



**Shropshire, Telford
and Wrekin**
Clinical Commissioning Group

Uniform & Dress Code Policy

Author(s) (name and post):	Tanya Kidson, Head of Infection Prevention and Control
Version No.:	Version 3.0
Approval Date:	24/02/2021
Review Date:	April 2023

Document Control Sheet

Title:	Uniform & Dress Code Policy		
Electronic File Name:	Uniform & Dress Code Policy		
CCG Document Ref:	QUAL001		
Placement in Organisational Structure:	Quality & Performance, Clinical		
Consultation with stakeholders:	Not required		
Equality Impact Assessment:	In applying this policy, the CCG will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.		
Approval Level:	Executive Director for Quality, Quality and Performance Committee		
Dissemination Date:	24/02/21	Implementation Date:	17/03/21
Method of Dissemination:	For all Directors, managers, stakeholders and specialist staff to disseminate to all staff. Inclusion on new joint CCG Website, April 2021		

Document Amendment History

Version No.	Date	Brief Description
1.0	May 2015	New Policy
1.1	16/06/15	Amendment to section 3.2
1.2	22/07/15	Amendment to lay out to distinguish clinical uniform and work wear sections
1.3	14/08/15	PDF version for website publication following Board approval

2.0	08/03/18	Policy review – no changes
3.0	19/03/20	Policy review - SCCG & TWCCG policies combined, references updated and inclusion of Equality Statement & Reference to Other Policies

The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG website:

www.shropshiretelfordandwrekinccg.nhs.uk

Printed copies or those saved electronically must be checked to ensure they match the current online version.

Contents

1	Introduction	4
2	Purpose.....	5
3	Responsibilities.....	5
3.1	The Chief Executive.....	5
3.2	Executive Directors, Community Health Services Managing Director and Deputy Directors.....	5
3.3	Specialist Staff.....	5
3.4	Line Managers.....	5
3.5	All Staff.....	6
3.6	The Board.....	6
3.7	Committees and Groups.....	6
4	Procedures / Processes.....	6
4.1	Uniform Requirement.....	6
4.2	Dress Code Requirement.....	6
4.3	Laundrying.....	7
4.4	Personal Presentation.....	8
5	Related Documents	8
6	Dissemination.....	9
7	Advice	9
8	Review and Compliance Monitoring	9
8.1	Review.....	9
8.2	Compliance Monitoring.....	9
9	References.....	9
10	Glossary.....	10
	Appendix 1 – Receipt and Return of Uniform Form.....	11

1 Introduction

This policy sets out the expectations of NHS Shropshire, Telford and Wrekin Clinical Commissioning Group (SCCG) hereafter known as the CCG in relation to all its staff:

The Uniform & Dress Code Policy is necessary in order to:

- ✓ The wearing of uniforms for clinical staff
- ✓ Support infection prevention and control, and
- ✓ Have regard to health and safety considerations for staff
- ✓ The dress code for staff attending visits to clinical areas
- ✓ CCG staff in office environment
- ✓ CCG staff representing the CCG to external agencies
- ✓ Individuals employed by agencies and other contractors will be expected to adhere to the standards contained in this policy when attending visits to clinical areas for the CCG
- ✓ Students undertaking clinical or other placements are expected to adhere to the policies agreed between the CCG and the relevant education provider.

The CCG considers the way employees dress and their appearance to be of significant importance in portraying a professional image to patients, members of the public and colleagues.

The CCG recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to clinical, health and safety, security and infection control considerations.

The Uniform & Dress Code Policy is designed to guide managers and employees on the application of the CCG standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.

All employees are supplied with a CCG identity security badge which must be worn and visible when in clinical areas, and available at all times when on duty or acting in an official capacity representing the CCG.

All employees whilst performing duties on behalf of the CCG are responsible for maintaining a professional standard of personal presentation and that of staff they manage or supervise within the parameters of this policy and their own professional body's guidance, e.g. the Royal College of Nursing's (RCN) 'Guidance on uniforms and work wear (2013)', British Medical Association (BMA) Board of Science's guidance on 'Dress code in the clinical setting' (2006) and BMA Dress codes at work (2018).

Line managers have the ultimate discretion to define what is or is not appropriate dress. Therefore if members of staff have concerns about their personal presentation they should use this policy and discuss their concerns with their line manager. Staff should also refer to Department of Health Guidance: 'Uniforms and work wear: Guidance on uniform and work wear policies for NHS employers'. Appendix B of this guidance should be referred to for guidance in relation to staff of the Islamic faith.

All staff are required to comply with the principles of the Dress Code Policy. Failure to adhere to the CCG standards of dress and appearance may constitute misconduct and may result in formal disciplinary proceedings.

2 Purpose

The Uniform & Dress Code Policy is necessary in order to:

- Present a smart and professional image, thereby increasing patient and public confidence
- Support infection prevention and control, and
- Have regard to health and safety considerations for staff

3 Responsibilities

The Governing Body has a responsibility to oversee the implementation of this policy and to ensure that managers take action to meet the organisation's standards.

3.1 The Chief Executive

The Chief Executive has responsibility for overall accountability for ensuring that there are systems and processes to effectively ensure compliance with this Policy.

3.2 Executive Directors, Community Health Services Managing Director and Deputy Directors

The Director of Nursing and Quality is responsible for overseeing the implementation and impact of this policy, making recommendations for change and (through the management structure) challenging inappropriate dress and personal presentation of staff working for the CCG

3.3 Specialist Staff

The Infection Prevention and Control (IPC) Team are responsible for the provision of advice and/or support to managers and employees in relation to the application of this policy.

3.4 Line Managers

Managers have a responsibility to follow this policy and to act on issues of poor conduct in an appropriate and timely manner, as well as assist and support employees to meet the required standards of conduct.

3.5 All Staff

Employees have a responsibility to familiarise themselves and act in accordance with this policy.

3.6 The Board

The Board has responsibility for ensuring there are effective arrangements in place.

3.7 Committees and Groups

The Quality and Performance committee have the responsibility to approve this policy.

4 Procedures / Processes

The Uniform & Dress Code Policy is designed to guide managers and employees on the application of the CCG standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.

4.1 Uniform Requirement

The uniform should be worn in a clean and presentable fashion.

Full shoes (not boots) with no more than one-inch heels, in good order, smart and clean should be worn, with appropriately coloured tights if wearing a dress.

Uniforms issued by the CCG must not be used for any other purpose other than duties on behalf of the CCG.

The wearing of the CCG uniform in public places such as shops and supermarkets is not acceptable. However, it is acknowledged that staff may need to undertake essential tasks in their course of the working day for example refuelling cars. During these occasions uniforms must be adequately covered.

Staff will be asked to sign for uniforms and must return them, whatever their condition, when they leave the employment of the CCG.

Appendix 1: Receipt and Return of Uniform Form

4.2 Dress Code Requirement

This section of the policy is for all CCG Staff working in Clinical / Office Environment.

For staff attending visits to clinical areas who are not required to wear a uniform, examples of acceptable staff clothing include, business suits formal jackets, smart trousers, skirts, blouses and shirts (with collars long or short sleeve) and jumpers. Female employees: skirts, blouses, smart T-shirts, jumpers, jackets, dresses, suits, trousers.

The following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or for the CCG public image

include casual trousers (all colours and styles), combat trousers, ripped jeans, tracksuits, tracksuit/sweat trousers, shorts, casual sports T-shirts, sweat-shirts, baseball caps/hats, overly tight or revealing clothes, including mini-skirts, low cut tops or those revealing the midriff and clothing bearing inappropriate slogans. Trousers or skirts that are of a length that they touch the ground when walking are not acceptable on safety and hygiene grounds.

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Trainers, stiletto heels and flip-flops are not acceptable.

Facial Covers

Staff who wear facial coverings for religious reasons are expected to remove them. This will ensure that the member of staff is identifiable and facilitate communication with patients, visitors, clients and colleagues.

Tattoos

Employees should be mindful that some patients and members of the public may find tattoos unsettling and distracting therefore tattoos should be covered wherever possible. However, tattoos on forearms and hands must be left uncovered for hand hygiene reasons.

When considering having a tattoo which cannot be covered for hygiene purposes individuals should take into consideration the image they are portraying and whether individuals would find it offensive.

4.3 Laundering

Staff issued with a uniform will be solely responsible for the laundering of the uniform.

Clothing worn in clinical areas must be machine washable. Hand washing items is ineffective and unacceptable and should not be undertaken.

Staff must presume some degree of contamination, even on uniform and clothing which is not visibly soiled.

If uniform or clothes become significantly contaminated with blood or other bodily fluids they should be changed. This may mean that employees have to go home to shower and put on clean uniform/clothes. (Shower facilities are on site at William Farr House and Halesfield)

Uniform and clothing worn in clinical areas should be laundered separately from other household items and in accordance with the care label and detergent in the quantities advised by the manufacturer.

Washing machines should not be overloaded and therefore reducing the wash efficiency.

Tumble dry and / or iron with a hot iron is recommended for all clothes that are worn in clinical areas as the heat helps to destroy any remaining micro-organisms.

Dress down day - When permission for "Dress down day" is given by the Executive Team staff should only participate if they are not attending any

meetings with external agencies either in the building or externally. This includes meeting with CSU and NHSE/I.

4.4 Personal Presentation

General Principles:

- Good standards of personal hygiene must be maintained. While deodorants, perfumes and after shave products may be used, very strongly scented products should be used sparingly or avoided
- Staff must adopt the principles of 'bare below the elbow' when attending visits to clinical areas. This includes the wearing of short sleeved clothes and the removal of cardigans, jackets, wrist watches, bracelets and rings with the exception of one plain band ring. It also includes not wearing nail varnish, nail art or artificial nails. Nails must be clean and short

Most importantly staff must comply with best practice principles for hand hygiene.

Neither personal clothes nor uniform are protective clothing therefore single use, disposable plastic aprons must be worn when exposure to body fluids, chemicals or pathogenic microorganisms is anticipated.

Jewellery and Piercing Rings:

When in uniform only one plain band ring will be permitted (this must be moved up and down when performing hand hygiene).

Earrings:

When in uniform 1 pair of small discreet studs only.

Other:

Wristwatches, bracelets, necklaces, nose-studs and visible body piercing including tongue, facial, hand or wrist jewellery must not be worn in clinical areas.

Hair and Headdresses

Hair, facial hair and headdress should be neat and tidy at all times. Long hair must be secured away from the face to the length of the collar and in a style that does not require frequent re-adjustment. Beards should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.

Cultural/religious headdress to be advised on an individual basis.

5 Related Documents

The following documents contain information that relates to this policy:

- Policies to consider when referring to this policy include;
- Disciplinary
- Equality and Diversity
- Health and Safety

- Office Safety
- Maintaining High Professional Standards in the Modern NHS

6 Dissemination

These guidelines will be disseminated by the following methods:

- Directors – to disseminate within their areas
- Staff - via News Flash bulletin / article
- Published to the Website
- Awareness raising by the Infection Prevention and Control Team

7 Advice

Additional advice associated with this policy is available from the CCG IPC Team at ccg.ipc@nhs.net or by contacting Senior Infection Prevention and Control Lead.

Jill Hassall
Acting Senior Infection Prevention
and Control Lead
NHS Shropshire and NHS Telford &
Wrekin CCG
Tel: 07807162207
Email: Jill.Hassall@nhs.net

8 Review and Compliance Monitoring

This policy will be reviewed three years from the date of approval, or sooner if new relevant amendments are required.

8.1 Review

The policy will be reviewed in three years from the date of ratification.

8.2 Compliance Monitoring

Compliance with the policy and on-going monitoring will be facilitated through the CCG Executive team.

9 References

- Baumgarder, C., Sallese, C., Walz, J., Larson, E. (1993) Effects of Nail Polish on Microbial Growth of Fingernails, AORN Journal pp 84 88
- Benthal, E. (1997) Wedding Rings and Hospital Acquired Infections. Nursing Standard, 11 (43), pp 44-46, 1997
- British Medical Association (2006) Board of Science's 'Healthcare associated infections: A guide for healthcare professionals'. London BMA <http://mrsaactionuk.net/pdfs/HCAIs-Finalversion.pdf>

- ✓ British Medical Association (2018) Dress codes at work <https://www.bma.org.uk/advice/employment/contracts/consultant-contracts/dress-codes>
- ✓ Department of Health (2010) Uniforms and Workwear: Guidance on uniform and workwear policies for NHS employers. London, DH https://webarchive.nationalarchives.gov.uk/20130123201551/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_114751
- ✓ Hedderwick, S.A. McNeil, S.A. Lyons, M.J. and Kauffman, C.C. (2000) Pathogenic Organisms Associated with Artificial Fingernails of Healthcare Workers, *Infection Control Epidemiol.* 21, pp 505-508
- ✓ Patel, SN. Murray Leonard, J and Wilson APR. (2006) Laundering of hospital staff uniforms at home, *Journal of Hospital Infection* 62, pp 89-93
- ✓ Perry,C., Marshall, Jones,E. (2001) Bacterial Contamination of Uniforms, *Journal of Hospital Infection* 48, 3238-41
- ✓ Personal Protective Equipment at Work Regulations (1992), Health and Safety Executive Series, London: HMSO.
- ✓ Royal College of Nursing (2013) Guidance on uniforms and work wear. Third edition. London. RCN <https://www.yumpu.com/en/document/read/5187553/guidance-on-uniforms-and-work-wear-rcn>
- ✓ Saiman, L. Lerner, A. Saal, L. Todd, E. Fracaro, M. Schneider, N. Connell, J. Castellanas, A. Scully, B. and Drusin, L. (2002) Banning Artificial Nails from Health Care Settings, *American Journal of Infection Control.* 3 (4), pp 252 -254
- ✓ Wilson J, Loveday P and Pratt R (2007) Uniform: an evidence review of the microbiological significance of uniforms and uniform policy in the prevention and control of healthcare associated infections. Report to the Department of Health (England), *Journal of Hospital Infection*, 66, pp 301-307
- ✓ Workplace (Health & Safety & Welfare) Regulations (1992) Health & Safety Executive London. HMSO

10 Glossary

Term / Abbreviation	Explanation / Definition
BMA	British Medical Association
IPC	Infection prevention and Control
CCG	Clinical Commissioning Group

Appendix 1 – Receipt and Return of Uniform Form

Receipt and Return of Uniform Form

(To be completed by the line manager when issuing uniform to staff)

Name:.....

Designation:.....

Service:.....

Uniform Items Issued and Returned:

Item	Number Issued	Date	Number Returned	Date	Condemned
Dress					
Trousers					
Tunic					
Cardigan					
Coat					
Blouse					
Skirt					

Uniform Issue:

Received by:
(Signature).....

Issued by: (Name and Designation).....

Uniform Returns:

Received by: (Name and Designation).....