

THE STATE HOSPITALS BOARD FOR SCOTLAND

STANDARDS OF DRESS AND CLINICAL/NON-CLINICAL UNIFORM POLICY

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The date for review detailed on the front of all State Hospital policies/ procedures/ guidance does not mean that the document becomes invalid from this date. The review date is advisory and the organisation reserves the right to review a policy/ procedure/ guidance at any time due to organisational/legal changes.

Staff are advised to always check that they are using the correct version of any policy/ procedure/ guidance rather than referring to locally held copies.

The most up to date version of all State Hospital policies/ procedures/ guidance can be found on the intranet: <http://intranet.tsh.scot.nhs.uk/Policies/Policy%20Docs/Forms/Category%20View.aspx>

REVIEW SUMMARY SHEET

No changes required to policy (evidence base checked)

Changes required to policy (evidence base checked)



Summary of changes within policy:

2024 Review:

- Removal of Psychology Department from the list of staff required to wear a uniform within the State Hospital.
- Removal of Person Centre Lead and replaced with Skye Centre Manager.
- Removal of FFP3 section as covered under national ICP manual as PPE and not regarded as uniform.
- Some changes in wording and clarity on rationale.

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1 INTRODUCTION

This Policy sets out a standard of dress for all staff and volunteers, including those who do not wear a uniform.

The Policy has been reviewed and developed in line with Scottish Government documentation. CEL 42 (2010) which comprises three sections, National Uniform policy, the Dress Code and the Laundering policy updates and replaces the previously issued CEL 36 (2009), CEL 46 (2009) and CEL 53 (2008).

1.1 Staff currently required to wear a uniform within the State Hospital

- Nursing / Skye Centre Activity staff (In line with national policy).
- Estates and Facilities staff (incl porters and catering).
- Security Staff.
- Reception Staff.
- Pharmacy Technician staff.
- Students.
- Clinical Pharmacists.
- Skye Centre Manager (PCIT).
- Allied Health Professionals (AHPs).
- Procurement Staff.

The NHS wants patients and the public to have absolute confidence in the services that it provides. In order that all State Hospital (TSH) staff maintain and promote absolute confidence in the services they provide they must demonstrate high standards of personal cleanliness, hand hygiene and ensure a professional appearance at all times.

All staff provided with a uniform will be expected to wear their uniform at all times when carrying out TSH duties, the wearing of uniform is not permitted outside of TSH unless on specific duties. Staff are required to change into uniform on site prior to commencing their shift and change out of uniform at the end of their shift. Staff are not permitted to travel to and from work in uniform-changing facilities are available for all staff.

Staff will change into their uniform either in the Hub, Ward or Department. Staff are able to transition through a clinical area in order to reach the changing area.

The State Hospital recognises the diversity of cultures and the need for some to adhere to religious dress code and will take a sensitive approach where this affects dress and uniform requirements. Any decision to exempt a member of staff / volunteer from all or part of this policy will be treated on an individual basis. However specific consideration must be given to infection control, health and safety and security priorities.

All staff must dress in a manner that is sensitive to the social, cultural, diversity and equality needs of other staff, patients and carers/visitors.

NHS Scotland National Uniform policy promotes a coherent corporate image for the organisation as outlined in (DL(2017) 20). Appendix 1 outlines dress code colours.

2 PURPOSE

All staff are expected to present a professional image in both dress and behaviour which promotes public confidence through a professional image.

Uniforms and personal clothing must be compatible with safe moving and handling practice and appropriate to the area and sphere of work undertaken.

This document considers uniform and dress code only and does not extend to personal protective equipment (PPE). For the purposes of this guidance, the Health and Safety Executive definition of PPE has been adopted: 'all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health or safety'. The Health and Safety Executive advises that uniforms are covered by the definition of PPE where they are 'to protect against a specific risk to health and safety' but not where the primary purpose is to present e.g. a corporate image. In such situations staff will additionally need to use PPE e.g. disposable aprons. The Hospital, therefore, needs to determine locally the circumstances in which uniforms are or are not be classed as PPE and take action accordingly as dictated by risk assessment and subsequent control measures.

3 SCOPE

The policy applies to **all** those operating on the campus or working offsite including internal and external contractors, seconded staff and agency staff, volunteers and students.

This policy is limited to the above groups. Any issues relating to clothing worn by patient visitors will be managed by the Skye Centre Manager.

This policy supports staff to raise concerns in relation to the attire of a professional visitor hospital as detailed below. Specifically, to address any aspects of their clothing that may cause potential risk within the environment.

4 LOCAL DEFINITIONS

4.1 Patient contact/clinical work

- Any direct planned hands on contact e.g. taking a patient to another part of the ward in holds as part of their care and treatment plan.
- Any clinical activity within the treatment room (i.e. any direct contact with the patient, any contact with clinical equipment or handling of medicines).
- Administering of medication oral / intramuscular both inside and outside of the treatment room.
- Serving or preparing of meals both inside and outside the dining room.
- Any therapeutic kitchen activity in the Hub and Skye Centre.
- Any activity within the Health Centre (with the exception of non-clinical activities occurring within the admin offices within the Health Centre).
- Any searches.

4.2 Clinical Environment

Any area where patients are present or may be present.

5 RESPONSIBILITIES

It is the responsibility of all line managers to ensure that this policy is adhered to in their area of operations. Line managers should ensure that all members of staff are made aware of this policy and it will be a core part of staff induction.

Adherence to the policy is mandatory. Line managers are required to monitor the application of this policy on an ongoing basis.

Failure to adhere to this policy will be dealt with by the responsible manager as guided by the NHS Scotland Workforce Conduct Policy.

All staff who are required to wear a uniform should do so in accordance with TSH Policy. Uniform is provided on the commencement of employment and thereafter when the uniform is no longer fit for purpose, needing replaced due to wear and tear or exposure to fluids, authorised by the budget holder for the area.

A full list of national uniforms is attached (Appendix 1). The uniforms issued must not be altered or added to by the individual. TSH staff will be provided with the national uniform pertaining to their post. Members of staff will be provided with an appropriate number of tunics/tops and trousers based on the number of days worked i.e. 5 days = 5 tops, 4 days = 4 tops. Staff leaving TSH or changing their role which impacts on the uniform worn, must return their uniforms to their Line Manager along with any other TSH property.

This policy can be referred to in relation to professional visitors to enable the nurse in charge of a clinical environment to raise any concern about the appearance of a professional visitor, with either the Senior Charge Nurse or Senior Clinical Cover. If necessary to ensure the safety of the professional visitors they may be asked in a sensitive manner to address any issues related to their clothing, but in line with this policy, prior to being permitted entry to the clinical environment. It should be noted that there are some professional visitors (e.g. the Mental Welfare Commission) whose powers are such that they cannot be declined entry to the Hospital. However they should still be advised of any concern that relates to their clothing that in relation to this policy. Any concerns relating to professional visitors which may impact on cultural / spiritual diversity should be raised in advance of having a discussion with that person with the hospital Skye Centre Manager.

In order to achieve a safe working environment there may be occasions when you are challenged by others (i.e. not your line manager) for non-compliance with this policy.

Those wearing uniform are responsible for laundering same themselves. For advice on Home Laundering please refer to the Standard Operating Procedure for the Safe Management of Linen.

6 EQUALITY AND DIVERSITY

The State Hospitals Board (the Board) is committed to valuing and supporting equality and diversity, ensuring patients, carers, volunteers and staff are treated with dignity and respect. Policy development incorporates consideration of the needs of all Protected Characteristic groups in relation to inclusivity, accessibility, equity of impact and attention to practice which may unintentionally cause prejudice and / or discrimination.

The Board recognises the need to ensure all stakeholders are supported to understand information about how services are delivered. Based on what is proportionate and reasonable, we can provide information/documents in alternative formats and are happy to discuss individual needs in this respect. If information is required in an alternative format, please contact the Person-Centred Improvement Team on 01555 842072.

Line Managers are responsible for ensuring that staff can undertake their role, adhering to policies and procedures. Specialist advice is available to managers to ensure that reasonable adjustments are in place to enable staff to understand and comply with policies and procedures. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

The volunteer recruitment and induction process supports volunteers to highlight any barriers to communication, physical disability or anything else which would prevent them from contributing meaningfully to patient care and / or engage in other aspects of the work of the Hospital relevant to

their role. The EQIA considers the Protected Characteristic groups and highlights any potential inequalities in relation to the content of this policy.

7 STAKEHOLDERS ENGAGEMENT

Key Stakeholders	Consulted (Y/N)
Patients	N
Staff	Y
TSH Board	N
Carers	N
Volunteers	Y

8 COMMUNICATION, IMPLEMENTATION, MONITORING AND REVIEW OF POLICY

This policy will be communicated to all stakeholders within The State Hospital via the intranet and through the staff bulletin.

If required, Person Centred Improvement Team will facilitate communication with Patients, Carers and Volunteers.

The Infection Control Committee will monitor compliance from an infection control perspective.

The Workforce, Wellbeing and OD Delivery Group will be responsible for the implementation and monitoring of this policy.

Any deviation from policy should be notified directly to the policy Lead Author. The Lead Author will be responsible for notifying the Advisory Group of the occurrence.

This policy will be reviewed every three years or earlier if required.

9 APPLICABLE PRINCIPLES

The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance. Staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied.

9.1 Dress code associated with maintaining a professional appearance

Dress code associated with maintaining a professional appearance – applicable to all staff, volunteers and professional visitors	
Required	Rationale
<ul style="list-style-type: none">• Clothing should be appropriate to the environment/activities to be undertaken and maintain a professional appearance at all times.• NHS issued fleeces may be worn when provided as part of a uniform but must be removed to ensure bare below the elbow when performing clinical care/procedures.	Should allow for comfort, safe moving and handling and PMVA/ breakaway techniques, should they be required.
No items of clothing to be worn that display images or words that may cause offence or project a non-professional appearance.	Projects a professional image to other staff, volunteers, patients and visitors.
<p>Staff should dress in a manner that is suitable for this environment:</p> <ul style="list-style-type: none">• Clothing should be such that no excessive skin or underwear is on view e.g. skirts must reach the knee, no midriff showing.• Trousers and skirts should sit higher than the hip bone.• Vest type T shirts and see through garments e.g. sheer blouses should not be worn.• Underwear should not be visible.• Overly tight or revealing clothes including clothing incorporating, rips or tears or excessive studding should not be worn.• The exposing of cleavage or bottom whilst standing or bending forward is unacceptable.• Leggings are not to be worn as an alternative to trousers. They may be worn under dresses, skirts or tunics which are not above the knee. <p>For staff who are not provided with a uniform, the routine wearing of casual clothing e.g. shorts, denim, sports tops (including football tops) and lycra type clothing, within the Hospital site is not permitted. (This list is not exhaustive).</p> <p>Exceptions:</p>	<ul style="list-style-type: none">• Projects a professional image to other staff, volunteers, patients and visitors.• To avoid unintentional sexual provocation or offence.• Clothing should fit so as not to expose excessive skin on the trunk of the body or legs.• This type of clothing is not suitable or appropriate for a high secure care environment where you may be involved in patient restraint or you may have to react in an emergency to protect yourself or others safety.

Dress code associated with maintaining a professional appearance – applicable to all staff, volunteers and professional visitors	
Required	Rationale
<ul style="list-style-type: none"> • Staff responding to requests to attend the Hospital whilst on call. • Staff using the Skye Centre for sports activity. • Staff who are provided with a uniform and are required to change onsite may wear denims and sports clothing (not football tops) to and from work. • Routine wearing of sports type clothing should only be worn when this is necessary for the staff member to perform their work e.g. when working in the sports department, undertaking/providing certain types of training. • Staff escorting patients within the community should promote a professional appearance. The wearing of casual clothing, e.g. shorts, denim, sports tops (including football tops) and Lycra type clothing is not permitted. 	
<ul style="list-style-type: none"> • Staff should at all times be neat, clean and tidy in their appearance. • Make up must be discreet. 	Projects a professional image to other staff, volunteers, patients and visitors.
Visible tattoos which may cause offence should be covered up.	To maintain a professional appearance staff and volunteers will be required to cover tattoos which are deemed as offensive, can be misinterpreted or may have a detrimental effect on others.
<ul style="list-style-type: none"> • Jewellery, if worn, should be minimal. • Jewellery must be appropriate to the type of environment and activities carried out during the course of work. • No visible body piercing with the exception of stud type jewellery. 	To reduce the potential for cross infection and to reduce the likelihood of injury should a member of staff require to apply breakaway techniques.
<ul style="list-style-type: none"> • ID to be worn and visible at all times including volunteers, visitors, and students. • ID badges must be worn in other professional premises. • For staff undertaking community escorting duties they should have their badge on their person at all times but not visible. • ID badge holders must only be used for holding photographic ID and clinical professional supporting information. • ID badges must be attached to TSH issued lanyard. 	<ul style="list-style-type: none"> • To maintain a professional appearance and to ensure that staff, volunteers and visitors are easily identifiable at all times for security purposes. • A means to access secure areas within the hospital. • TSH lanyards have a 3-point break facility to avoid risk of strangulation.
<ul style="list-style-type: none"> • Loose clothing worn around the neck such as neck ties, scarves, unsecured similar draped items, are not permitted. • Fine chained necklaces are acceptable 	<ul style="list-style-type: none"> • Unsecured items may be used intentionally or inadvertently to cause harm. • Risk of strangulation.
<ul style="list-style-type: none"> • Low or block heels are acceptable. 	

Dress code associated with maintaining a professional appearance – applicable to all staff, volunteers and professional visitors	
Required	Rationale
<ul style="list-style-type: none"> Stiletto type heels are not acceptable. 	Stiletto type heels could be used as an improvised weapon.
Pens or similar items carried in a visible manner when in patient areas e.g. in outside breast pockets, attached to lanyard, in hair or behind the ear are not permitted.	May be used as an improvised weapon resulting in injury or cause risk of injury should you need to move at pace within the hospital grounds.
Nails should be clean and of a reasonable length.	<ul style="list-style-type: none"> Long nails or extensions may cause injury in the event of PMVA techniques being required. Long nails or extensions can harbour bacteria.
<ul style="list-style-type: none"> Hair must be neat and tidy. All staff must wear their hair tied back off the face. Hair must be tied up if it is at shoulder length or longer when in areas where patients are present. Hair accessories must be discreet. 	<ul style="list-style-type: none"> To maintain a professional appearance. Maintain a person's visibility. Risk of injury from assault. Hair accessories may cause injury.

9.2 Dress code associated with prevention and control of infection

Dress Code Associated with Infection Prevention and Control - Applicable to all staff undertaking patient contact/clinical work or working in a clinical area	
Required	Rationale
<p>All Hospital staff undertaking patient contact/clinical work or working in a clinical environment (as defined by TSH) must be bare below the elbow, this means there must be no:</p> <ul style="list-style-type: none"> • Hand/wrist jewellery such as watches, fitness trackers, bracelets or rings (other than a plain wedding band). • Long nails, any kind of false nails, nail varnish or nail decoration. • False eyelashes in clinical settings. • All staff should be bare below the elbow whilst in clinical environments. This excludes PPE use. 	<ul style="list-style-type: none"> • Wrist watches, sleeves, hand/wrist jewellery, nail varnish can harbour micro-organisms. • Can reduce compliance with hand hygiene thus increasing the risk of cross contamination.
<p>Support staff (e.g. non ward based nursing staff) who are level 2 PMVA trained who are involved in unplanned direct hands on contact e.g. staff responding to a PAA call will remove watches, wrist jewellery, rings (other than a plain wedding band) ideally before participating.</p>	
<ul style="list-style-type: none"> • Clinical and non-clinical staff, students and volunteers will wear the uniform provided. • Staff must not wear the uniform out with the workplace other than when on escort duties. 	<ul style="list-style-type: none"> • Restricting uniform as far as is practical to the workplace should reduce the risk of cross contamination. • Will also assist in the maintenance of staff safety and security.

Standards required for FFP3 masks and other PPE are covered in the national ICP manual.

APPENDIX 1: UNIFORM AND DRESS CODE COLOURS

Uniform and Dress Code Colours

Clinical Staff	Uniform
All unregistered staff and support workers	<ul style="list-style-type: none"> Pale sky blue tunic or pale sky blue polo shirt. Navy blue trousers. Support staff for Allied Health Professionals, Healthcare Scientists, and Pharmacy Technicians can have their department embroidered on their tunic/polo shirt or have the option to wear a non-embroidered tunic/polo shirt.
Registered nursing staff, including dental nurses	<ul style="list-style-type: none"> Cornflower blue tunic or cornflower blue polo shirt. Navy blue trousers.
Allied Health Professionals	<ul style="list-style-type: none"> Mediterranean blue tunic or Mediterranean blue polo shirt. Navy blue trousers. Allied Health Professionals will have their professional role embroidered on their tunic/polo shirt.
Pharmacy Technicians, Dental Care Professionals including Dental Hygienists	<ul style="list-style-type: none"> Ocean blue tunic or ocean blue polo shirt. Navy blue trousers. These staff groups will have their professional role embroidered on their tunic/polo shirt.
Senior Charge Nurses/Team Managers	<ul style="list-style-type: none"> Navy blue tunic or navy blue polo shirt. Navy blue trousers.
Clinical Nurse Managers	<ul style="list-style-type: none"> Maroon tunic. Navy blue trousers.
Non-Clinical Staff	Uniform
Catering and domestic staff	<ul style="list-style-type: none"> Mid-green tunic or mid-green polo shirt. Navy blue trousers.
Catering and domestic supervisors	<ul style="list-style-type: none"> Dark green tunic or dark green polo shirt. Navy blue trousers.
Porters	<ul style="list-style-type: none"> Mid-green polo shirt or mid-green dress shirt/blouse. Navy blue trousers.
Security	<ul style="list-style-type: none"> Black polo shirt. Black trousers.
Procurement	<ul style="list-style-type: none"> Grey and black polo shirt. Black trousers.
Administrative and Clerical Staff in clinical location/base	<ul style="list-style-type: none"> Plain coloured mid-green blouse/dress shirt. Navy blue/black dress trousers or knee length skirt.

These colours have been adopted for The State Hospital. For more information refer to:
http://www.sehd.scot.nhs.uk/mels/CEL2010_42.pdf