

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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KEY TERMS	Uniform, Nurses, Midwives, Allied Health, Radiography, Corporate Services
SUMMARY	<p>The purpose of this Procedure is to:</p> <ul style="list-style-type: none">• Identify arrangements for the provision of uniforms for clinical and corporate services staff in SESLHD (excluding Calvary Health Care & War Memorial Hospital).• Assist facilities, services and sectors in developing local procedures/guidelines or business rules.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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SESLHD PROCEDURE

Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff

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1. POLICY STATEMENT

To outline the process for the provision of uniforms by SESLHD to nurses and midwives, allied health, radiography staff, medical officers and corporate services staff employed by SESLHD that enable the transferability of personnel within SESLHD; and to outline the dress code for all staff.

2. BACKGROUND

SESLHD provides uniforms for nurses and midwives, allied health and radiography staff and corporate services staff who are employed within the District in lieu of payment of relevant allowances. Permanent, temporary and casual staff will receive a uniform allocation where the wearing of a uniform is required for their position.

Once the supply of uniforms commences, clinical and corporate services staff who currently receive a uniform allowance are to be advised that payment of this allowance under the relevant Awards (listed below) will cease but payment of Laundry Allowance will continue.

This procedure is relevant to staff employed under the following State Awards:

- Health Employees' (State) Award
- Health Employees' Conditions of Employment (State) Award
- Health Employees' Medical Radiation Scientists (State) Award
- Health Employees' Pharmacist (State) Award
- Health Professional (State) Award
- Hospital Scientists (State) Award
- Public Health System Nurses' and Midwives' (State) Award
- Public Hospitals (Professional and Associated Staff) Conditions of Employment (State) Award.

2.1 Definitions

Clinical: As designated by the employing facility

Non clinical: As designated by the employing facility

Uniform: Items of specific clothing or apparel required by the employer to be worn by employees in the course of their duties, excluding shoes, socks and stockings.

3. RESPONSIBILITIES

These people are responsible for ensuring their staff are in the correct uniform

- All Nursing and Midwifery employees and cost centre managers
- Allied Health discipline heads of department
- Allied Health managers
- South Eastern Sydney Medical Imaging Services
- Cost centre managers with relevant clinical staff and or corporate services staff

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SECTION ONE: STAFF ISSUED UNIFORMS

Colour Range

- The colour range assigned to each classification is outlined below
- Outerwear is navy for all classifications
- The official hospital, service or district name badge and security personal identification card identifies personnel with their location

3.1 Nurses and Midwives

Assistant in Nursing/Midwifery	Royal blue
Enrolled Nurse	Navy with powder blue cuff on sleeve
Registered Nurse/Midwife, Specialists	Navy
Educators & Consultants	Powder blue with royal and navy stripe
Nurse/Midwifery Unit Managers	White with royal and navy stripe

While a uniform for Community Health Staff is available, mandated use of these uniforms is a facility decision. However, denim wear is inappropriate.

3.2 Allied Health and Radiography Clinical Staff

The colour range assigned to Allied Health is teal or teal with white and navy stripe. Outerwear is navy in colour.

Allied health disciplines include a range of discrete professions which will have the same coloured uniform. Thus, a secondary tag for upper garments is also available which will denote the specific allied health discipline. For example, Physiotherapist; Allied Health Assistant.

3.3 Medical Staff

The colour range assigned to medical staff is emerald with navy outwear.

As per the Public Hospital Medical Officers Award, Public Hospital Career Medical Officers (State) Award, Staff Specialists (State) Award, and Public Hospitals (Medical Superintendents) Award, medical staff are not required to wear uniforms. Should medical staff wish to wear the 'scrub style' uniform this is at the individual's cost. The same applies to VMOs under the Public Hospitals (Visiting Medical Officers Fee-For-Service Contracts) Determination and the Public Hospitals (Visiting Medical Officers Sessional Contracts) Determination.

3.4 Corporate Services Staff

Administration	Lilac with white and navy stripe
Chefs	White
Patient Support Services	Sage with white and navy stripe
Scientific and Technical Support	White with teal and navy stripe
Security	White
Trades	Orange and navy
Trades Administration	Chambray blue

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The uniform range for Corporate staff includes smart long and short sleeve shirts, polo shirts and blouses, including a maternity wear option. These are accompanied by skirts, shorts and trousers as well as jumpers and cardigans for Administration, Patient Support Services, Scientific and Technical Support and Security.

Hi-visibility work wear and foot wear are available for trade, loading dock and outdoor workers. Hi-visibility orange and navy jackets are available for Trades.

4. PROCEDURE

Where available, staff must wear the complete and comprehensive uniform. Failure of staff to comply with any part of this procedure is a performance management issue, which may lead to disciplinary action.

As with any procedure, non-compliance will be taken seriously and managed in line with existing disciplinary procedures. If an item of clothing is deemed to be unsuitable, the employee may be sent home to change clothes and will be given a verbal warning for the first offence. Progressive disciplinary action will be taken for further dress code violations.

Workforce Health and Safety requirements may necessitate a local variation of the standard hospital uniform. Staff and union consultation are to be advised of any local requirements and reasons for the introduction of the altered standard. Ignoring safety standards will lead to disciplinary action.

4.1 Supplier of Uniforms/Apparel

Australian Defence Apparel (ADA) holds the current contract for the provision of the NSW Health Uniform.

4.2 Selection of Uniforms

Two ranges are offered, Corporate and Clinical. Clinical staff will wear a 'scrub style' uniform.

4.3 Quantity of Uniform to be supplied

The initial quantity of items of uniform to be supplied to new Nursing and Midwifery staff, male and female is as follows:

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Table 1: Quantity of Items to be supplied to Nurses and Midwives

	Quantity		
	Upper	Lower	Outerwear
Full Time	5	5	1
0.8	4	4	1
0.7	4	4	1
0.6	3	3	1
0.5	3	3	1
0.4	2	2	1
0.3	2	2	1
0.2	2	2	1
Casual	2	2	1

The initial quantity of items of uniform to be supplied to new Clinical (Allied Health and Radiology) and Corporate Services staff, male and female is as follows:

Table 2: Quantity of Items to be supplied to Clinical (Allied Health and Radiology) and Corporate Services staff

	Quantity		
	Upper	Lower	Outerwear
Full Time	5	3	1
0.8	4	2	1
0.7	4	2	1
0.6	3	2	1
0.5	3	2	1
0.4	2	2	1
0.3	2	2	1
0.2	2	2	1
Casual	2	2	1
Shoes (trades only)	1 pair only		

The renewal allocation of items of uniform to be supplied 12 months after the initial regular allocation is provided is as follows:

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Table 3: Quantity of Items to be supplied for renewal

	Quantity		
	Upper	Lower	Outerwear
Full Time	3	2	
0.8	3	1	
0.7	3	1	
0.6	2	1	
0.5	2	1	
0.4	2	1	
0.3	2	1	
0.2	2	1	
Casual	2	2	
Shoes (trades only)	1 pair only		

4.4 Ordering

- Orders will be placed via the online Total Apparel Management System (TAMS).
- Employees will create, maintain and update their own (mandatory) personal profile information. TAMS Employee User Guide is available at the following link [TAMS Employee User Guide](#)
- Employees will be responsible for ordering their own uniforms during the allocated order timeframes annually.
- All 'fair wear and tear' items require online authorisation by the cost centre manager
- Employees are able to self-purchase over and above their allocation at any time
- The Uniform catalogue is available on the intranet on the following link http://intranet.hss.health.nsw.gov.au/hss_uniforms

4.5 SECTION TWO: ALL STAFF Appearance/ Wearing of the Uniform

Uniforms must be selected from the designated uniforms from the Health Share state-wide uniform range specific to each occupation.

Identification badges must be worn at all times on the upper right hand side of the chest.

For staff who require an undershirt for warmth the colour must be the same as the uniform top and not be below the elbow.

Cardigans and long sleeved jackets must be removed prior to performing direct patient care, treatment or procedures.

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Stockings

- Stockings should be conventional and in good condition (Black, Navy or Beige)
- Patterned or Coloured stockings and socks are not considered part of the uniform and are unacceptable

Shoes

- Closed footwear (i.e. not open toed or backless) with non-slip soles, of a solid colour (black, brown or navy blue) and with non-slip soles must be worn at all times
- Footwear should be leather/vinyl and impervious to hazards in the workplace
- A risk management approach is to be adopted when assessing suitability of footwear requirements within individual working environments

Theatre Attire

- As per Section 2.1.4 of the [NSW Health Infection Control Policy](#) – peri-operative attire should not be worn outside of the peri-operative environment, with the exception of emergency attendance of patients. An outer gown should cover the front of the attire when leaving the peri-operative environment
- Clean protective equipment including; masks, overshoes and balaclavas must be applied on each entry to theatre
- White cotton gowns are not to be worn by SESLHD staff at any time other than by theatre personnel and are not to be worn off campus

Staff not required to wear a uniform:

- Clothing must be neat and in good repair
- The following items are considered unacceptable:
 - Singlet, low cut and revealing tops
 - Clothing with writing, logos or advertisements (without express permission of a Tier 2 Director)
 - Patches/ fringes on clothing
 - Thongs/ crocs
 - Leggings
 - Midriff blouses
 - Tracksuit pants and scruffy jeans

All Staff

Hair

- Hair below collar length should be tied back at all times
- Head/ hair protection is mandatory in certain areas including; kitchens and operating theatres
- Facial hair should be neat and trimmed

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Jewellery

- Clinical staff are advised that jewellery should be removed wherever possible prior to patient contact
- Fashion jewellery (long necklaces and earrings) are a WHS risk and are considered unacceptable
 - Similarly; ID badges (specifically lanyards), ties and scarves that may present a WHS or infection risk if contact with patients occurs should be removed wherever possible or secured so as not to make contact with the patient or surrounds
- Hand and wrist jewellery, including watches are to be removed as they present an infection risk. Simple/ plain wedding bands are the only acceptable piece of jewellery to be worn by clinical staff below the elbow
- All jewellery, including wedding bands are to be removed prior to performing aseptic procedures to reduce the risk of infection and promote patient safety

Hand Accessories

- All staff that have direct contact with patients are advised that artificial fingernails or fingernail extensions present an infection risk and are therefore considered unacceptable during work hours
- Natural fingernails should be no longer than 0.5cm in length and be free of nail polish to reduce the risk of infection to patients

Men's Attire

- Men's ties are only acceptable in non-clinical areas. Exceptions may be made where it is deemed appropriate, such as general consultation between a medical staff member and a patient. In these cases, ties should be secured so as not to make contact with the patient or surrounds
- It is expected that shirt sleeves be rolled to above the elbow by all staff in clinical areas to aid hand hygiene and decrease the risk of infection to patients

Religious/ Cultural Items

- Articles of clothing/ jewellery considered to have cultural/religious significance are acceptable if they comply with the acceptable standards set out above

4.6 Local Procedures / Business Rules

All facilities or services within SESLHD are required to have a local uniform procedure covering the following:

- Identification of employees in clinical and non-clinical roles
- Alterations, maintenance and repairs (may be claimed as a tax deduction)
- Replacement of uniforms – fair wear and tear
- Replacement of uniforms – lost or stolen. The following statement is to be made: *“Lost or stolen items will be replaced at the discretion of the facility or service taking the circumstances into consideration.”*

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- Provisions during pregnancy (as per Award)
- Provision of uniforms during periods of secondment
- Return of uniforms/apparel on termination of employment from NSW Health

5. DOCUMENTATION

The Uniform catalogue and other information are available on the intranet on the following link:

http://intranet.hss.health.nsw.gov.au/hss_uniforms

6. AUDIT

Not Required

7. REFERENCES

- NSW HealthShare 'State-wide Uniform Operations Manual' issued February 2013
- NSW Health Uniforms Policy PD2012_057

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
Jul 2013	1	Developed by Wei-Li Hume, Management Trainee.
September 2013	2	Revised and Re-formatted by Scarlett Acevedo, District Policy Officer.
October 2013	2	Approved by DET.
July 2015	3	Minor update to accommodate availability of polo shirts for Corporate Services Staff. Approved by Executive Sponsor.