# Dress Code Policy

<table>
<thead>
<tr>
<th>Reference Number:</th>
<th>150/2009</th>
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| Author / Manager Responsible: | Francesca Thompson, Director of Nursing  
Mandy Rumble, Clinical Manager, Emergency Directorate, Heather Cooper, Theatre/Elective Admissions Manager and Heidi Cox, Emergency Reception Manager. |
| Deadline for ratification: (Policy must be ratified within 6 months of review date) | September 2009 |
| Review Date: | March 2010 |
| Ratified by: | TCNC and Management Board |
| Date Ratified: | March 2009 |

**Related Policies**
- Whole Hospital Security Policy
- ID Policy
- Code of Expectations of Employees
- Managing Conduct Policy & Procedure

**Author:** Mandy Rumble, Heather Cooper and Heidi Cox  
**Job title:** Clinical Manager Emergency Directorate, Theatre/ Elective Admissions Manager, Emergency Reception Manager  
**Date:** March 2009  
**Version:** 1  
**Review dates:** March 2010
CONSULTATION AND RATIFICATION SCHEDULE

<table>
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<tr>
<th>Name and Title of Individual</th>
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<td>April 2008 onwards</td>
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<tr>
<td>Director of Nursing</td>
<td>September 2008 onwards</td>
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<td>Assistant Director of HR</td>
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<td>Director of Finance</td>
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Date policy e-mailed to policy coordinator

<table>
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<td>Health and Safety</td>
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<td>16th July 2008</td>
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<tr>
<td>TCNC AND MANAGEMENT BOARD</td>
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POLICY

1. Policy Statement

1.1 There are a number of key reasons for why the Trust requires its staff to meet at all times the clear standards of dress set out in this policy and procedure. The main ones are set out below:

- **Infection Control** – Ensuring that all staff follow the requirements of wearing appropriate clothing (see paragraph 2 below) which minimises the risk of infection transfer is a key part of maintaining patient and staff safety and giving confidence on this issue to patients, carers/relatives, visitors and fellow staff. It is also essential to ensuring that the staff and the Trust fully comply with the Health Act (2006) and the “NHS Hygiene Code”.

- **Health & Safety – Protection from Hazards** – Ensuring that staff wear appropriate uniforms and all required protective wear is essential to protect all staff from hazards. It is also essential to ensuring that the staff and the Trust fully comply with Health and Safety legislation.

- **Health & Safety – Moving & Handling** - Ensuring that clothing is compatible with the safe handling and moving is essential to the safety of those staff and their patients. It is also essential to ensuring that the staff and the Trust fully comply with Health and Safety legislation.

- **Professional Image** – Ensuring that all staff look smart, clean and professional is vital to reassuring to patients, relatives and visitors to the hospital that they will receive effective and high quality care in a clean environment. The consistency and standard of uniforms worn by staff working in the frontline with patients. The standards however apply regardless of whether the member of staff works in direct patient care / contact.

- **Identification of Staff** – Ensuring that staff in clinical roles wear consistent and identifiable uniforms help patients, carers/relatives, visitors and fellow staff the role of the staff concerned.

- **Security** – The wearing of ID badges and other requirements is essential to ensuring the security of patients, carers/relatives, visitors and fellow staff.
1.2 The Trust has therefore agreed this policy and procedure to ensure that all of these requirements are met in full.

1.3 It is the responsibility of all staff to comply with this policy and procedure and for managers to ensure that all their staff fully meet these requirements at all times. Fuller responsibilities are set out in the Procedure below. Failure to follow the requirements set out in this policy & procedure may lead to investigation under the Trust Managing Conduct Policy & Procedure and may result in disciplinary action up to and including dismissal.

2. Introduction

**Bare below the elbow**
As of 1 January 2008, the ‘bare below the elbow’ initiative has been implemented to adhere to Department of Health guidance as outlined by the Health Secretary in September 2007. The guidance has been introduced to ensure that staff wash their hands regularly and thoroughly to limit the spread of infection. It applies to non-uniformed clinical staff – the clinical area is defined as “when seeing patients in wards, during ward rounds and when examining patients in outpatient clinic”. In summary the key points are:

- Sleeves rolled up to above the elbow, or wear short sleeved shirts/blouses
- Ties must be securely tucked in, or a bow tie or no tie can be worn
- No wrist watches
- Only one plain band ring can be worn (with no stones)
- White coats must not be worn (except in laboratories and The Department of Nuclear Medicine where they are worn as personal protective equipment)

3. Aim
The aim of this document is to ensure that all staff both directly employed and contracted workers participating in duties within the Trust fully meet the standards set out in this policy & procedure at all times.
PROCEDURE

1. Responsibilities

This sets out the responsibilities in meeting the requirements set out in this policy & procedure.

1.1 Head of Departments, Clinical Leads, Matrons and Line Manager are responsible for

1. Ensuring that uniforms are worn where required and that the standards of dress set within this policy are adhered to.
2. Are responsible for the requisitioning and authorising of requests/orders for staff uniforms and that the correct uniform for the grade is requested.
3. The control records for the uniform deposit system
4. Are responsible for adaptation of this policy to ensure its appropriateness within their own work environment.

1.2 The Linen Services Department are responsible for

1. The purchase and issue of all nursing uniforms
2. The purchase and issue of all doctors uniforms
3. The labelling of all uniforms purchased by the trust
4. The alteration/fitting of all staff uniforms issued by the Trust
5. The recording of names of staff and the number and style of uniform issued.
6. The control records for the nurse uniform deposit system

1.3 All staff are responsible for:

1. Wearing appropriate attire for their role. For most staff this means wearing a uniform specific to their service.
2. Where it is deemed appropriate that staff’s own personal clothing is to be worn in clinical areas this must be made of a washable fabric.
3. It is the responsibility of the wearer to ensure that the uniform is clean & free from contamination, un-creased and in good repair.
1.4 All staff with uniforms bought by the Trust

a. For staff required to wear a Trust uniform, the individual staff member is personally responsible for organising and collecting their uniform from the linen room. It should be noted that there currently is a refundable deposit which staff are required to pay and which is deducted from the staff member’s salary following the signing of an agreement form.

b. All staff uniforms purchased by the trust MUST BE LABELLED. It should be recognised that blouses, shirts & jackets etc. (when approved for purchase) must have the Trust/NHS logo added prior to issue. Please note that any uniforms which are not labelled are considered in legal terms to be the property of the wearer. This means that staff will be liable for additional personal tax payments if they do not have their uniforms labelled as being the property of the NHS.

c. Staff leaving the Trust must return their uniforms to the linen room, following which their deposit will be returned to them.

2. Professional Dress Code for Staff and Contractors where No Uniform is Set (Non-uniform)

Clothing
- Clothing must project a positive professional image and must not cause embarrassment or offence to colleagues, patients, other staff or visitors to the Trust.
- Clothes must be clean and tidy and in a good state of repair.
- Clothing must cover the shoulders and midriff. No spaghetti straps, boob tubes, tops exposing cleavage or shorts above the knee. Logos on tops must look professional and staff must not wear jeans.
- All clothing must be sufficiently loose to allow for a full range of movement and must not hinder during moving and handling procedures.
• Ties will not be worn in clinical areas. However if staff wish to wear a tie for meeting or non clinical activities, they are free to do so.
• Short sleeves, or rolled up sleeves are necessary when working in a clinical area.
• Cardigans/jumpers/jackets will not be worn in clinical areas.
• Where cardigans are worn for warmth they must be in a good state of repair. They must only be worn in non-clinical areas and should be removed when carrying out any clinical procedure.
• With the exception of grounds for health and safety, Sikh men should be allowed to wear a turban and Muslim women should be allowed to wear a Hijab, sleeve protectors must be worn, if jewellery cannot be remove due to religious reasons. Please section 3.14 on meeting requirements of religious and cultural wear.
• If shorts are worn, they should be smart, plain navy and knee length. To be agreed by the manager.

**Watches**

- Wrist watches must not be worn by any members of staff in the clinical area as they impede proper hand washing.
- They must not be worn by any staff that has responsibility for patient contact due to the risk of causing injury to patients during patient moving and handling procedures.
- A suitable fob watch may be attached to the clothing of those staff who works clinically.

**Footwear**

- Practical shoes must be worn and they must be clean and in a good state of repair.
- High heels, boots, sandals, open toe, platform shoes, clogs and sling backs present risk when working with patients and therefore are not permissible for all staff working in clinical areas.
Departmental Risk Assessments will indicate that staff that are required to wear specific protective footwear.

**Badges**

- The Trust Identification Badge must be worn by all staff at all times when in work and must be visible.
• A maximum of two badges of professional organisation, qualification or trade union may also be worn.
• Staff involved in the direct care of patients must not wear badges in such a way that they might cause injury, especially in areas with babies, small children and the elderly.
• Chain attachments for badges must be appropriate for the clinical area or be of the clip variety (i.e. in clinical areas where patients may become aggressive or get caught in machinery).
• Material chain attachments must be plain blue or of a design agreed by the manager.

Jewellery
• If worn must be with regard to safety in the speciality concerned.
• No long necklaces or dangling earrings for pierced ears shall be worn in areas where patients might be confused or violent or where there is the risk of contact with machinery.
• If staff are involved in direct clinical care, then the wearing of jewellery must be as per Uniformed Staff.
• Discreet jewellery can be worn if it is not hindering the safety of the wearer or the patient.
• Jewellery including wrist watches must be removed for hand washing and prior to any invasive procedure.

Hair
• Hair should be neat, tidy and well groomed.
• Hair should be tied back in clinical settings.
• Male staff must be clean shaven or ensure that their beards/moustaches are neatly trimmed. Consideration will be given to staff with religious beliefs affected by this and they should raise this with their manager.

Perfume/aftershave
• Must be discreet as some patients are sensitive to perfume.

Body/Facial piercing
• Body piercing must be discreet and appropriate to the working environment.
• If staff are working in a clinical area body piercing must be removed or covered.

**Tattoos**
• Any recent tattoo must be appropriately covered in accordance with the Infection Control Policies.

**Chewing Gum**
• In order to promote a professional appearance staff must refrain from chewing gum whilst on duty or in uniform.

**Headphones**
• Headphones can only be worn when seated at a desk or when on an official break.

3. **Professional Dress Code for Staff and Contractors Issued with Trust Uniform**

a. The following requirements are set for all Trust staff (and contractors) working in areas where they are required to wear a Trust-issued uniform:
   • All staff are required to wear the Trust uniform for their role and department at all times when at work. It is not acceptable to wear uniforms from other Trusts / organisations.
   • All staff are required to wear a clean tunic/dress on each working day to prevent the risk of cross infection.
   • Uniforms belong to the Trust and should not be worn outside the hospital unless on hospital business or direct journeys to and from work. For the latter, uniform must be covered by outdoor wear (see section below on the wearing of uniform outside hospital premises).
   • Uniforms must be taken to the sewing room for alterations and repairs as soon as necessary to ensure the maintenance of good appearance.
   • Replacement uniforms must be agreed by the appropriate Manager.
   • Trousers worn with tunics which are not supplied by the linen room should be of an appropriate style, plain, navy or black depending on the colour of uniform and must be in a good state of repair.
• Where cardigans are worn for warmth they must be plain black or navy, depending on the colour of the dress uniform and must be in a good state of repair. They must only be worn in non-clinical areas and should be removed when carrying out any clinical procedure.
• Staff whilst in uniform should only eat in staff designated areas.
• If shorts are worn, they should be smart, plain navy and knee length. To be agreed by the manager.

3.2 Obtaining Nurse Uniforms:
• In order to obtain a nurse uniform from the Linen Room, staff must complete a uniform measurement form which is authorised by the manager.
• Staff must take the card to the Sewing Room and have the measurements checked before the order can be placed.
• Newly qualified nurses will not be issued with their uniform without proof of the Pin No.
• When collecting their uniform staff must sign an agreement form for receipt of the uniforms. This gives authority for a refundable deposit (currently £20) to be taken from their salary.
• Some departments have alternative local arrangements for obtaining uniforms. These uniforms must be taken to the Sewing Room to be marked with the trust/NHS logo prior to wearing.
• The Trust Nurses Uniform budget is held by the Facilities Directorate and will not fund cardigan, jumper, jacket and shoes.
• The numbers of uniforms issued will be as follows

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<th>Days worked per week</th>
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<td>Tunic/Dress</td>
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*If staff choose to have a mix of tunics and dresses the allocation of trousers will be average using the days works formula.*
3.3 Obtaining other uniforms:
- All non nurse uniforms should be ordered by the ward/departments managers who hold their own ward/department budgets. All uniforms will be purchased at a standard length.
- Once it has been agreed by the manager that the uniform is correct e.g. size they will authorize the marking of the uniform this authorisation form will be taken by the staff member with the uniforms to the Linen Room for marking.
- In order to receive the uniforms the member of staff must sign a trust uniform receipt of uniform form which gives authority for a refundable deposit (currently £20) to be taken from their salary.

3.4 Hair
- Must be clean, neat, off the face and collar even as a ponytail (fastenings should be discreet, without adornment).
- Male staff must be clean shaven or ensure that their beards are neatly trimmed.

3.5 Watches
- A suitable fob watch should be attached to the uniform of those staff that requires a watch in course of their clinical duties.

3.6 Fingernails
- Must be clean, short, neatly manicured without nail varnish.
- Nail extension and false nails must not be worn if staff are in clinical contact with patients.

3.7 Footwear/tights
- Must be clean and in a good state of repair.
- For staff performing direct clinical care or working in a factory type environment, shoes must have enclosed toes and heels. The heel must be low and no more than 2.5 cm high. Crocs are not permitted.
- Nursing staff must wear plain black shoes with soft or rubber soles.
- Where protective footwear is a requirement it will be supplied by the Trust and must be worn.
- Shoes must not be insecure, slip on variety i.e. not mules. It is acknowledged, however, that clogs continue to be the shoe of choice in operating theatres and units wearing theatre scrubs.

See Operating Departmental Attire Policy document.
Training shoes must not be worn unless it is part of an agreed local uniform policy and agreed by the Manager.

For female staff, legs must be covered with black or flesh coloured none patterned plain tights/stockings as agreed locally, when wearing dresses, except in exceptional weather circumstances when permission is given by the ward manager.

Socks worn with trousers must be dark coloured and plain.

3.8 Jewellery

For staff providing direct clinical care or working in food preparation only one ring is allowed which must be a plain band with no other visible rings.

For all staff one pair of metal smooth stud earrings is permitted, one earring in each earlobe (which must be covered if the staff member is working in an environment handling food).

Managers must be flexible and reasonable concerning those items of jewellery and markings that are traditional within some religions and beliefs.

3.9 Tabards

In Paediatric areas where tabards are worn they must be clean and in a good state of repair. They must be removed when staff are in any public areas unless directly escorting or transferring a child to another clinical department.

Tabards should be changed as a minimum daily or when soiled and are subject to the same washing procedure as uniforms.

3.10 Wearing of Trust Uniform outside hospital premises

The wearing of uniform outside the hospital premises is ONLY PERMITTED when staff are on specific Trust duty e.g. transferring patients or for direct journeys travelling to and from work.

It is acknowledged that direct journeys to and from work may not be possible where, for example, children may need to be collected from/dropped to school. Such journeys in uniform would be allowed at this time however prolonged social activities outside work in uniform would not.

This recommendation is made for the safety and security of all staff and to minimise the risk of cross infection.
• Staff **MUST** not be seen smoking, out socially or shopping in uniform.
• Staff should expect to be challenged by managers, members of the public and other staff if they do not adhere to the above.
• Requests to wear uniform outside the Trust premises for formal occasions or for the purpose of promoting the Trust must be authorised by the Director of Nursing or another Director.

### 3.11 Protective clothing
- Personal protective equipment consists of items of clothing (e.g. impermeable gloves, shoes with protective toe-caps or non-slip soles, aprons) or other items which are worn on the person (e.g. respirators) and which are required to protect the wearer from a hazard.
- The need for personal protective equipment is determined by a departmental risk assessment, in conjunction with the local risk officer.
- Where the need for personal protective equipment has been recognised in risk assessment, its use must be made compulsory by the department manager and monitored.

### 3.12 Laundering of uniforms
- The risk of uniforms being contaminated with blood or body fluids is very dependent on the tasks performed by the healthcare worker. Such contamination carries an inherent risk (low) of transmission of disease therefore any uniforms which are (visibly) soiled with blood or body fluids must be sent to the laundry for processing.
- It is accepted that some staff will wish to wash their dirty (not contaminated) uniform at home. Where staff choose to do this the uniform must be washed separately from normal household wash at a recommended temperature of 60°C wherever possible and should be ironed prior to wearing. See infection control policy
- All staff areas wearing scrubs should change the scrubs daily and return used scrubs to the hospital laundry for cleaning.
3.13 Maternity wear

- Staff who are pregnant will be issued with larger sizes of dresses, tunics or trousers on request. Alterations to some styles of uniforms may be able to be made if this is not possible. This will be subject to assessment by a seamstress to ensure that alteration of uniforms in this manner is safe/feasible. Specialist Maternity uniforms can be purchased on request (subject to the budget holder’s approval).

3.14 Meeting Requirements of Cultural and Religious wear

- If any member of staff for cultural, religious or for any other Occupational Health agreed reason requires a different style/type of uniform the Trust will work to accommodate the request.
- In order to staff request that non-standard uniform styles be purchased, the member of staff must first gain permission from their ward or department manager. The manager will be responsible for seeking approval from the Trust purchasing department for the proposed change of style of uniform for use in their work area, and will also ensure that the non-standard uniform meets all manual handling/health and safety and infection control requirements.
- If there is any conflict between a non-standard uniform request and the manual handling/health and safety and infection control requirements these will investigated by the manager with input from HR and discussed with the member of staff.

4. Theatre Scrubs (Dark blue)

In order to provide a safe environment for the patient undergoing invasive procedures it is necessary to assist the ventilation systems in reducing the number of airborne particles that could potentially be transported to the operating site by ensuring that staff entering this environment are wearing freshly donned clean clothing that has not picked up contamination from other environments.

It is therefore required that Dark Blue Theatre Scrubs will only be worn by staff working in treatment areas requiring a ventilated environment for the procedures carried out within them (i.e the operating theatres
and the Cardiac Catheterisation Laboratories) For the purpose of this policy these areas will be referred to as “theatres”.

This section should be read in conjunction with the Professional Dress Code Policy, Infection Control Precautions Universal/Standard.

Appendix 1 outlines the appropriate attire for the appropriate area. The four main zones are identified as;

Zone 1: The operating theatre

Zone 2: The theatre complexes (areas defined in Appendix 1)

Zone 3: Surgical Wards, the rest of the hospital (except canteens)

Zone 4: Outside the hospital buildings/ canteen areas.

Other key areas for note are:

- On entering any designated theatre area a clean scrub suit must be selected from the changing area. Any item of operating department clothing which becomes contaminated with blood or bodily fluids must be changed as soon as possible.

- Surgeons and anaesthetists who need to visit patients on the wards during the duration of an operating list may visit these clinical areas in theatre scrubs but would need to change into fresh attire on returning to the operating theatre.

- Staff must not wear long sleeved garments under their scrubs, i.e. long sleeved t-shirts and jumpers.

- All jewellery, including nose and eyebrow studs, must be removed before entering the operating department. Plain wedding rings and one pair of ear studs are allowed.
• Footwear worn inside theatres should be designated for that purpose and must be able to be cleaned and decontaminated. It is the responsibility of each member of staff to ensure that their footwear is cleaned regularly and stored appropriately.

• Crocs are not permitted due to Health & Safety concerns.

• No designated footwear intended to be worn inside the operating theatre may be worn outside the theatre complex. On leaving the operating theatres footwear that is intended to be worn inside the area must be removed for outdoor footwear.

• The wearing of face masks must be adhered to in accordance with the following guidelines:-
  - Face masks must be worn by all members of the theatre team for cases involving prosthetic implants
  - It is recommended that members of the theatre team at the operating table should wear face masks.
  - When required, a clean mask must be worn on entry to the operating theatre. Masks must be handled by the tapes only and must be discarded in an appropriate container after each case or when soiled. Masks must not be worn around the necks or put in pockets for future use. Hands must be decontaminated following mask removal.

• Disposable headgear must be worn to cover all head and facial hair on entry into the theatre environment and removed when leaving.

• Eye protection, spectacles and goggles or visors must be worn if there is a risk of splashing or spraying of blood or body fluids, and when reconstituting a chemical solution in order to reduce the possibility of contamination of the eyes.

• Theatre staff and surgeons and anaesthetists may transfer between theatre units by donning a clean white coat which is securely fastened with a tie fastener.
• Ward nurses and relatives accompanying patients may access anaesthetic rooms without changing into theatre attire or donning a white gown. They must go directly to the specific anaesthetic room and leave the department promptly as soon as the patient is anaesthetised.

• Scrubs must not be worn outside the hospital buildings or when travelling to and from work.

5. Non theatre Scrubs within clinical areas (Light blue)

Light blue scrubs may be worn in wards/departments (Zone 3 of Appendix 1). These areas will include Intensive Care Unit (Doctors only), Mortuary, X ray, Endoscopy, oral surgery, Isolation ward, Vascular studies.

• In the non theatre areas where scrubs are worn as the standard clinical uniform, this shall be as the standard attire but without a hat.
• Masks may be required in some circumstances for the protection of staff and or patients when advised by Microbiology.
• Staff must not wear long sleeved garments under their scrubs, i.e. long sleeved t-shirts and jumpers.
• Scrubs must not be worn outside the hospital buildings or when travelling to and from work.
• Staff must not be seen smoking, out socially or shopping in scrubs.

All staff wearing theatre scrubs or non theatre scrubs must adhere to the additional requirements of staff wearing uniform in a clinical environment. The “Bare below the Elbow” policy must be adhered to by clinical staff in the operating theatres.
Appendix 1

Theatre Clothing Policy

- Dark Blue Theatre Scrubs may only be worn by staff working in the Theatre Complexes and no other hospital staff
- Aim: ONLY Dark Blue Theatre Scrubs that have not been worn outside a Theatre Complex can be worn inside the Operating Theatres

Surgical Wards / Rest of Hospital (except Canteens)

Operating Theatre

Theatre Complexes:
1. Main Theatres: Anaesthetic Rooms / PACU / Theatre Corridors / Rest Room.
2. DSU: Anaesthetic Rooms / PACU / Theatre Corridors / Rest Room / DSU Ward.
3. PAW: Anaesthetic Rooms / PACU / Theatre Corridors / Rest Room / CDS.

Operating Theatre Dark Blues Theatre Scrubs Only.

If Exit then cannot re-enter unless fresh blues are donned

Author: Mandy Rumble, Heather Cooper and Heidi Cox
Job title: Clinical Manager Emergency Directorate, Theatre/ Elective Admissions Manager, Emergency Reception Manager
Date: March 2009
Version: 1
Review dates: March 2010
1. Appropriate personal clothing (see Dress Code Policy)
or
2. Dark Blue Theatre Scrubs having disposed of mask.
   Adhere to ‘Bare below the Elbow policy’

No Dark Blue Theatre Scrubs to be worn outside the building or in Canteen/refectory areas.

NB: Dark Blue Theatre Scrubs should be changed:
   ♦ If soiled or contaminated
   ♦ When appropriate between cases.
6. Dress Code for Medical Staff

6.1 Medical staff will comply with the standards set out in both professional codes for the wearing of trust uniform and non uniforms and the Department of Health ‘bare from the elbow down’ requirements (set out in section 2 of the Policy above) as appropriate.

- All staff must wear appropriate attire when completing any invasive procedures.
- Doctors can be issued with green scrub (tops and trousers) for use in clinical areas. These scrubs will be purchased by the Trust, all doctors will be issued with the scrubs by the Linen room on completion of a uniform request signed by the inducting HR manager a refundable deposit (of currently £20.00) will be taken from the first month’s salary and refunded on the return of the scrubs to the linen room.
- They will be issued with 5 scrub tops which can be washed at 60 degrees

7. Monitoring the effectiveness of the Policy

7.1 A spot check audit of the compliance of the policy will be conducted twice a year by the Linen Services Manager and fed back to the Director of Nursing.

7.2 Managers and clinical leads will be expected to ensure that staffs comply with this policy.

7.3 All staff have a responsibility to challenge other staff across the Trust who are not complying with this policy.

7.4 Any managers seeking to introduce specific uniforms for their teams must seek approval from the Trust Uniform Group.
**CONSULTATION CHECKLIST**

*Author; please attach this to each copy of the policy being sent to a meeting for comments.*

Dear Chairman, please would you review this policy at your committee and return any amendments / comments to ____________________________ by _____ / _____ / _____

<table>
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<th>Title of meeting</th>
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<tr>
<th>Are there any elements of this policy which present operational issues that require further discussion? If yes, please provide a contact name for the author.</th>
<th>Yes</th>
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<td>Does the policy include a training plan?</td>
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<td>Does your meeting recommend further consultation with groups or staff other than listed at the front of the policy?</td>
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**Other comments from meeting.**

**Policy accepted without further comment.** (Please circle) Yes / No

**Policy needs further amendment.** (Please circle) Yes / No

Name of Chair __________________________
Signature ______________________________ Date ____ _ / _____ / _____

For Human Resources Policies only
Name of Staff Side ______________________
Signature ______________________________ Date _____ / _____ /

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