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| Department | Acute Care & Residential | Procedure Number: | Prompt Doc No: UMH0000172 |
| Responsible Officer: | Pam Simpson | Approving Committee | Quality, Safety & Risk Management |
| Date Approved: | 30/04/2014 | Date of Review: | 30/04/2016 |

UNIFORM AND DRESS CODE

| <u>Description</u> | <u>Purpose and Scope</u> | <u>Definitions & Abbreviations</u> | <u>Procedure Standards</u> |
|--|------------------------------|--|----------------------------|
| <u>Legislation, Acts & Standards</u> | <u>Key Aligned Documents</u> | <u>References</u> | <u>Governance</u> |

Description

Upper Murray Health & Community Services requires that all staff working within an agency present to work daily in a clean, neat and tidy professional manner.

Procedure Applies To

All Staff

Purpose and Scope

The purpose of this guideline is to maintain standards and professional appearance of all staff employed at UMHCS.

- Staff working at UMHCS projects a professional appearance
- Staff is readily identified through wearing of the hospital's identification badge, clearly visible above the waist, and by neat, professional appearance
- The dress code reflects Infection Control and Occupational Health & Safety standards.

Definitions & Abbreviations

Procedure Standards

Nursing Staff and Personal Care Workers

- Navy/ black is the required base colour for skirts, shorts and trousers
- Blouses/ shirts must have a collar and sleeve (short or three quarter no long sleeves and can be any colour and design however a standard uniform is available for staff to purchase at their own cost.
- Arms shall be bare below the elbows when undertaking clinical activities
- Polo shirts and polar fleece vests and jumpers with the UMHCS logo can also be worn.
- Cardigans/ vests must be navy; if woollen they must be removed when undertaking procedures and cleaned daily with any direct clinical care.

Shoes

- Black or navy lace up or slip on with non slip soles

- Runners, sand shoes or open toed footwear is not permitted while working in direct patient care. Footwear should be enclosed and capable of protecting staff from any injury or contact with sharp objects which may be accidentally dropped.

Uniforms should be washed daily (please note: this also applies to nurses utility belts used for carrying equipment tapes, scissors etc which are worn as an item of clothing on the outside of the uniform, in contact with the patients and their environment).

Clinical Staff

- Blouses/ shirts must have a collar and sleeve (short or three quarter no long sleeves) and can be any colour and design
- Neat skirts, shorts and trousers appropriate or the designated position
- Polo shirts and polar fleece vests and jumpers with the UMHCS logo can also be worn

Shoes

- Lace up or slip on with non slip soles
- Runners, sand shoes or open toed footwear is not permitted while working in direct patient care unless required for your role e.g. Gym Instructor

Hospitality and Environmental Staff

- Navy/ black/ grey is the required base colour for skirts, shorts and trousers
- Polo shirts and polar fleece vests with the UMHCS logo can also be worn

Shoes

- Black or navy lace up slip on with non slip soles
- Runners, sand shoes or open toed footwear is not permitted

Cardigans or vests must be navy; if woollen they must be removed when undertaking kitchen duties and cleaned daily.

NB: Personal Health & Hygiene is very important when handling food, clothes must be clean every shift, personal items must be stored in lockers provided, and aprons and protective clothing must be worn in food areas.

Non Clinical Staff

- Blouses/ shirts/tops must be clean, and neat, they can be any colour and design
- Neat skirts, shorts and trousers appropriate for the designated position can be worn
- Polo shirts and polo fleece vests and jumpers with the UMHCS logo can also be worn

Shoes

Shoes must be appropriate to the role you do. Where non-clinical staff regularly access clinical areas consideration must be given to appropriate footwear that will meet the safety and infection control considerations for that area. Where you are unsure please contact the NUM and Infection Control Officer

Maintenance and Outdoor Staff

- Trousers, shorts, must be neat and appropriate for the role
- High visibility clothing must be used as required
- Polo shirts and polar fleece vests and jumpers with the UMHCS logo can be worn

Shoes

Shoes must meet the safety and infection control requirements of the duties to be taken out on the day

UMHCS Volunteers

- Trousers, shorts must be neat and appropriate for the volunteering role
- Volunteer drivers are provided with a UMHCS polo shirt to be worn when driving UMHCS cars
- Blouses/shirts can be any colour and design

Shoes

Shoes must meet the safety and infection control requirements of the duties to be taken out on the day, UMHCS staff must orientate their volunteers accordingly.

Clinical Areas: Hand or wrist jewellery

Hand contamination with infectious agents is increased when wearing hand or wrist jewellery. Rings, bracelets, bangles and wrist watches should not be worn because they can hinder effective hand hygiene practices.

- In clinical areas all hand and wrist jewellery is limited to a single plain banded ring (e.g. wedding ring only).
- In high-risk settings such as operating suites/ rooms, and when performing aseptic procedures, any jewellery, even a plain band, shall not be worn.

Nail Care

The type and length of fingernails can have an impact on the effectiveness of hand hygiene. Artificial or false nails have been associated with higher levels of infectious agents, especially Gram-negative bacilli and yeasts, than natural nails. Studies have demonstrated that chipped nail polish may support the growth of organisms.

- Fingernails should be kept short (less than 3mm) and clean
- Artificial fingernails or nail polish with raised items (e.g. stones or decals) shall not be worn
- It is good practice to not wear nail polish, but if worn, it must not be chipped and must be removed every 4 days. Food handlers must not wear polish (refer to Hygiene for Food Handlers procedure)
- All nail polish that is chipped or older than 4 days should be removed prior to presenting to work.

Hair

- Hair should be clean, and above the collar line at all times.
- Facial hair must be trimmed and kept clean

NB: Where non-clinical staff regularly access clinical areas consideration must be given to jewellery, hair and nail care to meet the safety and infection control considerations for that area. Where you are unsure please consult the NUM and/or infection control coordinator.

Exception

As UMHCS is a strong supporter of various fundraisers, uniforms will not be required when participating in those events advertised throughout the agency. E.g. Jeans for Genes Day, Dress Down Day, Christmas Celebrations etc.

A review of the dress code will be through a consultative process at team meetings. If for religious or cultural reasons a staff member wishes to dress outside of this uniform policy she/he should discuss with their direct manager.

Legislation, Acts & Standards

- QICSA Standard Reference: Standard 1.2
- NSQHS Standard Reference: 1,3

Key Aligned Documents

- UMHCS Infection Control Policy
- [Hand Hygiene Policy](#)
- [Hospitality Services Food Handlers Procedure](#)
- Personal and Protective Equipment Policy and Procedure
- How to Manage Work, Health and Safety Risks Code of Practice 2011

References

- www.rch.org.au/infection_control/infectious/index.cfm?doc_id=977

Governance

| Version Control and Change History | | |
|------------------------------------|---------------|------------------------|
| Version Number | Approval Date | Amendment |
| 3.0 | 30/04/2014 | Put i into new for mat |