

St Luke's General Hospital Carlow/Kilkenny

Dress Code Policy 2020

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1 Policy Statement

This guideline is written to ensure a professional image is portrayed at all times, to adhere to the Health & Safety regulations and infection prevention and control regulations and enable easy identification of staff.

This guideline is written with due regard to best practice in this area.

2 Purpose

The aim of this guideline is to ensure that staffs is dressed in appropriate uniform/dress code as outlined by the head of department and taking into consideration the safety and business function requirements of the department.

3 Scope

This guideline applies to all staff working in St Luke's General Hospital Carlow/Kilkenny, agency, contract staff, students of all disciplines and volunteers placed in the service identified in this document.

4 Legislation/ Other Related Policies

- 4.1** HSE Employee Handbook 2016 – 2017.
- 4.2** Safety Health & Welfare at Work Act 2005
- 4.3** St Luke's General Hospital Infection Prevention & Control Policies including but not limited to the hand hygiene policy and the PPE policy.

5 Glossary of Terms/Definitions/Abbreviations

5.1 Dress Code

For purposes of this policy, dress code includes reference to all of the following:

- The use of uniforms for those staff groups for whom uniforms are specified
- Personal dress of staff for whom uniforms are not specified
- The use of specialist protective clothing where appropriate
- The wearing of identification badges/ID cards.

5.2 Personal Protective Equipment

Personal Protective Equipment means “all equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger an employee’s safety and health at work, and includes any additions and accessories to the equipment, if so designed”. Note that there are specific provisions relating to PPE in the Safety, Health and Welfare at Work (General Application) Regulations 2007. Only that part/those parts of a uniform which is/are specifically designed to protect the safety and health of employees is considered to be PPE.

Abbreviations

CNM/CMM	Clinical Nurse Manager/Clinical Midwife Manager
CSSD	Central Sterile Services Department
SLGH	St Luke’s General Hospital Carlow/Kilkenny
OT	Occupational Therapist
ANP	Advanced Nurse Practitioner
CNS	Clinical Nurse Specialist
CMS	Clinical Midwifery Specialist
HIV	Human Immunodeficiency Virus
HSE	Health Service Executive
ID	Identification
PPE	Personal Protective Equipment
WHO	World Health Organisation
ED	Emergency Department
BSc	Bachelor of Science
ISCP	Irish Society of Chartered Physiotherapists
CSP	Chartered Society of Physiotherapy

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6 Roles and Responsibilities

6.1 Heads of Departments must:

- Ensure that this policy is available to all employees, students, contracts workers, volunteers and third parties working in your department/ward area.
- Ensure that employees are compliant with this policy and where applicable, that departmental policies consistent with this policy are issued to employees.
- Where an employee dresses inappropriately or clothing is distracting or unsafe, the employee may be subject to disciplinary procedure.
- Ensure the disciplinary procedure is followed where there is persistent failure by an employee to comply with the requirements of this policy.

6.2 Staff:

- Are responsible for complying with this guidance document.
- Must familiarise themselves with and adhere fully to this policy.
- Expressing a wish to wear certain items of clothing or jewellery in the context of their religious and/or cultural beliefs must bring the matter to the attention of their line manager/department head and must be in line with health & safety and infection control.

7 Procedure

7.1 Guidelines for General Appearance of Staff

- 7.1.1 Clothing worn while at work must be comfortable and not restrict movement and must be suitable for the tasks being undertaken and the nature of the work being carried out.
- 7.1.2 Where uniforms are worn they must be of a design suitable to the work environment of the individual and must also meet all Health & Safety Standards in relation to Manual Handling in addition to Infection, Prevention & Control guidelines (e.g. bare below the elbow) for clinical duties.
- 7.1.3 Where uniforms are supplied they must be purchased in quantities sufficient to ensure compliance with this guideline and allow for a clean (washed) uniform to be worn every day.
- 7.1.4 All trousers/pants worn must be the correct length and not sweeping the ground as this is a major source of infection from one area to another.
- 7.1.5 Where ethnic/religious customs require alternative dress then discussion with the Infection Prevention & Control Team and Line Manager is required.
- 7.1.6 Uniforms/clothing must be protected with a disposable plastic apron when close contact with a patient is anticipated or splash to clothes/uniform is a possibility.
- 7.1.7 Where protective clothing is provided by the hospital, it must be worn.
- 7.1.8 Cardigans/jumpers, jackets, must not be worn over uniforms when carrying out any clinical, catering cleaning or during internal transfer duties. They must only be worn when leaving the department or on non-clinical duties.
- 7.1.9 Uniforms should not be worn in public places e.g. during lunch hour off site, when off duty.
- 7.1.10 No denim jeans or denim jackets to be worn.

7.2 Guidelines for Footwear

- 7.2.1 Shoes should be plain black/brown/navy/white flat heeled leather/leather type with quiet soles. They should be supportive shoes either in lace up or slip on design and must enclose the toes, side and heel of the foot.
- 7.2.2 Shoes must be clean, polished and in good repair, and must meet health and safety requirements.

- 7.2.3 It is recommended that staff keep specific footwear designated solely for use when working within a hospital clinical area.
- 7.2.4 Shoes in materials which cannot be adequately cleaned following blood or body fluid contamination are not suitable.
- 7.2.5 Trainers maybe worn if they are dark, non-porous leather and neat; trainers made of fabric are not permitted.
- 7.2.6 No boots, sandals, flip flops or open toe shoes allowed.

7.3 Guidelines for Wearing of Jewellery

- 7.3.1 Jewellery must not be worn with the uniform in the clinical area; the only exceptions are a single plain wedding band (with no stones or indents) and small stud earrings. All visible body piercing is not permitted with the exception of ear studs. Any other visible piercing should be removed while on duty.
- 7.3.2 All hand/wrist jewellery including watches/fit bits/bracelets must not be worn during patient contact as they can harbour harmful micro-organisms and can interfere with the HCWs ability to undertake hand hygiene. A fob watch is acceptable.

7.4 Guidelines for Wearing of Neck Ties

- 7.4.1 Ties should not be worn if there is a risk of entrapment or entanglement such as when dealing with aggressive clients or working with machinery.
- 7.4.2 Should a situation arise where ties must be worn, ties must be tucked in and of a type that is clip-on or designed to allow quick release.

7.5 Guidelines for General Appearance and Behaviour

- 7.5.1 Nails must be kept short and clean and without nail polish/nail straighteners/gel or shellac nail polish/nail jewellery in all areas. False or acrylic nails or nail extensions should not be worn by staff.
- 7.5.2 In clinical areas long hair must be tied back and secured off the collar with minimum accessories.
- 7.5.3 Male staff should be either clean shaven, or a beard or moustache which is kept neat and tidy
- 7.5.4 Tattoos may need to be covered if they are seen to cause offence.

- 7.5.5 Clothing/uniforms must cover chest, abdomen, thighs and back.
- 7.5.6 Staff working in Clinical or Administration areas where a uniform is not provided or stipulated should adhere to the principles of this guideline and present themselves for work in suitable attire. Guidance should be provided at local level in this regard.
- 7.5.7 Daily shower/bath is advised due to close contact with patients and staff.
- 7.5.8 Deodorants and perfume should not be overpowering. Make-up is acceptable but should be applied lightly.
- 7.5.9 The HSE fully endorses a smoke free campus, to continue the quality of patient care that we provide. Staff should not be seen smoking in public view whilst in hospital uniform.
- 7.5.10 Full description of uniforms is listed in the appendices of this document.
- 7.5.11 Over the shoulder bags should not be worn in clinical areas.

7.6 Guidelines for Staff Not Wearing Uniforms

- 7.6.1 Where a uniform is not a requirement of the role it is important that staff dress in a professional manner with required use of appropriate protective clothing to protect their clothes and reduce the risk of cross infection.
- 7.6.2 Staff must wear appropriate clothing e.g. skirts, neat trousers, jackets, shirts, blouses. Low necklines are not allowed.
- 7.6.3 Staff who do not have direct patient contact and no contact with the clinical area should exercise care and discretion when wearing jewellery and accessories, with regard to the Health & Safety at Work, and public image.
- 7.6.4 Shoes must be clean, closed toe, polished and in good repair, and must meet health and safety requirements.

7.7 Infection Prevention & Control Issues

- 7.7.1 Uniforms and other work clothing should not be regarded as personal protective clothing and appropriate personal protective clothing must be used to protect uniform/work clothing from contamination during patient care activities or other situations where it is likely the uniform/work clothing may become contaminated or soiled.
- 7.7.2 Uniform/clothing that becomes obviously contaminated with blood or other body fluids, must be changed for a clean uniform/clothing as soon as practicable; and uniforms/work clothing should be washed on a long cycle of temperatures above 60

degrees Celsius. This is achieved by selecting a wash programme that has a main wash temperature of 60 degrees for 10 minutes or 71 degrees for 3 minutes. Staff should have access to a spare uniform at all times.

- 7.7.3 All uniforms supplied must be able to be washed at 60°C and dried separate from household clothes to prevent cross contamination.
- 7.7.4 Alternatively, for items that cannot be laundered at these temperatures, chemical disinfection can be achieved by adding suitable disinfectant to the wash. Manufacturer's instructions should be followed.
- 7.7.5 Where this is undertaken in a domestic washing machine, in all cases uniform items and all work wear should be washed separately without overloading. Uniforms/clothing should be washed at the hottest temperature suitable for the fabric, ideally above 60 degrees Celsius.
- 7.7.6 Hands must be washed after removing uniforms or protective clothing in every case.
- 7.7.7 The wearing of uniform outside the hospital grounds is not permitted. Staff should use changing facilities provided.
- 7.7.8 Any cardigan worn must be washable, laundered regularly and not be worn in clinical areas when patient contact is necessary.
- 7.7.9 Staff visiting/working in multiple areas must ensure good infection prevention and control procedures are always followed, i.e. always change their uniforms if they have been working in an environment which could potentially pose a threat of cross-contamination.
- 7.7.10 Arms should be bare below the elbows when undertaking clinical duties. Cuffs may become contaminated and more likely to come into contact with patients, therefore shirt sleeves should either be short or rolled-up to allow for good hand hygiene when delivering patient care.
- 7.7.11 All staff exposed to or in contact with hazardous substances must be provided with protective clothing. This clothing must be of the correct type to in line with health and safety recommendations in order to minimize the effects of exposure to the hazard.
- 7.7.12 Protective clothing required in each area will be identified by risk assessment and published best practice guidelines.
- 7.7.13 It is important that staff maintain a high level of personal hygiene presenting a clean, neat and tidy appearance at work.
- 7.7.14 Jewellery – Only a single plain band ring, small stud earring can be worn. Staff should be encouraged to manipulate rings during hand washing to ensure the skin under the rings is cleaned.

- 7.7.15 False eyelashes should not be worn by staff working in clinical areas or catering.
- 7.7.16 Uniforms for designated areas, e.g. operating Theatres, must not be worn out of these areas unless covered by a clean white coat/disposable gown.
- 7.7.17 When bringing uniform to and from workplace, carry in clean disposable plastic bag separate from other items and discard bag at end of day. Clean and dirty uniforms must not be carried together.
- 7.7.18 Mobile Phones can be sources of contamination. Use of them in the clinical setting should be limited in so far as possible. Mobile phones should not be on display in clinical areas. Always decontaminate hands before and after phone use in the clinical environment.

7.8 Identification Badges

- 7.8.1 An identification badge stating name and title should be worn at all times, where provided.
- 7.8.2 Photo-ID Swipe card must be displayed at all times during working hours.
- 7.8.3 Students of all disciplines must wear identification badges provided by either the partner education institution or the HSE
- 7.8.4 Lanyards should not be worn when undertaking patient care or when in contact with the patient's environment. Lanyards should be washed regularly similar to uniform/work related clothing.

8 Implementation Plan

- 8.1** Heads of Department will be informed of Revision No 3 of the Dress Code Policy 2020 by the HR Manager.
- 8.2** It is the responsibility of the Head of Department, Line Managers and Clinical Nurse Managers (CNM) in charge of the clinical areas to implement this guideline.
- 8.3** This guideline will be accessible to all staff via the SLGH Intranet [http://hsenet.hse.ie/Hospital Staff Hub/lukeskilkenny/St Luke's General Hospital Carlow - Kilkenny.html](http://hsenet.hse.ie/Hospital_Staff_Hub/lukeskilkenny/St_Luke's_General_Hospital_Carlow_-_Kilkenny.html). A master copy will be stored in the Nurse Practice Development Unit.
- 8.4** The presence of this revised guideline will be communicated to staff via SLGH email.

9 Evaluation and Audit

9.1 Evaluation

- 9.1.1 A review will be carried out on a two yearly basis unless for example, an audit, serious incident, organisational structural change, scope of practice change, advances in technology, significant changes in best practice or legislation identify the need to update this policy prior to that date.
- 9.1.2 Compliance will be monitored by the Department Heads.
- 9.1.3 Monitoring of the Incident/Near Miss reports will occur and if any event/incident is occurring showing deviance from this guideline, on a regular basis, an audit will be conducted.

9.2 Audit

- 9.2.1 Each Head of Department should carry out regular audits within their department to ensure compliance.

10 Revision History

Date	Review Number	Section Number	Change/s
7/2019	3	All	Full policy re-drafts – numerous changes made throughout.

11 References/Bibliography

- Health Service Executive (2008) National Guidance on Uniforms for Clinical Areas
- Irish Nurses Organisation National Operating Department Nurses section recommended Practices in the Operating department (2007) 2.5 Traffic patterns, .2.6 operating department attire/PPE
- Royal college of Nursing (RCN) (2005) Guidance on uniform clothing worn in the delivery of patients care, RCN: London.
- Spragley, F. (2006) Nursing uniform professional symbol or outdated relic. Nursing Management 37 (10)
- Ayliffe (2012) Control of Healthcare Associated Infection A Practical Handbook. UK
- HSE HCAI/AMR Provisional guidance on wearing of headscarves and long sleeved tops for staff working in operating rooms. Accessed 25.6.2019 via:
<https://www.hse.ie/eng/about/who/healthwellbeing/our-priority-programmes/hcai/resources/general/guidance-on-of-wearing-of-personal-headscarfs-and-tops-in-theatre.pdf>

Useful websites

<http://hsenet.hse.ie>

<http://www.hpsc.ie/>

12 Appendix I Uniforms

Outside Hospital

For escort duty uniforms should be covered.

Cardigans

Plain navy/black cardigans only, Cardigans are not to be worn when delivering patient care or when attending to the patient's environment.

Footwear

Black/brown or navy shoes should be worn.

Shoes should be flat heeled leather/leather type with quiet soles. They should be supportive shoes either in lace up or slip on design and must enclose the toe side and heel of foot. Shoes in material which cannot be adequately cleaned following blood or body fluid contamination are not suitable (fabric, suede trainers, sandals etc.) Trainers may be worn if they are dark, non-porous leather and neat; trainers made of fabric are not permitted.

Spare Uniform

Health Care professionals should have access to a spare uniform in case of accident soiling.

Identification

An identification badge stating name and role must be worn along with the hospital photo ID swipe card. Lanyards for ID badges should not be worn when undertaking patient care or when in contact with the patient's environment. Lanyards should be washed regularly similar to uniform/work related clothing.

Garments under uniform

Any garments worn under uniform should not be visible e.g. long sleeved tee-shirts.

12.1 Theatre Staff

Theatre	Scrub suit (top and bottom). (Green or blue indicate Theatre wear) Indoor clogs, Theatre caps.
Personnel within the Endoscopy Suite	Nursing personnel dress as per Theatre staff.
On Call Doctors	Theatre scrub suits are not available to on call personnel.

Scrub Suits

Clean Scrubs Suits must be worn each day and must be changed as soon as possible when it gets contaminated with blood or body fluids or infected cases.

All individuals who enter the semi-restricted and restricted areas of the Theatre Department should wear freshly laundered surgical attire intended for use only within the Theatre Department.

Under garments should be contained completely within or covered by the surgical scrubs. Clothing that cannot be completely covered by the scrubs should not be worn i.e. long sleeved T shirts.

Jewellery

Jewellery must be removed prior to entering the semi-restricted and restricted areas of the Peri-operative environment.

Wedding bands and one pair of secure ear studs are permitted.

Wedding bands are removed prior to scrubbing.

Eye/nasal studs are not acceptable.

Other jewellery e.g. watches, fit bits, bracelets, necklaces should be removed.

Peri-Operative Footwear

All Theatre Staff are provided with appropriate closed-toes, antistatic footwear. It is then their responsibility to ensure that they are kept clean and in good condition (National Operating Theatre Department section recommended practices in the operating room, 2007)

Masks

A single surgical mask should be worn in surgical environments when open sterile supplies or scrubbed personnel are located. A mask should fully cover both mouth and nose and be secured in a manner that prevents venting.

Protective eye wear, masks or face shields must be worn when splashing or spraying is likely. Masks should be worn along with protective eye wear or face shields whenever eye, nose or mouth contamination can be reasonably anticipated as a result of splashes, spray or splatter of blood droplets or other potentially infectious materials. Dispose of the mask by handling the ties only and put directly on appropriate bin before leaving the peri-operative environment.

Masks must not be left worn around the neck.

Theatre Hats and Caps

Disposable hats and caps are provided in each Theatre changing room. The hats have the dual purpose of retaining stray hair and counteracting bacteria shedding thus reducing the risk of cross infection in the immediate environment of the operative field. A bald or shaved head is covered to prevent shedding of squamous cells. The hat must be put on before donning the scrub suit to minimize contamination.

Theatre hats and caps must be worn before crossing the red line in the operating room (semi restricted and restricted area).

Headscarves

Personal headscarves may be worn in the operating theatre in most circumstances providing the healthcare worker conforms to the following requirements.

- The scarf must be made from a fabric that permits hot wash (minimum 60 degrees Celsius).
- A freshly laundered scarf must be used each day when working in theatre.
- The scarf(s) must be specifically for use in the operating theatre and must not be worn while travelling to or from work.
- The scarf must be applied in a manner that ensures that it fits close to the skin at the margins; there are no trailing ends from the scarf (tucked in) and the hair and head are completely covered by the scarf.
- If the staff member is working directly in the operative field (scrubbed in) then the personal scarf must be covered entirely with a disposable theatre hood to provide additional assurance that the scarf does not become loose and to avoid a risk of shedding of microbes from the scarf into the operative field.

Eye Protection

Eye protection, spectacles/goggles, or visors must be worn if there is a risk of splashing or spraying of blood or body fluids. It must be worn when reconstituting a chemical solution and filling specimen buckets with formalin. This is to reduce the possibility of eye contamination.

Visitors to the Operating Department

Visitors who enter the Theatre semi-restricted and restricted areas need to be properly attired to reduce the risk of contamination and cross infection.

Standard Peri-Operative Attire outside the Peri-Operative Area

Theatre Personnel should wear a fastened clean white coat/disposable gown over Theatre suit before leaving the department. Mask and Theatre caps should be removed. There is no need to change into personal clothes unless leaving the hospital building.

Theatre scrubs are not to be worn outside the hospital.

Peri-operative footwear must be cleaned using soap and water after use at the end of every session. Wearing peri-operative footwear in clinical areas does not pose a hazard from contamination. However it is not advisable to wear peri-operative footwear outside the building.

Theatre scrub suits must be returned to the designated collection unit in Theatre changing rooms.

Theatre scrubs are for Theatre personnel use only.

Traffic Zones in the Operating Theatre

The operating department is designed to have gradients of cleanliness from peripheral areas to the cleanest areas. Control of traffic movement into and within the operating department is aimed at reducing environmental contamination by

- The controlled entry of authorized personnel.
- The separation of patient and supplies traffic.
- The segregation of clean, sterile and soiled items.

For the purpose of defining activity areas, dress codes and traffic patterns within the operating department, three zones are consistent with the Medical Research Council and AORN (American Operating Room Nurses) guideline 2006.

TRAFFIC ZONES – These may vary depending on local geographic design and layout.

Zone	Areas	Dress Code and Infection Control Practices
Unrestricted	Central reception and administration area. Communication interface for Operating department staff, hospital personnel, visitors etc. In SLGH, includes patient holding area, changing rooms, meeting room and supplies reception/stores.	<u>Street clothes permitted.</u> Access to semi-restricted and restricted areas should be via the changing rooms only. Signs should clearly indicate the environmental controls and surgical attire required (AORN 2006). Red lines may assist with discipline but have no IC purpose and are irrelevant (HIS, 2002).

Zone	Areas	Dress Code and Infection Control Practices
Semi-restricted	<p>Access corridors to ORs. Peripheral support areas. Anaesthetic rooms.</p> <p>Scrub-up areas and Recovery Room.</p> <p>Storage for clean and sterile supplies.</p> <p>Distribution area for instruments and non-disposable equipment.</p>	<p><u>Proper Theatre attire of</u> Scrub suit, headwear and footwear required.</p> <p>ID badges must be worn.</p> <p>Access to the area is restricted to authorized personnel and patients.</p> <p>Patients entering the department should wear clean gowns and caps.</p> <p>The movement of clean and contaminated supplies and waste should be separated by space, time or traffic patterns.</p>

Zone	Areas	Dress Code and Infection Control Practices
Restricted	<p>Sterile preparation rooms. Operating Rooms.</p> <p>Procedure Rooms.</p>	<p><u>Proper Theatre attire as above including face mask.</u></p> <p>Doors should be closed in order to optimize the efficiency of the ventilation system.</p> <p>Movement of personnel should be kept to a minimum while surgery is in progress.</p> <p>Space, time or route should separate movement of clean and sterile supplies from contaminated supplies and waste.</p>

12.2 CSSD Staff

Decontamination	Cornflower blue scrubs/clogs
IAP Room	Cornflower blue scrubs/clogs
Main Department & Corridors	Cornflower blue scrubs/clogs
CSSD Manager	CNM2 navy scrubs

Change Room – This is the area for CSSD staff to change from outdoor clothing to department dress attire, suitable for entering the department only. It does not include the attire or gowning for the different areas. It is the place of preparation for dressing where showers de-makeup, nail polish removal and general hygiene takes place. It is the responsibility of the CSSD Manager to ensure the facilities in the change room for checking dress attire is complete.

It is the responsibility of staff to check their attire/dress code prior to leaving the change room. Any garments worn under uniform should not be visible.

It is all staff responsibility to ensure that the appropriate stock is in place and report if not e.g. suits, hats, shoes, lotions, wash, cream, mirror, towels, white coats, nail polish remover, moisturiser, hair dryer.

Ensure good level of hygiene, prior to dressing:

1. Personal cleanliness.
2. Clean hair/dry.
3. Clean shower.
4. Clean nails.
5. No eyeshadow or false eyelashes.
6. Personal lip balm can be used.
7. No nail polish.
8. Use good moisturiser to maintain non-flaky skin condition.
9. No jewellery – wedding band only allowed.
10. Check your hat covers all hair – this must fit comfortably.
11. Appropriate footwear.

12.3 Occupational Therapy Staff

Occupational Therapist (OT)	Bottle green pants/trousers with white tunic with/without green trimming or white polo shirt. A green cardigan or a green jumper is optional. Comfortable shoes with heels and toes enclosed and appropriate permeability.
OT Assistants/OT Students	White polo shirt with logo.
Visitors	Street clothes.

Uniform use protects both the staff member and the patient. It must be worn correctly and must look clean and tidy at all times. A professional appearance enhances the confidence of patients and their family members in the service.

Shoes

Low heeled securely fastened brown/black shoes – no open toed sandals.

Trainers maybe worn if they are dark, non-porous leather and neat; trainers made of fabric are not permitted.

General Appearance

Bottle green sweatshirts and cardigans are permitted.

During the summer it is acceptable to wear a white Occupational Therapy t-shirt.

Outdoor Use

Uniforms are not permitted to be worn outside the hospital unless going on a home assessment.

It is acceptable on occasions when a staff member is going directly from a home assessment to their home, that they do not wear the uniform; however their appearance must be smart, no jeans, training shoes, etc.

ID Badges and SLK ID Cards

Both IDs must be worn and visible at all times.

12.4 Physiotherapy Staff

Physiotherapist	<ul style="list-style-type: none"> • White tunic, blouse or polo shirt with navy trim (short sleeved). • White or navy polo shirt with ISCP or CSP logo (short sleeved). • or white or navy sweat shirt with ISCP or CSP logo (short sleeved) • Navy trousers. • Navy, black or dark brown closed toe shoes. • Identity Badge: Identity badge, giving name and profession should be worn at all times and be clearly visible.
Physiotherapist Aid/Assistant	<ul style="list-style-type: none"> • Turquoise tunic or polo shirt. • Black trousers. • Navy, black or dark brown shoes.

Physiotherapy uniform must be worn at all times in the hospital. It must be worn correctly and must look clean and tidy at all times. Uniforms should be clean, ironed and must not look old or grubby.

It is the responsibility of each member of staff to look professional at all times. A professional appearance enhances the confidence of patients and their family members in the service.

Shoes

- Black, brown or dark navy only.
- No boots, sandals, flip flops, open toe.

Trousers

- Dark navy, tailored trousers.
- No combats, denim, jean style, cords, canvas, tracksuit bottoms.
- Trousers should be neatly turned up and should not trail on the ground.

Tops

- Tunics, blouses or polo shirts.
- Blouses and polo shirts to be tucked into trousers (unless pregnant).
- Tunics/blouses must be white with navy trim or stating 'Chartered Physiotherapist'.
- Polo shirts must be white or navy and stating 'Chartered Physiotherapist'.
- Must be long enough to cover waistline.

Cardigans/Jumpers/Fleeces

- Must be plain navy or with Chartered Physiotherapist logo.
- No hooded tops.
- Must be removed when treating patients.

ID Badges and SLK ID Cards

- Both IDs must be worn and visible at all times.

Belts/Jewellery

- Belts must be navy or black.
- Jewellery: plain wedding band, fob watch, small stud earrings.

Appearance

- Shoulder length hair should be tied back.
- Males should have neat, tidy, trimmed facial hair or be clean shaven.
- Nails should be clean and short. For infection control reasons – no nail varnish/false nails may be worn.
- Make up should be discrete.

12.5 Household Services Staff

Household Attendant	Blue tunic – navy trousers.
MAU, Cardiac Aid, Ultra Sound and Dark Room Tec	Wine tunic – navy/black trousers.
Laundry and Seamstress	Teal tunic – navy trousers.
CSSD and Theatre Staff	Blue scrubs suit.
Telephonist Staff	As Administration staff dress code. Work fleeces can be worn when on Reception.
Lab Aid	Navy tunic with logo – navy trousers.
Work Trainees	Blue tunic – navy trousers.

- Uniforms should be changed daily and when visibly soiled.
- No other trousers to be worn except the one provided.
- Navy Cardigans/Fleeces can only be worn and must be removed while performing duties.
- Uniforms including footwear should not be worn outside hospital grounds.
- Black or navy shoes should be worn.
- Shoes must be flat, enclosed with a non-slip sole. Sandals or open toe shoes are not suitable.
- Nails must be kept short and unpolished at all times.
- The only jewellery acceptable is a plain wedding band, stud/sleeper ear-rings and a fob watch.

When entering the restricted/semi-restricted areas in Theatre and CSSD, proper Theatre attire of scrub suit, headwear and footwear must be worn to reduce the risk of contamination and cross infection as per guidelines above.

12.6 Catering Staff

The Catering Management Team is responsible for the implementation of the Catering Services Uniform Guideline.

Catering Attendant	Striped lilac tunics, dark pants black/navy, blue cardigans, hat/hair cover, dark safety shoes.
Chef	White chef tunics, black/check pants, apron, white/black hat, dark/white safety shoes.

Footwear

Uniforms, including footwear, are not to be worn outside hospital grounds.

Black safety shoes should be worn.

Safety shoes should be flat and enclosed.

General Appearance

Plastic aprons and gloves must not be worn outside ward areas or kitchen.

Maintain a high standards of personal hygiene at all times.

The Catering Department adheres to the HACCP Guidelines.

12.7 Cardiac Physiologists

This section of the guideline is relevant to all Cardiac Physiologists/Sonographers.

Cardiac Physiologists	Red Tunic with black trim, Black trousers, Black cardigan.
Cardiac Aide	Wine tunic, black trousers, black cardigan.
Cardiac Secretary/Reception:	As Administration Staff Dress Code. Low heeled securely fastened black/brown or navy enclosed shoes to be worn by all.
Senior Cardiac Physiologist	Red coloured top with black trousers. Low heeled securely fastened black/brown or navy enclosed shoes.

12.8 Respiratory Physiologists

All Respiratory Physiologists	Purple Tunic, black Trousers. Low heeled securely fastened black/brown or navy enclosed shoes.
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12.9 Administration Staff

Administration Staff	<ul style="list-style-type: none"> • Blouse/shirt – plain colour. • Black or navy dress, skirt and trousers and jacket. • Black or navy cardigans. • Scarf/tie (optional). • Low heeled securely fastened black/brown or navy enclosed shoes. • Pink Tunic / black trousers
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12.10 Radiology Staff

Radiographers	<p>The uniform for Radiographers (both male and female) is:</p> <ul style="list-style-type: none"> • Graphite grey scrub-style uniform of loose fitting top and trousers. • 'Radiographer' identifier in burnt orange at left breast-pocket area. • Dark coloured cardigan / jumper. • Dark coloured, flat, closed shoes (toe and heels covered).
BSc Undergraduate Radiography Students on clinical placement	<ul style="list-style-type: none"> • Royal blue scrub-style uniform of loose fitting top and trousers. • UCD logo at left breast-pocket area. • Flat closed shoes (toe and heels covered).

12.11 Laboratory Staff

Laboratory Assistants	<ul style="list-style-type: none"> • Navy blue tunic & trousers with pink trim • Low heeled enclosed shoe • PPE: White coat conforming to the Howie Report.
Medical Scientists	<ul style="list-style-type: none"> • Navy tunic & trousers with pink trim • Low heeled enclosed shoe • PPE: White coat conforming to the

	Howie Report.
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12.12 Speech & Language Therapy Staff

Speech & Language Therapists (SLTs)	<ul style="list-style-type: none"> • Black Tunic with red trim, black trousers, Low heeled securely fastened black/brown or navy enclosed shoes
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12.13 Supplies Department Staff

Supplies Department Staff	<ul style="list-style-type: none"> • Grey Shirt with Logo. • Black Polo Shirt with Logo. • Grey Cardigan with Logo. • Black Trousers. • Safety Shoes.
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12.14 Porter/Security Staff

Porter/Security Staff	<ul style="list-style-type: none"> • Blue short sleeve shirts with HSE/ IEHG logo, to be worn in conjunction with Orderly /Security epaulettes at times. • Clip on tie is optional. • Sleeveless body warmer, navy with both IEHG and HSE logo. • Black footwear. • High vis outdoor jacket in case of inclement weather. • Theatre and DSU staff wear scrubs and appropriate footwear.
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12.15 Infection Prevention & Control

IP&C Team	<ul style="list-style-type: none"> • Smart casual blue/navy shirt/blouse. • Navy trousers.
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12.16 Endoscopy

CNM2	<ul style="list-style-type: none"> • Navy top & trousers
Decontamination Staff	<ul style="list-style-type: none"> • Purple scrubs

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ANM	<ul style="list-style-type: none"> Lilac top & black trousers
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12.17 AMAU

Nurses	<ul style="list-style-type: none"> Teal tunic & trousers
Multi-task Attendants	<ul style="list-style-type: none"> Wine tunic

12.18 Palliative Care

Palliative Care	<ul style="list-style-type: none"> Navy tunic & trousers
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12.19 Tissue Viability

Tissue Viability Nurses	<ul style="list-style-type: none"> Navy tunic & trousers
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12.20 GEMS

GEMS Team	<p>Emerald green scrub suits with GEMS logo on left breast side and profession to the right. Closed toe dark shoes/runners.</p> <p>In the event of covering nurses/therapists, own regular professional uniform is accepted.</p>
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13 Appendix II Uniform Summary

General Services	
Porter/Security	Blue short sleeve shirts with HSE/ IEHG logo, to be worn in conjunction with Orderly/Security Epaulettes at times. Clip on tie is optional. Sleeveless body warmer, navy with both IEHG and HSE logo. Black footwear. High vis outdoor jacket in case of inclement weather. Theatre and DSU staffs wear scrubs and appropriate footwear.
Household Services Staff	
Household Attendant	Blue tunic – black or navy trousers.
MAU, Cardiac Aid, Ultra Sound and Dark Room Tec	Wine tunic – navy/black trousers.
Laundry and Seamstress	Teal tunic – navy trousers.
CSSD and Theatre Staff	Blue scrubs suit.
Telephonist Staff	As Administration staff dress code. Work fleeces can be worn when on Reception.
Lab Aid	Navy tunic with logo – navy trousers.
Work Trainees	Blue tunic – navy trousers.
ED Attendant	Blue tunic - black trousers.
Nursing	
Health Care Assistant Primary Community and Continuing Care Health Care Assistants	Green tunic, navy trousers. Agency Health Care Assistants should wear a white polo top. <i>White or black polo shirt with navy or black trousers.</i>
Clinical Nurse Specialist (CNS) Oncology CNS	Navy tunic with navy pants or navy dress/skirt/trousers & jacket. Navy tunic with light blue trim & navy trousers
Clinical Midwife Specialist - Ultrasound	Navy scrubs.
Clinical Nurse Manager (CNM) 1 & 2	Navy tunic with navy trousers/skirt.
Staff Nurse	White tunic with navy trousers. <i>(including Agency staff)</i>

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Agency Nurse	White tunic with navy trousers.
Agency Health Care Assistant	White tunic with navy trousers.
Work Experience	<i>White polo shirt with navy/black trousers.</i>
Clinical Placement Co-ordinator BSc General Nursing Students from WIT BSc Midwifery Students from UL BSc Undergraduate Nursing Students from other third level Collages.	Staff must wear appropriate clothing e.g. skirts, neat trousers, jackets, shirts, blouses. Low necklines are not allowed. White tunic with red band on sleeves and navy trousers Navy WIT fleece. White tunic with green trousers. This will require consultation with the Clinical Placement Co-ordinator or Practice Development Facilitator.
Advanced Nurse Practitioner	Purple tunic, navy trousers.
Emergency Dept Staff ED Clinical Nurse Manager 3 Shift Leaders Staff Nurses AMPs	Navy tunic with navy trousers/skirt. Navy scrubs or navy tunic with navy trousers/skirt. Blue scrubs or white tunic with navy trousers. Black tunic with black trousers.
AMAU Nurses	Teal Tunic & Trousers
Intensive Care Staff	White Tunic/Navy Trousers/Black Laced Shoes CNM's Navy Tunic/Navy Trousers/Black Laced Shoes
Theatre On Call Doctors	Scrub suit (Green or Blue indicate Theatre wear) Indoor clogs, Theatre caps Theatre scrub suits are not available to on call personnel. Doctors on call should obtain a grey scrub suit from laundry services (€20 refundable deposit).
CSSD CNM2	Navy scrubs.

RGN & Technicians	Cornflower blue scrubs/clogs.
Tissue Viability Nurse	Navy tunic & trousers
Infection Prevention & Control Team	Blue/navy shirt/blouse & navy trousers
Palliative Care	Navy tunic & trousers
Clinical Services	
Medical NCHDs on-call	White coat not permitted for direct patient contact. Medical staff meeting patients/public should wear attire approved to Public Business Image. Ties, if worn in clinical areas, should be tucked away or removed.
Pharmacy Technicians	White tunic, navy/black trousers.
Cardiac Technicians/Physiologists/Sonographers	Red Tunic with black trim, black trousers and a black cardigan.
Senior Cardiac Physiologist	Red coloured top with black trousers. Low heeled securely fastened black/brown or navy enclosed shoes.
Cardiac Aide	Wine tunic, black trousers, black cardigan.
Cardiac CNS	Navy tunic & trousers.
Respiratory Physiologists	Purple tunic & black trousers.
Speech & Language Therapists	Black tunic with red trim, black trousers.
Occupational Therapy	Bottle green trousers, white tunic with/without green trim. A green cardigan is optional. Comfortable shoes with heels and toes enclosed and appropriate permeability.
Occupational Therapy Assistant	White polo shirt with logo.
Physiotherapy	White tunic, blouse or polo shirt with navy trim and ISCP/CSP logo, navy trousers. Navy/black or dark brown closed toe shoe. Identification badge.
Physiotherapist Aid/Assistant	Turquoise tunic or polo shirt, black trousers. Shoes as above.
Radiographer	Graphite grey scrub-style uniform of loose fitting top and trousers, 'Radiographer' identifier in burnt orange at left breast-pocket area, dark coloured cardigan/jumper.
Radiographic Students	Royal blue scrub-style uniform of loose fitting top and trousers, UCD logo at left breast-pocket area.
Medical Scientist/Laboratory Assistant	Navy blue tunic and trousers with pink trim, low

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	<p>heeled enclosed shoe.</p> <p>PPE: White coat conforming to Howie Report Standards</p>
Clerical Administration	<ul style="list-style-type: none"> • Blouse/shirt – plain colour. • Black or navy business suits (dress and jacket, skirt and jacket or trousers and jacket). • Black or navy cardigans. • Scarf/tie (optional). • Low heeled securely fastened black/brown or navy enclosed shoes.
Diabetes CNS Staff Nurse ANPs	<p>Navy top & bottom.</p> <p>Sky blue tunic and navy trousers.</p> <p>Lilac tunic and navy bottoms.</p>
Dietetics	<p>Uniform is optional, black tunic with pink trim and black trousers.</p>
Supplies Department	<ul style="list-style-type: none"> • Grey shirt with logo. • Black polo shirt with logo. • Grey cardigan with logo. • Black trousers. • Safety shoes.
Catering Catering Attendant Chef	<p>Striped lilac tunics, dark pants black/navy, blue cardigans, hat/hair cover, dark safety shoes.</p> <p>White chef tunics, black/check pants, apron, white/black hat, dark/white safety shoes.</p>
GEMS Team	<p>Emerald green scrubs with GEMS logo on left breast side and profession to the right. Closed toe dark shoes/runners.</p> <p>In the event of covering nurses/therapists, own regular professional uniform is accepted.</p>
Endoscopy	<p>CNM2 – Navy top & trousers</p> <p>Decontamination Staff – Purple scrubs</p> <p>ANM - Lilac top & black trousers</p>

14 Appendix III PPPG Development Group Membership

Ms Marie Kehoe
Human Resources Manager

Signature: _____

Date: _____

Gabrielle Power
Clerical Officer HR Dept

Signature: _____

Date: _____

Ms Anne Slattery
General Manager

Signature: _____

Date: _____

Chairperson:

Ms Marie Kehoe
Human Resources Manager

Signature: _____

Date: _____

15 Appendix IV Peer Review of Policy, Procedure, Protocol or Guideline

Reviewer: The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation is circulated to a peer review (internal or external). You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have reviewed and agree the content and approve the following Policy, Procedure, Protocol or Guideline for use within the organisation:

SLGH Dress Code Policy 2019

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read the Policy, Procedure, Protocol or Guideline document and agree the content
- I approve the Policy Procedure, Protocol or Guideline for implementation

Signature: _____ **Date:** _____
Deirdre Dunne
General Managers Office

Please return this completed form to:

Ms Marie Kehoe
Human Resources Manager

(To be attached to master Copy when completed)

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16 Appendix V Key Stakeholders Review of Policy, Procedure Protocol or Guideline

Reviewer: The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation is circulated to Managers of Employees who have a stake in the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have reviewed and agreed the content and approve of the following Policy, Procedure, Protocol or Guideline for use within the organisation

SLGH Dress Code Policy 2019

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read the Policy, Procedure, Protocol or Guideline document and agree the content
- I approve the Policy Procedure, Protocol or Guideline for implementation

Signature: _____ **Date:** _____

Ms Anne Slattery
General Manager

Please return this completed form to:

Ms Marie Kehoe
Human Resources Manager

(To be attached to master Copy when completed)

SLGH Dress Code Policy 2020 Document Reference No: SLGH NADM 002 Revision No: 3 Approval Date: March 2020
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17 Appendix VI Signature Sheets

I have read, understand and agree to adhere to the attached Policy, Procedure, Protocol or Guideline.

Print Name	Signature	Area of Work	Date

Signature Sheets

I have read, understand and agree to adhere to the attached Policy, Procedure, Protocol or Guideline.

Print Name	Signature	Area of Work	Date

SLGH Dress Code Policy 2020
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