

# UNIFORM POLICY



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<b>Warning – Document uncontrolled when printed</b>	
<b>Version:</b> 2.0	<b>Date of Issue:</b> April 2011
<b>Page:</b> 1	<b>Date of Review:</b> April 2013

**Uniform Policy Contents**

1 Policy coverage..... 3

2 Policy statement..... 3

3 National Uniform specifications for staff groups..... 3

4 Ordering process for new employees ..... 7

5 Guidance on number of uniforms issued ..... 9

6 Replacement/Condemnation of uniforms ..... 9

7 Laundry arrangements and guidance ..... 10

8 Staff leaving/terminating employment ..... 11

9 Bespoke items e.g. maternity wear, outerwear..... 12

10 Staff responsibilities re uniform maintenance ..... 12

12 Smoking..... 13

13 References ..... 13

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 2</b>	<b>Date of Review: April 2013</b>

## 1 Policy coverage

- 1.1 The Cabinet Secretary commissioned a new national uniform for NHS Staff. The uniform makes it easier for patients to identify staff and provides a national contract to ensure a uniform which is of high quality, fit for purpose and best value to NHS Scotland. CEL 36(2009) provided guidance to NHS Boards and a CEL 46 (2009) contains further guidance. The guidance makes it clear that all NHS Staff who wear uniform are required to transfer to the new uniform by December 2012.
- 1.2 This policy covers the issue of uniform for all groups of NHSHighland staff who currently wear uniform.
- 1.3 Staff in a variety of roles or settings who do not for a range of health and safety, clinical or other reasons currently wear uniform will not be compelled to do so. If staff groups wish to move to the national uniform they should discuss the matter with their line manager and conform to the requirements of this policy. If staff are required to wear PPE instead of a uniform, e.g. chefs whites, boilersuits, then this will continue

## 2 Policy statement

- 2.1 NHS Highland will issue uniform to named members of staff upon receipt of authority to do so being received from the appointing officer, ward sister/charge nurse or department manager. All staff should, where possible, attend the appropriate department for their CHP/area of work to determine size and fitting of uniforms required.

## 3 National Uniform specifications for staff groups

- 3.1 The following tables describe the uniform specifications for the NHSHighland staff groups. Any additional items such as cardigans, fleeces and jackets are available to order.

**Note 1:** that where staff currently wear a tunic the expectation is that they will continue to do so. The option to wear a Polo Shirt will be available only at local management discretion.

**Note 2:** Hospital at Night Nurse Practitioners will be issued with the Navy Uniform. All other Nurse Practitioners will wear Cornflower Blue

**Table 1: NHSHighland Staff Groups**

CLINICAL STAFF	
ALL unregistered clinical staff/support workers/trainees (including Nursery Nurses and Play Leaders/Specialists, unregistered Community School Nurses and Healthcare Science Support Staff)	Pale sky blue tunic with NHS Logo and Navy trousers  OR  Pale sky blue Polo shirt option (as agreed by local management)  For AHP/Healthcare Science support staff only: Embroidered professional role

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 3</b>	<b>Date of Review: April 2013</b>

NHSHighland – Uniform Policy

<b>CLINICAL STAFF</b>	
Registered nursing staff (including dental nurses, community nurses and specialist nursing staff, community School Nurses, Advanced Nurse Practitioners)	Cornflower blue tunic with NHS Logo and Navy trousers  OR  Cornflower blue Polo shirt option (as agreed by local management)
Allied Health Professionals	Mediterranean blue tunic with NHS Logo and Navy trousers. Embroidered professional role (see Table 2)  OR  Mediterranean blue Polo shirt option (as agreed by local management)
Pharmacy Technicians Healthcare Scientists Clinical Dental Technicians, Dental Technicians, Dental Hygienists, Orthodontic Therapists, Dental Therapists and Orthopaedic Practitioners	Ocean blue tunic with NHS and Navy trousers: Embroidered professional role (see Table 2)  OR  Ocean blue Polo shirt option (as agreed by local management)
Senior Charge Nurses/ Senior Community Nurse/Senior Midwife Team Leaders/ Hospital at Night Nurse Practitioners	Navy blue tunic with NHS Logo and Navy trousers
Prosthetists / Orthotists and other staff who work in a plaster environment	Appropriate PPE (e.g. a White Tunic) when working with plaster – the appropriate clinical uniform must be worn at all other times.
A & E and ICU Staff	A & E staff will wear the appropriate national uniform to their professional group with appropriate PPE
Theatre Staff Labour Suite Decontamination Staff	Green Scrub suits only to be worn when working in theatre and labour suite and decontamination environments. Appropriate clinical uniform should be worn at all other times
Lab Staff	Appropriate PPE (e.g. a White Tunic) to be worn in the laboratory environment, with the new uniform being worn for ward work etc.
Bank Staff	Bank staff will wear the national uniform as appropriate to their staff group
Agency Staff	Agencies are being asked to provide supplies of the new uniform as per registered staff
Students	A silver grey tunic with navy trim has been agreed nationally with the Higher Education Institutions and a new uniform should be available, from them, from September 2010. University and College logos will be embroidered
Dental Students	Further guidance is awaited from the Scottish Government.
Medical Staff	Uniform options are being considered for the Medical Staff by the Scottish Government

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 4</b>	<b>Date of Review: April 2013</b>

NHSHighland – Uniform Policy

<b>NON CLINICAL STAFF</b>	
Non-clinical staff (including Violence & Aggression/Manual Handling Trainers, Ward Clerks, Housekeepers)	Mid green tunic with Navy blue trousers  OR  Mid green Polo shirt option (as agreed by local management)
Non-clinical Catering and Domestic Supervisors <i>The Dark Green uniform is not to be used for any other non clinical supervisors/Team Leaders</i>	Dark green with Navy blue trousers  OR  Dark green Polo shirt option (as agreed by local management)
Admin & Clerical staff	Plain coloured mid green blouse / mid green dress shirt and Navy blue tailored trousers
Porters	Mid green Polo shirt with Navy blue trousers  Or  Plain coloured mid green dress shirt / blouse (as agreed by local management).
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. (as agreed by local management)

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 5</b>	<b>Date of Review: April 2013</b>

- 3.2 National Uniform Embroidery - Tunics and polo shirts with the following embroidery will be available to order. It will **not be** permissible to embroider any other job title or department:

**Table 2: NHSHighland Permitted Embroidery**

Mediterranean blue (Registered Staff)	Physiotherapist Podiatrist Orthotist Dietitian Occupational Therapist Speech and Language Therapist	Radiographer Orthoptist Arts Therapist Prosthetist
Ocean Blue (Registered Staff)	Pharmacy Technician Dental Technician Orthodontic Therapist Clinical Physiologist	Clinical Dental Technician Dental Hygienist Dental Therapist Orthopaedic Practitioner
Pale blue (Unregistered staff)	Physiotherapy Imaging* Orthoptics Arts Therapy Prosthetics Speech and Language Therapy Occupational Therapy	Radiotherapy*. Podiatry Orthotics Dietetics Pharmacy Clinical Physiology
*Radiotherapy applies to those working in the 5 Cancer Centres, and Imaging is for staff supporting Radiographers elsewhere in NHS Scotland.		

- 3.3 Staff should **not** wear any item of uniform that is not part of this specification and **no** locally designed uniforms can be worn.
- 3.4 Scrub suits are a Procedure specific item and should only be worn when working in designated areas e.g. theatres, labour suite, or other areas as agreed by senior managers. Staff should change into uniform or their own clothes when working in other clinical or non clinical area. To support efficient use of resources, NHS Highland will move over time to standardising the use of scrub suits and the green contract scrub suit will be phased into all areas where scrub suits are required. Scrub suits are not uniform and should not be worn as an alternative to uniform out with designated clinical areas where scrub suits are required.
- 3.5 Visitors requiring to wear scrubs in designated areas e.g. theatres, labour suite, ITU, will be issued with a scrub suit in a separate colour way to differentiate them from NHS staff.
- 3.6 Where for religious reasons members of staff wish to cover their forearms or wear a bracelet when not engaged in patient care. A tunic with three-quarter length sleeves will be available for clinical staff with direct patient care responsibilities, staff should ensure that sleeves or bracelets can be pushed up the arm and secured in place for hand washing and direct patient care. . A tunic with full-length sleeves will be available for staff who **do not** undertake patient care activity. Please see point 9 on Bespoke items.

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 6</b>	<b>Date of Review: April 2013</b>

#### 4 Ordering process for new employees

- 4.1 The new uniform will be ordered via the PECOS system (except in Argyll & Bute CHP – see table 3). Managers/Line Managers/Team Leaders need to approve all uniform orders as it is their responsibility to ensure that staff groups are issued with the correct uniform following the guidance contained within this policy and the supporting documents.
- 4.2 The national contract with Dimensions requires delivery within 10 working days from an order being placed. Bespoke items such as outerwear and maternity items are exceptions to this delivery schedule.
- 4.3 To assist in the correct selection/ordering of uniforms, a uniform measurement form is available on the Form Library Page of the Intranet.

**Table 3: Local Ordering Procedures**

<b>Ordering Areas</b>	<b>Procedure to be followed.</b>
Argyll & Bute CHP	See Uniform Implementation Plan – Argyll & Bute CHP 2009 - 2012
North Highland CHP	All orders within the CHP will be placed by designated staff only within the CHP. During the rollout period to December 2012 Teams/Bases will be contacted with information on their planned rollout date. Sizing kits will be made available to Teams prior to orders being placed.  Raise orders on PECOS
Mid Highland CHP	All orders within the CHP will be placed by designated staff. During the rollout period to December 2012 teams will be contacted with information on the planned rollout. Sizing kit will be made available on request.  During the period to December 2012 all Uniform Requests should be directed to:  Fiona Matheson Larachan House 9 Docharty Road Dingwall Tel: 01349 869220  Further guidance on procedures for uniform ordering after December 2012 will be notified to Charge Nurses Team Leaders nearer the time.
South East Highland CHP	All orders within the CHP will be placed by designated staff only within the CHP. During the rollout period to December 2012 Teams/Bases will be contacted with information on their planned rollout date. Sizing kits will be made available to Teams prior to orders being placed.

NHSHighland – Uniform Policy

	<p>During this period to December 2012 all uniform requests for new starts or urgent replacements should be directed to:</p> <p style="text-align: center;">Ros Philip Alder House Cradlehall Business Park Inverness</p> <p>Further guidance will be issued for the period from 1 January 2013.</p>
<p>Raigmore Hospital – Nursing Staff</p>	<p>The authorised form should be taken to the Sewing Room, Raigmore Laundry, Raigmore Hospital, Old Perth Road, Inverness, where the member of staff will be fitted for the appropriate uniform.</p> <p>The Sewing Room hours are:</p> <ul style="list-style-type: none"> <li>• 8 am to 12.30 pm and 1 pm to 3.00 pm Monday to Thursday;</li> <li>• 8 am to 12.30 pm and 1 pm to 2.30 pm on a Friday.</li> </ul> <p>Successful candidates living within 20 miles of Inverness will be informed in the letter of appointment that they should attend the Sewing Room at Raigmore Hospital for measurement and fitting as soon as possible.</p> <p>All candidates living further than 20 miles from Inverness will attend the Sewing Room for measurement and fitting prior to or immediately following the start of their employment. Upon selection, the Sewing Room will be authorised to issue uniform.</p> <p>The Sewing Room will order and prepare the uniforms, prior to informing the employee, by letter, to their respective ward, that the uniform is ready for collection.</p> <p>At the time of collection staff will be asked to sign for receipt of their uniforms.</p> <p>Until such time as the uniform is ready a used 'best fit' uniforms will be issued temporarily.</p> <p><b><i>Please note no alterations can be made to garments, apart from the hemming of dresses and trousers.</i></b></p>
<p>Raigmore Hospital – all other clinical staff and all non clinical staff-</p>	<p>Raise orders on PECOS</p>

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 8</b>	<b>Date of Review: April 2013</b>



## 5 Guidance on number of uniforms issued

- 5.1 This policy gives guidance on the number of uniforms to be allocated to staff. Manager's should use their discretion on the number of uniforms available to each member of staff if their work pattern dictates this e.g. to be appropriate to their shift pattern worked. Staff should have enough uniforms available to change at the start of each day.

**Note:** If a member of staff has multiple posts, requiring the same colour of tunic, then a maximum of 6 tunics will be issued.

### Where issued uniform will be worn.

**Table 4: Standard number of uniforms issued**

Shifts per week	All Staff (including Bank Staff)	
	Tunics/Blouses/Shirts (or Polo Shirts)	Trousers
1	2	2
2	3	3
3	3	3
4	4	4
5 or more	5	5

## 6 Replacement/Condemnation of uniforms

Area	Procedure to be followed..
Argyll & Bute CHP	See Uniform Implementation Plan – Argyll & Bute CHP 2009 - 2012
North Highland CHP	During the rollout period, old style uniforms which are in a reasonable condition will be recycled. These should be handed in to Laundry at Caithness General Hospital  Any uniform condemnation must be approved by Ward Managers/Team Leaders. Where this is agreed a replacement can be requested using the ordering process described above.
Mid Highland CHP	To be confirmed
South East Highland CHP	During the rollout period, old style uniforms which are in a reasonable condition will be recycled. These should be handed in to Hotel Services at the RNI Community Hospital.  Any uniform condemnation must be approved by Ward Managers/Team Leaders. Where this is agreed a replacement can be requested using the ordering process described above.
Raigmore Hospital – Nursing Staff	Uniform for condemnation and replacement a one for one basis to the Sewing Room, by the member of staff who will also present an authorised Uniform Measurement Form. The Sewing Room hours are as noted in Table 3.

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 9</b>	<b>Date of Review: April 2013</b>

	<p>In exceptional circumstances, e.g. severe infection/blood contamination, it may be that a Ward Sister/Charge Nurse/Department Manager will authorise replacement without requiring the unacceptable uniform to be returned to the Sewing Room.</p> <p>Following measurement and fitting, the Sewing Room will prepare new uniforms and issue them as per the ordering procedure.</p>
Raigmore Hospital – all other clinical staff and all non clinical staff-	Raise orders on PECOS

## 7 Laundry arrangements and guidance

- 7.1 To ensure that staff comply with both the Control of Infection Policy and the Laundry policy staff should follow the following procedures.
- 7.2 The NHS Highland policy is that uniforms should not be taken home for laundering, where a uniform laundering service is available. The Laundry Policy procedure for home laundering is provided at 7.8.
- 7.3 The obligation to provide laundry service for used or contaminated uniform is maintained at all hospitals.
- 7.4 All staff are responsible for the cleaning and laundering of their own uniform. Staff should contact the Inland Revenue to make arrangements for the receipt of the appropriate taxable allowance.
- 7.5 Staff should ensure that wherever the uniform is laundered they should empty all pockets and remove all badges, in order to prevent damage to equipment or injury to a laundry worker
- 7.6 By arrangement with Linen Services and on an “as required” basis repairs will be undertaken for staff in other areas.

### 7.7 UNIFORMS LAUNDERED AT RAIGMORE LAUNDRY

- 7.7.1 In order to comply with control of infection procedures, NHS Highland provides a laundering and sewing room service. All uniforms laundered at Raigmore are thermally disinfected following these procedures.
- 7.7.2 At the end of each shift, staff should ensure that they empty all pockets and remove all badges from soiled uniforms; this is to prevent damage to equipment and/or injury to a laundry worker.
- 7.7.3 The used uniforms should then be placed in one of the barrows provided in the staff changing areas. Please note uniforms should not be sent in batches, but should be sent one at a time at the end of each day

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 10</b>	<b>Date of Review: April 2013</b>

- 7.7.4 The barrows are emptied daily (Monday to Friday) and the uniform is washed and returned to the hanging rails in the staff changing area next day.
- 7.7.5 Whilst in the Laundry, if it is noted that a uniform requires repair, that repair will be made.
- 7.7.6 Staff requiring repairs to be made should send their washed uniform direct to the Raigmore Sewing Room, along with a note detailing the problem. The repaired uniform will then be sent directly to the Laundry for washing and returned to the hanging rails next day.

#### 7.8 PROCEDURE FOR HOME LAUNDERING OF UNIFORMS

- 7.8.1 Prior to leaving Hospital premises, soiled uniforms should be placed in a clear polythene bag and the bag sealed.
- 7.8.2 Uniform should be placed in the washing machine. It is not necessary to wash the uniform separately, but the whole load must be disinfected if the uniform is washed with other items.
- 7.8.3 One of the following processes must be used: -
- wash and thermal disinfection at 71°C for 3 mins.
  - wash and thermal disinfection at 60°C for 10 mins in full wash cycle.
  - wash at 40°C with hypochlorite (150 ppm available chlorine) for at least 5 mins in the penultimate rinse.
- N.B. NHS Highland accepts no responsibility for damage to uniforms or equipment from the use of hypochlorite.**
- 7.8.4 Uniforms which have been contaminated during the care of infectious patients should not be laundered at home.
- 7.8.5 Uniforms grossly contaminated with blood, body fluids, exudates or faeces should not be laundered at home.
- 7.8.6 After washing and disinfection, uniforms may be dried and ironed as normal.

### 8 Staff leaving/terminating employment

- 8.1 Staff will return all uniforms in their possession, in a clean condition, to their Sister/Charge Nurse/Department Manager, who will record their receipt before sending the uniform for disposal/reissue. In the case of Raigmore, uniforms should be sent, along with the staff name and locker number, to the Sewing Room at Raigmore Laundry for disposal/reissue.
- 8.2 Linen Services Staff at Raigmore Changing Rooms will be responsible for returning former staffs' uniforms which may still be in circulation.
- 8.3 It should be noted that tunics and trousers which have been used and returned in a good condition will be laundered and the Raigmore Laundry prior to re-issue.

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 11</b>	<b>Date of Review: April 2013</b>

## 9 Bespoke items e.g. dresses, maternity wear, outerwear

- 9.1 Specialist items required to meet religious, ethnic or medical needs are available on contract. However these items will have a lead time of 6 – 8 weeks. E.g. maternity wear, tunics with zips. Orders for specialists items must be authorised by local management, and if required for medical need the advice of the Occupational Health Service is required. Please Note that maternity uniforms for AHP's will not have any professional group embroidery.
- 9.2 Knee length dresses will be available for staff who, for specific cultural or religious reasons cannot wear trousers. The use of these items is expected to be the exception rather than the norm. Orders for these items must be authorised by local management.  
**Note:** Headwear for religious reasons is permitted.
- 9.3 Any additional items such as cardigans, fleeces and shower proof jackets are available to order. Again, these orders should be authorised by local management.
- 9.4 Where staff require a heavy duty 3 in 1 Water Resistant jacket for prolonged use in harsh weather conditions, this is considered a specialist item of PPE, and is available from the national PPE contract, subject to local management approval.

## 10 Staff responsibilities re uniform

- 10.1 All Staff should wear the designated uniform trousers, however, if the designated trousers are not appropriate for your area, the dress trousers may be an alternative for staff.
- 10.2 Staff are expected to adhere to the standards outlined in the NHS Dress Code. Some aspects of this policy may form part of staff conditions of service.
- 10.2 For normal wear, the life expectancy of a uniform is expected to be 2 – 3 years or 200 washes.
- 10.3 Staff should not make any alterations, apart from the hem, to any part of the uniform.
- 10.4 Staff should wear clear identifiers/name badges. For Health & Safety reasons pin badges are not advised. All Control of Infection policies should be followed. The policy on name badges is being reviewed and further guidance will follow.
- 10.5 No other embellishments will be permissible to any uniform, including pin badges and watches.

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 12</b>	<b>Date of Review: April 2013</b>

10.6 Staff should not travel to or from work in their uniform, rather they should use changing facilities where these are available. It is acceptable for community staff who work in patients homes and other similar environments to wear their uniform during working hours when travelling between base and patient's homes however staff should refrain from undertaking any personal activities in uniform e.g. shopping etc.

10.7 With regard to Community Staff, provided their uniform is not soiled there is no requirement to change uniform between their work in the community and any work in a hospital environment during one shift. However, if a member of staff works one shift in the hospital and another in the community, then it is advisable that a clean uniform should be worn for each shift.

## 11 Smoking

12.1 Staff must comply with the NHSHighland Tobacco Policy

12.2 We would encourage staff, who wish to smoke, to change out of their uniform prior to doing so.

## 12 References

- NHSH Control of Infection Policy
- NHSH Dress Code,
- NHSH Laundry Policy
- NHSH Tobacco Policy,
- NHS CEL(2009)36, National Uniform, August 2009
- NHS CEL(2009)46, National Uniform – Further Guidance, November 2009
- Department of Health Uniforms and Workwear: Guidance on uniform and workwear policies for NHS employers, March 2010
- NHS CEL (2010) 42 National Uniform Policy, Dress Code and Laundering Policy

<b>Warning – Document uncontrolled when printed</b>	
<b>Version: 2.0</b>	<b>Date of Issue: April 2011</b>
<b>Page: 13</b>	<b>Date of Review: April 2013</b>