

## Dress Code

### Contents

Policy.....	1
Scope.....	1
Roles and responsibilities .....	1
Associated documents.....	1
Policy statement .....	2
1.1 Dress Code .....	2
1.2 Uniform.....	4
1.3 Measurement or evaluation .....	7
References .....	7

### Policy

The following policy statements are to ensure that the professional image of Canterbury DHB (CDHB) nursing/midwifery staff is upheld, and standards in dress code maintained.

### Scope

This policy applies to all CDHB nursing/midwifery staff and those with honorary contracts, agency workers and volunteers. Students undertaking clinical or other placements are expected to adhere to the policies agreed between CDHB and the relevant education provider.

### Roles and responsibilities

#### Line Managers

Ensure compliance with the Dress Code/ Policy.

#### Individual Nursing / Midwifery Staff Members

Comply with the Dress Code Policy.

### Associated documents

- CDHB Manual Volume 3 - Human Resources  
- Code of Conduct
- CDHB Manual Volume 10 – Infection Prevention and Control
- CDHB Manual Volume 6 – Health and Safety and Wellbeing Management System

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## Policy statement

Nursing / Midwifery and Hospital Aide Staff are required to wear a CDHB uniform, unless otherwise indicated.

Exception: It may be appropriate for some services, that the wearing of a uniform is optional. This decision rests with the Director of Nursing/ Director of Midwifery/Service Manager appropriate for the service and an acceptable presentation standard agreed. In this instance clothing and footwear must meet infection prevention and control, as well as health and safety requirements, and unless otherwise agreed occurs at a personal cost to the staff member.

Uniforms will be issued for each staff member commensurate with their role and hours of employment.

### 1.1 Dress Code Image

1. All nursing/midwifery staff are required to present at work in a neat, clean and professional manner.
2. Whilst nursing/midwifery staff are wearing a uniform it is requirement that nurses/midwives behave in a professional manner i.e. nursing/midwifery staff should not socialise outside the workplace or undertake social activities while wearing the CDHB uniform e.g. drinking in bars.
3. Casual and revealing clothing (bare midriff, low cut tops, short shorts etc.) are not appropriate.
4. Clothing and footwear must be consistent with health and safety, infection prevention & control and security requirements.
5. Staff are encouraged to feel pride in wearing their uniform
6. When on duty make up should be kept to a minimum.
7. It is recognised that tattoos and other body decoration (piercings) have become prevalent in society. However, staff will be asked to cover up excessive/potentially offensive tattoo/ piercing designs that it is judged are not in line with the spirit of this policy

#### **Infection Prevention & Control considerations**

Although there is no conclusive evidence that uniforms and workwear play a direct role in spreading infection, the clothes that staff wear should facilitate good infection prevention and control practice and minimise any risk to patients.

Uniforms and workwear should be clean at all times and not impede effective hand hygiene, and should not unintentionally come into contact with patients during direct patient care activity.

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Long sleeved garments are not to be worn during direct patient care unless for a cultural/religious reason as per Cultural/Religious considerations below.

CDHB Policies relating to the use of disposable aprons and other personal protective clothing (PPE), where there is a risk of exposure to blood or body fluids and when working in contact isolation precautions must be applied. It should be recognised that uniform is not itself protective clothing.

Although there is no evidence that wearing uniforms outside work adds to infection risks, public attitudes indicate it is good practice for staff either to change at work, or to cover their uniforms as they travel to and from work. Contaminated uniforms must not be worn in public places.

### **Smoking**

Canterbury DHB employees must not smoke while on duty, while on CDHB property, or in CDHB vehicles. Staff must not smoke when wearing CDHB uniform, ID badge or when identifiable in any way as a CDHB employee.

Refer to the CDHB Smokefree policy

### **Identification, Medals and Name Badges**

The approved CDHB identifying name tag must be worn at all times and at a height that is clearly visible to the patient/consumer/client. When making a home visit, the name badge may be carried.

The identification name tag will be provided by CDHB and will include the following elements:

- Staff member's full name.
- Staff member's photograph
- Position(s) held by the staff member.
- CDHB logo and name.

Badges and professional medals worn must be congruent with the staff member's professional qualifications.

### **Footwear**

Footwear is to be worn at all times.

Footwear must be safe (i.e. fully enclosed, well fitting, providing protection to the heel and toe), secure with good support and quiet non slip soles.

Specific Occupational Health and Safety requirements may apply in some areas.

### **Pantihose / Stockings / Socks**

Wearing of pantihose / stockings is optional.

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When worn with CDHB uniform it is recommended that pantihose /socks are navy or neutral in colour.

### **Jewellery**

All jewellery should be kept to a minimum and not impact on patient safety.

- Rings - wedding/commitment band only. The wearing of rings is associated with increased bacteria on the hands and can affect the effectiveness of hand hygiene techniques (during hand washing manipulate rings to ensure skin under the rings is cleaned).
- Wristwatches - should not be worn during direct patient care
- Necklaces/chains - should be secured inside clothing
- Earrings - studs or sleepers may be worn.

### **Hair and Nails**

Hair should be clean and neat, and if longer than the bottom of the collar is to be tied back securely.

Beards and moustaches must be trimmed and neat.

Nails should be clean and short. Artificial nails are not to be worn as they can cause bacterial/fungal infections and make effective hand hygiene more difficult.

Nail polish should not be worn.

### **Cultural/Religious considerations**

The CDHB recognises that individual staff members belonging to differing cultural and religious groups may need to observe specific requirements around dress that constitute an important part of their religious or cultural beliefs. The CDHB will therefore endeavour to ensure that these particular needs are met in addition to ensuring the health and safety and well-being of staff and patients. This will be agreed with the relevant service Director of Nursing/Director of Midwifery/Service Manager.

## **1.2 Uniform**

Uniform and non-uniform clothing are not to be worn together

### **Fitting New Staff members for Uniforms**

On commencement of employment the new staff member will receive instructions from Human Resources on the acquisition of uniforms.

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### **Uniform Entitlement**

Uniform pieces are issued pro-rata per Full Time Equivalent (FTE).

<b>FTE</b>	<b>Number of Pieces</b>
0.6 or greater	8
0.5 or less	6

### **Uniform Garments**

A range of garments are available, which staff can choose from in accordance with their uniform entitlement.

### **Previously Used**

It is at the discretion of the CDHB whether a new or previously used garment is issued to anyone requiring a uniform garment.

Where a previously used garment is available in the correct style and fit for the staff member this will be used prior to any new garment being ordered.

All previously used uniforms will be dry-cleaned by the CDHB before they are reissued to another staff member.

### **During Pregnancy**

A maternity uniform will be issued to the staff member in exchange for the standard uniform for the duration of the pregnancy.

### **Ill Fitting Uniforms**

If the uniform is ill fitting a replacement garment will be issued in the correct size upon return of the incorrectly sized item.

### **Replacement of Uniforms**

Staff are responsible for ensuring their uniform is clean and in good order. If an employee accidentally damages or permanently stains any item of uniform they must inform their line manager as soon as possible so arrangements can be made for a replacement.

All uniforms will be replaced by CDHB on a fair wear and tear basis.

Fair wear and tear is defined as any irreparable damage that occurs to the uniform during the normal course of duties; or deterioration that may occur which affects the professional image of staff members.

Repairs are the responsibility of the individual staff member.

### **Additional Items**

Additional items in excess of the nursing uniform entitlement can be purchased at staff's own expense.

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### **Requirement for Uniform Change Mid-Duty**

If a staff member requires a clean uniform mid-duty an interim uniform will be provided. The interim uniform is to be laundered by the staff member and returned to CDHB within five working days.

### **Scrubs**

Areas approved collectively by the Director of Nursing / Director of Midwifery / Service Managers can wear scrubs.

Scrubs worn by operating theatre/ recovery staff will be laundered by the Canterbury Laundry Services at the expense of the CDHB.

### **Laundering**

All garments will be laundered by the individual staff member.

Staff should launder the garments as specified by the manufacturer to maintain the quality of the fabric.

In line with the infection prevention & control recommendations to minimise cross infection please refer to the [CDHB Infection Prevention and Control Ward/Department Laundry Guidelines](#)

In cases where the uniform has come into contact with infectious material or blood or body fluids the soiled garments will be laundered through Canterbury Laundry Services at the expense of CDHB.

If sending a contaminated uniform to the laundry, place in a well labelled white bag to enable it to be returned to the appropriate Ward/Unit. Inform the appropriate line manager if individual uniforms have been sent to the Laundry Service.

Scrubs, including those worn in high risk areas, are laundered through Canterbury Laundry Services at the expense of the Canterbury DHB

### **Return of Uniforms**

Before leaving the employment of Canterbury DHB all staff are required to return Canterbury DHB provided uniforms along with identification/access cards to Director of Nursing and Clinical Services' PA, or Duty Nurse Managers or Charge Nurse / Midwife Managers.

### **Process of Uniform Returns**

- The staff member returns their uniform to their Charge Nurse/ Midwife Manager, in a clean and ironed state, after the completion of their last duty.
- The CNM/CMM will decide if the uniforms are to be recycled for further use.
- The CNM/CMM will forward the appropriate uniforms to the distributor.

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### 1.3 Measurement or evaluation

Adherence to this policy will be monitored by the line manager who are responsible for compliance with this policy

Consumer complaint process

Incident Management system.

### References

Royal College of Nursing – Guidance on uniforms and workwear (2013)

CDHB Code of Conduct

<b>Policy Owner</b>	Nursing Vol D review Group
<b>Policy Authoriser</b>	Executive Director of Nursing
<b>Date of Authorisation</b>	4 November 2015

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