will require local guidelines reflecting their particular needs that will compliment this policy.

NHS Shetland will take a sensitive approach in relation to dress and uniform requirements; however, priority will be given to health and safety, infection prevention and control and quality of care.

Should members of staff have any difficulties understanding any aspect of this policy, or require further information in respect of accessibility, interpretation or application of the policy, they should contact the HR Department, their Line Manager or Staff Side Representative.

This policy has been taken directly from the Scottish Government CEL 42 (2010) and the Scottish Government DL (2018) 4

Other policies/guidance that relate to this policy are:

National Uniform Policy (Section 1) – this sets out the uniform set for all staff groups, and provides further clarification to Boards on the appropriate uniform for staff. This CEL updates and replaces the previously issued CEL 36 (2009) and CEL 46 (2009).

Dress Code (Section 2) – the Dress Code was implemented via CEL 53 (2008). In summer 2010, the Scottish Government Uniform Working Group (SGUWG) conducted a review of the policy. The updated policy is set out here - CEL 42 (2010). CEL 42 (2010) updates and replaces the previously issued CEL 53 (2008).

Laundry Policy (Section 3) – this sets out a national classification for used uniform, allowing in-house laundering resources to be focused on garments that pose risk, and providing home laundering guidance.

SECTION 1 – NATIONAL UNIFORM POLICY

The new national uniform set will apply to all staff who currently wear a uniform and will establish national standardisation across Scotland. The specification for all staff groups has been agreed and is detailed below in **Appendix 1**

The Clinical Team

Clinical staff will wear a uniform in one of five shades of blue as described below.

Cornflower Blue uniform

The cornflower blue uniform is only for Nurses who are registered with the Nursing & Midwifery Council (NMC) and Dental Nurses who are registered with the General Dental Council (GDC).

Navy Blue Uniform

The navy blue uniform was developed to ensure the nurse in charge is clearly visible to patients and the public. For this purpose the navy blue uniform will be worn by Senior Charge Nurses, and Hospital At Night Nurse Practitioners in charge of the ward. In addition, Senior Midwives and Community Nurse Team Leaders should wear navy blue uniform where their duties are similar to a Senior Charge Nurse. It is important for nurses undertaking these roles to be visible to patients and the public as being the nurse in charge in hospital wards, clinics and health centres.

DL (2018) 4 reinforces and reiterates the purpose of the navy blue uniform and that there is no organisational discretion to allow it to be issued to other nurses who are also practising at this skill level e.g. Advanced Practitioners.

Advanced Practitioners will be given the option of either wearing the cornflower blue uniform or no uniform (depending on the setting that they work in).

The purpose of the navy blue uniform is to denote the individual undertaking the responsibilities of a senior charge nurse in a ward or clinical setting. The uniform does not correspond directly with Agenda for Change bands. Boards must ensure that use of the navy blue tunic must not be extended to denote other specialist or senior nurses even if these are practising at the same or more senior level than the Senior Charge Nurse. Nor should it be used for any general management, supervisory or team leader roles in any other staff groups.

Smoked Berry Burgundy Uniform

The smoked berry burgundy uniform has been developed in response to the Vale of Leven Report, it is to be worn by Clinical Nursing Managers of Grade 8A or above only (e.g. Associate/Deputy Nurse Directors and Nurse Directors). The uniform was developed to ensure visibility of senior nurse leadership to patients and the public. The smoked berry uniform should be worn by Clinical Nursing Managers when they are in a clinical setting.

The Non-Clinical team

Non-clinical staff who currently wear a uniform will wear the mid-green national uniform as detailed below. Non-clinical staff groups include Catering, Domestic, Porters, Drivers, Admin & Clerical and Facilities.

The dark green uniform is only for Catering and Domestic supervisors and must

not be used to denote supervisors or managerial roles in any other staff groups.

Trousers

Navy blue trousers are available in a single cargo style and tailored styles. It is anticipated that the cargo style will be worn with tunics and polo shirts and the tailored trousers worn with shirts and blouses. However this is a matter for local policy

Polo shirts

Polo shirts are available to order as an alternative to tunics, particularly for AHP staff. The general rule is that staff who currently wear a tunic will continue to do so.

Staff who do not wear national uniform

Staff in a variety of roles and settings will not wear the national uniform for a range of safety, clinical and other reasons. If staff are required to wear Personal Protective Equipment (PPE) instead of a uniform, for example, chef's whites, then this will continue. The new uniform policy will not compel anyone who does not currently wear a uniform to do so.

National uniform for students

Nursing and Allied Health Professional (AHP) students will wear the national student uniform. This is a silver-grey tunic in the same style and fabric as the national uniform for staff. This will be worn with the national uniform navy blue trousers. This uniform has been rolled out to students since the September 2010 intake and the garments are embroidered with the appropriate University / College logo.

The national student uniform does not apply to medical students (Doctors and Dentists). Medical students are not included in the National Uniform policy. The national uniform for students is not intended for NHS National Services Scotland employees who are undertaking study or training.

Staff group - policy exceptions

Prosthetists/Orthotists – white work wear is required when working with plaster. These staff groups should therefore wear the national white tunic and trousers which is available as a special item on the national contract, when working with plaster. Both staff groups will wear the appropriate national uniform when not working with plaster.

The white uniform may be applicable for other staff other than Prosthetists and Orthotists who are working with plaster however normal Personal Protective Equipment (PPE) e.g. aprons worn over the national uniform should be considered first to determine if a white uniform is actually required and is being used appropriately.

As with Prosthetists and Orthotists, the white uniform should only be worn when working with plaster and staff must wear their appropriate national uniform for other duties. It must not be used as protective clothing for other staff groups not working with plaster, nor should it be used as an alternative uniform to the appropriate national uniform colours.

SECTION 2 – DRESS CODE

Clinically Based Staff

All clinically based staff who undertake duties in clinical areas (Hospital, Health Centres and Care Homes) should be aware of, and follow, the standards set out below:-

- A clean and freshly laundered uniform should be worn each day.
- Uniform must be neat, clean, and appropriate to the area in which the staff member is working
- The official photo identification badges must be worn in a prominent position at all times. In areas where risk assessment suggests this is not safe to do so must have identification on their possession.
- Footwear must be clean and in good repair and of a style that is not hazardous to either patient or staff member. Shoes should be soft soled and closed toe.
- Staff Should not wear hand or wrist jewellery (other than a plain wedding ring or one other plain band) and should not wear any other jewellery other than stud earrings and fob watches.
- We would ask that staff with tattoos that are visible (e.g forearms) are covered up if they could be deemed inappropriate or offensive. They should be covered with an adhesive dressing to maintain compliance with infection control procedures if the tattoo is in a place when hand hygiene compliance is required. Staff should complete a risk assessment with their line manager to consider whether a tattoo should be covered up
- Hair should be neat, off the collar and in a style which does not require frequent readjustment
- Only a minimal application of cosmetics is acceptable
- Nails should be kept short, clean and polish free. False nails should not be worn.
- Staff who wear their own clothes, rather than a uniform should wear short-sleeved shirts/blouses (or sleeves rolled up so that arms are bare below the elbow) and avoid wearing white coats or neck ties when providing direct patient care.
- Staff Should change into and out of uniform at work and should change out of their uniform at the earliest opportunity at the end of their shift.
- Staff should not carry pens or scissors in outside breast pockets to reduce the risk of injury to staff and/or patients
- Lanyards should not be used to reduce the risk of injury to staff and/or patients.
- Staff who provide on call must change into their uniform when they are called in.

Professionals who do not provide direct patient care, but require access to patients in clinical areas (e.g. A&E department)

There are some circumstances where clinicians or other professional are required to attend patients in clinical areas (e.g. dieticians, social workers etc) who do not wear uniforms. In these circumstances staff are required to follow the same dress code standards as other clinical staff (e.g. short sleeves, no outdoor clothing, no jewellery etc) for the duration of time that there are in the clinical area and involved in direct patient care (e.g. examination, interview behind curtains etc). This applies specifically to patients that are in cubicles, side rooms and hospital ward areas.

Non-clinical Staff

Members of staff who do not provide a service in a clinical area should adhere to the following guidance:

- Clothing must be neat, clean, and appropriate to the area in which the staff are working
- Identity badges must be worn in a prominent position at all times
- Footwear must be clean and in good repair and of a style that is not hazardous to either patient or the staff member
- Only a minimal amount of cosmetics is acceptable and nails should be kept short and clean

If non-clinical staff are planning attendance in a clinical area, they must observe the same standards which apply to Clinical Staff.

Allowances for Cultural or Religious Reasons

Specialist items required to meet religious or medical needs are available to order on National Uniform contract. These could include any adaptation to the standard items, and you should contact the supplier directly to discuss your requirements. Where a specialist item is required on religious grounds, it must be authorised by the staff member's line managers, who are responsible for ensuring that any garment purchased adheres to the NHS Shetland Dress Code.

A tunic with three-quarter length sleeves will be available for clinical staff with direct patient care responsibilities who have a religious or medical requirement to cover their upper forearms. As set out in the NHS Shetland Dress Code, three-quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.

Allowances for Medical Reasons

Where a specialist item is required for medical reasons, Occupational Health are required to confirm that it is required, and is compliant with the Dress Code. These items will be manufactured on a bespoke basis, and will have a lead time of 6 to 8 weeks.

Health Protection Scotland (HPS) review of the current evidence on uniforms worn in healthcare settings as work wear

Health Protection Scotland was asked by Scottish Government to review the current evidence on uniforms worn in healthcare settings as work wear, and to ascertain whether uniforms pose any risk of infection.

The report concluded:

- Healthcare workers' uniform must never be considered as PPE as a uniform does not have the properties or function of PPE.
- There is a public perception that there is a risk of infection from staff wearing uniform out with the healthcare setting, this is a perceived risk with no evidence to substantiate it.

In line with the HPS review and the evidence base, then it is accepted practice at NHS Shetland that staff can wear their uniforms when on duty but not in their usual workplace e.g. attending a work related meeting, attending an event for example, at a School or taking a walk during a break (i.e. increasing physical activity during the working day).

NHS Shetland does not permit staff to eat in public places e.g. cafes and restaurants; go shopping or to smoke in their uniform.

If staff are wearing their uniform in a public place that is not a clinical setting they must ensure that:

- They are wearing appropriate outerwear so that the uniform is covered;
- That their name badge is not displayed;
- That they adhere to other elements of the dress code when in public e.g. code applying to clinically based and non clinical staff

SECTION 3 – LAUNDRY POLICY

Laundering of Uniforms

Staff should use the changing room facilities provided. We expect staff to change into uniform when they arrive at work and change out of their uniform before they leave the premises. This is not always practical for community based staff, but wherever possible, we would expect staff to change into uniform when reaching the Health Centre and change out of their uniform again when it is practical to do so. Staff from community settings may out of necessity have to wear their uniforms en route to and from their place of work where this is not possible.

The Board only provides laundry facilities for contaminated staff uniforms. The Laundry is located at the Gilbert Bain Hospital. Staff should place contaminated uniforms in the red alginate bags provided in the laundry skips in each of the changing rooms ensuring that they have emptied pockets, removed badges including name badges and removed all valuables from the uniform first. Uniforms are returned to the appropriate changing room when laundered. Contaminated Community uniforms will also be laundered.

Staff must launder uniforms in accordance with the guidance provided below:

- Uniforms should be transported in a separate bag, then washed separately

- from other clothing in a hot wash (minimum of 60 C)
- Uniforms should be transported in a separate bag, then washed separately from other clothing in a hot wash (minimum of 60 C)
- Uniforms should then be tumble-dried/line dried and ironed as appropriate.

Students section needs to be checked by Staff Development

Students should also adhere to the guidance for laundering which is noted above. Students must use the changing facilities available to them within their placement area and not travel to and from work in uniform.

Contaminated Uniforms and Emergency Supply

Contaminated uniforms include those which have become contaminated with blood or other body fluids, or uniforms which Infection Control advise should be treated as contaminated following an outbreak. Staff should change out of a uniform contaminated with blood or other body fluids immediately. Staff should wash themselves and change into new uniform. Staff should change out of uniform used during an outbreak at the end of their shift. Showering facilities are available across the Hospital site.

Replacement uniforms (Theatre scrub style) will be provided to any staff who do not otherwise have access to a clean tunic and trousers. This includes staff who normally wear their own clothes that become contaminated. Access to a replacement uniform is facilitated by contacting the Hospital Manager on Call for the Hospital.

Community based staff should keep a spare uniform kept at their base location for use in the event that their uniform becomes contaminated.

Storage of uniforms

Uniforms will be kept in areas locked to prevent access by members of the public.

Issue of uniforms

Uniforms will be issued by linen services staff in a controlled manner. Staff will be required to have photo ID to show name, job and grade with all issues being signed for and a formal record maintained.

Monitoring of this Policy

Each Line Manager should ensure that staff comply with the Uniform Policy/Dress Standard and if not the Board's Disciplinary Procedures should be followed.

Any organisational issue which prevents staff complying with the policy should be brought to the attention of the Director accountable for the service from which the issue has arisen. Some issues may require a wider organisational response and they should be directed to the Director of Nursing, Midwifery and AHPs.

APPENDIX 1 – NATIONAL UNIFORM POLICY

National Uniform Specification

TABLE 1: NHS Scotland National Uniform Specification

CLINICAL STAFF	
ALL Healthcare Support Workers and Assistant Practitioners	<p>Pale sky blue tunic with NHS Logo and navy trousers OR Pale sky blue polo shirt option (available according to local policy)</p> <p>For AHP support staff only: Embroidered professional role (depending on local policy)</p>
Registered nursing staff, including dental nurses	<p>Cornflower blue tunic with NHS Logo and navy trousers OR Cornflower blue Polo shirt option (available according to local policy)</p>
Allied Health Professionals	<p>Mediterranean blue tunic with NHS Logo and navy trousers Embroidered professional role (detailed at Annex B). OR Mediterranean blue Polo shirt option (available according to local policy)</p>
Pharmacy Technicians Healthcare Scientists Clinical Dental Technicians, Dental Technicians, Dental Hygienists, Orthodontic Therapists and Dental Therapists	<p>Ocean blue tunic with NHS and navy trousers: Embroidered professional role (detailed at Annex B) OR Ocean blue Polo shirt option (available according to local policy)</p>
Senior Charge Nurses Community Team Leaders Hospital at Night Practitioners	<p>Navy blue with NHS Logo and navy trousers OR Navy blue Polo shirt option (available according to local policy)</p>
Clinical Nursing Managers (Band 8A or above) Associate/Deputy Nurse Directors Nurse Directors	<p>Smoked Berry burgundy tunic/polo shirt</p> <p>Navy blue trousers</p>

FACILITIES STAFF	
Facilities staff	Mid green tunic with navy blue trousers OR Mid green Polo shirt option (available according to local policy)
Facilities supervisors	Dark green with navy blue trousers OR Dark green Polo shirt option (available according to local policy)
Admin & Clerical staff	Plain coloured mid green blouse / mid green dress shirt and navy blue dress trousers
Porters	Mid green Polo shirt with navy blue trousers Or Plain coloured mid green dress shirt / blouse (according to local policy)
Security Guards	Security staff will wear black trousers, white shirt and clip on tie, with a military style jumper OR black t-shirt and stab vest. (according to local policy)

Additional items, such as cardigans, fleeces and jackets are also available to order on the national uniform contract.

Please refer to the website for further details: www.scotland.gov.uk/nhsuniform

1. Rapid Impact Checklist

An Equality and Diversity Impact Assessment Tool:

<p>Which groups of the population do you think will be affected by this proposal?</p> <ul style="list-style-type: none"> • Minority ethnic people (incl. Gypsy/travellers, refugees & asylum seekers) • Women and men • People with mental health problems • People in religious/faith groups • Older people, children and young people • People of low income • Homeless people • Disabled people • People involved in criminal justice system • Staff • Lesbian, gay, bisexual and transgender people 		<p>Other groups:</p>
<p>N.B The word proposal is used below as shorthand for any policy, procedure, strategy or proposal that might be assessed</p>	<p>What positive and negative impacts do you think there may be?</p>	
	<p>Which groups will be affected by these impacts?</p>	
<p>What impact will the proposal have on lifestyles? For example, will the changes affect:</p> <ul style="list-style-type: none"> • Diet and nutrition • Exercise and physical activity • Substance use: tobacco, alcohol and drugs? • Risk taking behaviour? • Education and learning or skills? 	<p>The policy will have a positive impact to the public as the way staff dress sends messages about staffs professionalism and standards of care.</p>	

<p>Will the proposal have any impact on the social environment? Things that might be affected include:</p> <ul style="list-style-type: none"> • Social status • Employment (paid or unpaid) • Social/Family support • Stress • Income 	<p>No</p>
<p>Will the proposal have any impact on the following?</p> <ul style="list-style-type: none"> • Discrimination? • Equality of opportunity? • Relations between groups? 	<p>No</p>
<p>Will the proposal have an impact on the physical environment? For example, will there be impacts on:</p> <ul style="list-style-type: none"> • Living conditions? • Working conditions? • Pollution or climate change? • Accidental injuries or public safety? • Transmission of infectious disease? 	<p>Yes, the policy will have a positive impact in terms of patient safety by reducing the likelihood of HAI.</p>
<p>Will the proposal affect access to and experience of services? For example,</p> <ul style="list-style-type: none"> • Health care • Transport • Social services • Housing services • Education 	<p>It will not affect access to services but is designed to improve patient experience.</p>

Rapid Impact Checklist: Summary Sheet

Positive Impacts (Note the groups affected)

Improved patient safety

Improved staff image.

Negative Impacts (Note the groups affected)

Additional Information and Evidence Required

Recommendations

Nil.

From the outcome of the RIC, have negative impacts been identified for race or other equality groups? Has a full EQIA process been recommended? If not, why not?

There is no requirement for a full EQIA process as the implementation of this policy should support the inclusion of all staff.