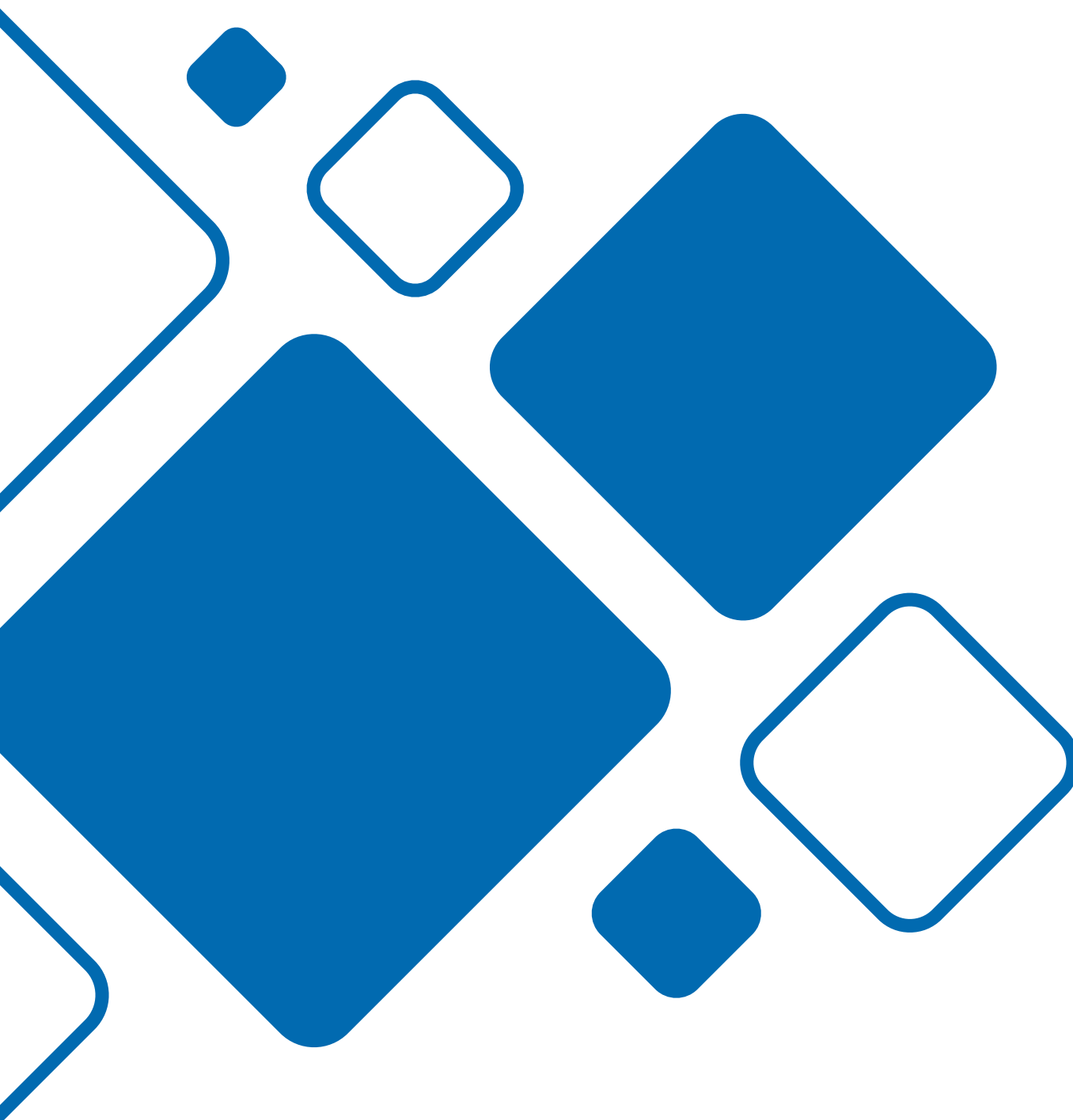


# NURSDOC

POLICY NUMBER: **25**

POLICY TITLE: **UNIFORM REQUIREMENTS**

WHO MUST ABIDE BY THIS POLICY? **ALL TEMPORARY WORKERS**



# UNIFORM REQUIREMENTS

## THE PURPOSE OF THIS POLICY

To inform staff about Nursdoc complaints policy.

## 1. INTRODUCTION

The following policy applies to **ALL STAFF** who work for Nursdoc. This policy sets out the standards that the agency expects its clinical staff to adhere to regarding their attire whilst working. It has been developed to reflect Health and Safety at Work legislation and Control of Infection Policies.

## 2. POLICY

The purpose of wearing uniform is to:

- Act as an initial protective barrier for all staff working in clinical areas  
\*additional protective clothing is required in certain circumstances in line with infection control protocols
- Facilitate safe moving & handling techniques
- Allow identification for security purposes
- Establish a professional and corporate image.

When uniform is worn it must be worn in its entirety. It is expected that agency workers appearance will be such as to promote the confidence of patients and the public. Staff should therefore always uphold the agency's image, presenting a smart professional appearance in clothes that are suitable to the work area.

This policy aims to be sensitive to the gender, cultural & religious needs of staff and is mindful of employment legislation. Members of staff that have dress codes in relation to gender, culture or religion will be sympathetically considered and modifications to this policy may be negotiated.

The agency however has an obligation to clients and members of the public under the Health & Safety at Work Act 1974, and where it is believed that modification may result in compromising the Act, then health and safety will be prioritised.

All care, nursing & midwifery staff required to wear a uniform must obtain a Nursdoc uniform (information available from the registration team). Staff must have sufficient uniforms to enable them to wear a clean uniform every day.

\*The use of protective clothing, e.g. plastic aprons, gloves (including plastic aprons,) must be worn when assisting patients with toileting, bathing or any activity that may result in the dispersal of pathogens (like bed making) and/or procedures causing splashing of blood and bodily fluids.

It is also good practice, where possible, to wear an apron of a different **colour** when serving meals.

## 3. UNIFORM STANDARDS

Staff are expected to wear their uniform correctly, presenting a smart professional appearance to patients, clients, members of the public and each other. Clothes should be clean and in good condition when commencing duty.

A Nursdoc photographic identity badge must be worn whenever on duty.

Shoes worn in clinical areas should have rubber soles and good support, the heels being wide based and no higher than 1 1/2". For health & safety reasons Sandals or backless footwear must never be worn, the exception to this being where it is agreed in the specialist areas of Theatres and ITU. Special footwear, worn in specific work areas e.g. operating theatres may not be worn outside that clinical area.

Jewellery – No rings other than wedding rings to be worn.

Earrings, if worn, to be one small metal stud in each pierced ear. Studs in other body parts visible to patients are not permitted. The exception to this is in adherence with religious beliefs.

Wristwatches and any wrist jewellery must not be worn in clinical areas. Fob watches may be worn as an alternative.

The wearing of a necklace can be dangerous to the nurse and therefore should not be worn.

Hair should be clean, neat and tidy and held above collar level. If hair is long it should be tied back. Hair adornments must not be conspicuous nor be a hazard to patients or yourself.

In all clinical areas, (to address infection control) fingernails should be clean, short and unvarnished. Any forms of artificial nails are not permitted.

A plain washable navy cardigan or sweatshirt may be worn whilst the member of staff is on a break or undertaking a patient escort/transfer. This must be removed when providing direct care.

All staff must be clean and smell inoffensive. Any perfume/aftershave/deodorant worn should be discrete.

Where possible staff should change on arrival a their shift, however, if this is not possible, staff should travel directly between the hospital and home, or visa versa, and a long coat is to be worn so that the uniform is not visible.

### 3.1 Female Staff Wearing Uniform

Stockings or tights must be black, navy or neutral and should always be worn, the exception to this being when working in extremely warm conditions. Socks worn must also be navy or black.

Trousers worn by nursing and midwifery staff must be dark, and of a straight leg design therefore ensuring they cannot be caught in any medical equipment.

Nurses have the choice as to whether or not to wear belts within clinical areas but as they restrict movement, the Trust's preference is that belts are not worn. Buckles on belts are allowed but the potential risks to patients of injury or infection must be considered before purchase.

### 3.2 Male Staff Wearing Uniform

For the majority of male staff black shoes and dark trousers, kept purely for work, will be worn with a uniform tunic.

Beards and moustaches should be clean and neatly trimmed, close shaven or tied securely.

### 3.3 Ordinary Daytime Wear

Clothes should reflect a professional image. When ordinary daytime wear is the acceptable mode of dress, due consideration must be given to:

- The need, at times, to take part in direct care.
- Choosing appropriate clothing for the particular activity planned.
- Care in choosing appropriate footwear in accordance with the Health and Safety at Work Act.

### 3.4 Theatre Staff

Theatre clothing i.e. theatre blues, cap, mask and footwear must not be worn outside theatres, the exception being if a nurse has to either:

- Make an emergency visit to a ward
- Transfer a patient.

Should this occur then a white coat should be worn and theatre clothing must be changed before re-entering the Theatre Suite.

The user, using a hard surface wipe, should clean theatre footwear daily.

## 4. LAUNDERING OF UNIFORMS

It is the responsibility of staff to ensure that their uniform is maintained in a clean, hygienic and presentable condition at all times.

When using domestic washing machines to launder uniform, staff should adhere to the following guidance:

- Uniform items to be washed as a separate load from domestic laundry
- Washing temperature of uniforms to be a minimum of 60 degrees.
- Laundered garments to be thoroughly dried before reuse.

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