

UNIFORM AND DRESS CODE POLICY - BANK MEMBERS

Introduction

This Policy applies to all Bank Members and sets out NHSP's expectations in relation to dress and appearance whilst working shifts. It also provides guidance on those Bank Members who are eligible to order a NHSP uniform, the number of uniforms that will be provided and the ordering process.

Whilst working shifts, Bank Members should adhere to the client Trust specific dress code/uniform policy or any specific practices relating to dress and appearance which they apply to their own employees.

All garments issued by NHSP are for the wearer's personal use only when working NHSP shifts and remain the property of NHSP. Reselling of the garments or passing on to another person is strictly prohibited. Any Bank Member found to sell, attempt to sell or pass on any garments which contains the NHSP logo may be subject to disciplinary and/or legal action.

Objectives

NHSP considers the way Bank Members dress and their appearance to be of the utmost importance in portraying a professional image to patients, visitors, colleagues and ultimately our client NHS Trusts and as such Bank Members should have a clean, smart, professional appearance when presenting themselves at the commencement of each assignment.

Bank Members who are required to work in clinical areas must observe the Trust specific practices to reduce the risk of the spread of infections. NHSP promote effective hand washing in accordance with infection control procedures and all tops, including ladies dress, are supplied with short-sleeves. We do not recommend that the uniform is adapted in any way but recognise that some Bank Members may request adjustments for personal reasons. Bank Members who wish to make reasonable adjustments to their uniform, including the use of disposal over-sleeves, should liaise with their Ward or Line Manager prior to commencing their shift.

Bank Members are required to change in and out of their uniform on the Trust premises or to cover their uniform completely when travelling to and from work in line with local Trust policy.

Personal Appearance

All Bank Members must familiarise themselves with, and comply with, local Trust dress code policies. The NHSP standards are as follows:

- Identity badges must be worn at all times whilst working assignments
- Hands must be visibly clean at all times. Those Bank Members who are or may be engaged in direct patient care must have short fingernails that will not damage disposable gloves or injure a patient in any way. When working in a clinical setting Bank Members must not wear false nails or nail varnish.
- Hair must be kept clean and tidy. Hair that falls below the collar must be secured above the collar. Hair dye should be of a neutral colour. A client Trust may reject a Bank Member if they present themselves with unnatural hair colouring.
- Beards should be kept neat, clean and tidy. Client Trusts may have differing opinions on the acceptable length of beards and therefore NHSP recommends that beards are kept short (stubble) so as not to impact patient care or be in direct contradiction of the client Trust policy.
- Jewellery should be kept to a minimum and removed when engaged in direct patient care. Bank Members are advised to only wear a smooth ring and stud earrings.

- Prominent piercings or the display of tattoos is forbidden. Any Bank Member directly engaged in patient care who may display tattoos, particularly tattoos that may be considered to cause offence, whilst delivering direct patient care may be rejected by the client Trust.
- Neck ties (excluding bow-ties) and lanyards should be removed whilst engaged in direct patient care.
- Bank Members should change immediately if their uniform or clothing becomes visibly soiled or contaminated. Bank Members should liaise with the Ward or Line Manager about loan clothing and how/if this should be returned to the Trust at the end of the assignment.

Eligibility and Allocation of NHSP Uniform

Upon completion of the registration process, NHSP will provide two sets of uniforms free of charge, to Bank Members who do not hold a substantive employment contract at the Trust where they are registered to work assignments and are registered in one of the staff groups and role types outlined in Appendix 1. Bank Members registered on the CSWD Programme will be provided with three sets of uniforms free of charge.

Bank Members who hold a substantive employment contract at the Trust where they are registered to work assignments should wear the uniform provided by the Trust whilst working those assignments through NHSP.

Appendix 2 defines those staff groups and role types where Bank Members are not required to wear a uniform whilst working assignments or where the Trust may require Bank Workers to wear a uniform which will be provided by the Trust prior to commencing a shift.

How to Order Uniforms

During the registration process Bank Members who are eligible for NHSP uniforms will be asked to complete a uniform request which may be a paper form or captured on-line. Requests will be processed once the applicant has been confirmed as fully registered and are usually delivered within 2 working days. Specially made garments are usually delivered within 10 working days.

Before completing the uniform request, Bank Members should use the sizing chart detailed in Appendix 3 and request the required size.

Garments will be delivered to the delivery address specified on the uniform request and will require a signature. If the courier is unable to make delivery they will leave a calling card for the Bank Member to contact them and arrange a re-delivery.

Bank Members are responsible for ensuring that the garments received are those requested, that they are not damaged in any way and that they fit. An exchange can be arranged within 14 days of receipt, by contacting NHSP's chosen supplier using the details contained on the delivery note which is included in the parcel. Once an exchange has been arranged, the Bank Member must complete the return slip and re-package the garments, including the return slip, and label the package. Delivery, collection and re-delivery charges are borne by NHSP but Bank Members may be challenged where they request more than one exchange.

The supplier will process the exchange when they receive the original garments, usually within 3-5 working days.

Maternity tunics and trousers are available for pregnant ladies upon request.

Where a Bank Member requires a size outside of the sizing range detailed in Appendix 1, specially made garments may be requested. In these instances, Bank Members must provide their body measurements as detailed on the paper request form.

Replacement NHSP understands that after multiple wears, garments may become damaged or discoloured and to maintain a professional image garments may need to be replaced. Bank Members requiring replacement garments should liaise with their local NHSP team, who will be responsible for authorising the replacement of garments.

Garment Care

Garments should be washed at the hottest temperature suitable for the fabric and in accordance with the manufacturers guidelines and NHSP's CG1 Standard Infection Prevention and Control Guidelines available at <http://www.nhsprofessionals.nhs.uk/en/members/elibrary/publications>

APPENDIX 1 – NHSP UNIFORMS

Staff Group	Role Type	Garments	Ladies Sizes	Gents Sizes
Nursing & Midwifery	Registered	White tunic with hospital blue piping	6 – 32	30 - 52
		Navy trouser	6 – 36	28 – 56
		White ladies dress with hospital blue piping	6 – 32	N/A
Nursing & Midwifery	Unregistered	White tunic with burgundy piping	6 – 32	30 – 52
		Navy trouser	6 – 36	28 – 56
		White ladies dress with burgundy piping	6 – 32	N/A
AHP	Chiropodist & Podiatrist	White tunic with white piping	6 – 32	34 – 54
		Navy trouser	6 – 36	28 – 56
AHP	Dietitian	White tunic with white piping	6 – 32	34 – 54
		Navy trouser	6 – 36	28 – 56
AHP	Occupational Therapist	White tunic with white piping	6 – 32	34 – 54
		Navy trouser	6 – 36	28 – 56
AHP	Physiotherapy	White tunic with white piping	6 – 32	34 – 54
		Navy trouser	6 – 36	28 – 56
AHP	Radiography	White tunic with white piping	6 – 32	34 – 54
		Navy trouser	6 – 36	28 – 56
Support Services	Porter	White polo shirt – unisex	XS - XXXXL	
		Navy trouser	6 – 36	28 – 56
Support Services	Chef	Hat	One size	
		White chef jacket – unisex	30 – 52	
		Butchers apron – unisex	One size	
		Black trouser	6 – 30	28 – 52
		Safety shoes (single pair only)	3 – 8	6 – 12
Support Services	Food Services	Navy polo shirt – unisex	XS - XXXXL	
		Black trouser	6 – 30	28 – 52
		Safety shoe (single pair only)	3 – 8	6 – 12
Support Services	Domestic / House Keeping	Eau-de-nil tunic with white piping	6 – 32	34 – 56
		Black trouser	6 – 30	28 - 52

APPENDIX 2 – OTHER STAFF GROUPS AND ROLE TYPES

Staff Groups and Role Types not required to wear a uniform whilst working shifts

Staff Group	Role Type
AHP	Speech and Language Therapist
AHP	Psychology
AHP	Transport
AHP	Support and Information Healthcare
Support Services	Estates
Support Services	Trades People
Admin and Clerical	All Role Types
Personal Social Services	All Role Types

Staff Groups and Roles Type where the Trust may provide uniforms at the commencement of each shift

Staff Group	Role Type
AHP	Operating Theatre Practitioner
AHP	Paramedic
Support Services	Sterile Services
Support Services	Security
Healthcare Scientists	All Role Types
Medical Locums	All Role Types

APPENDIX 3 – SIZING CHART

To ensure a good fit please use the guidelines in the adjacent diagram to help you obtain body measurements and then compare them to the accompanying size chart to see what size you need to order.

Please note:

DO NOT add anything to your measurements for comfort, as this will have been taken into account at the manufacturing stage of the garment.

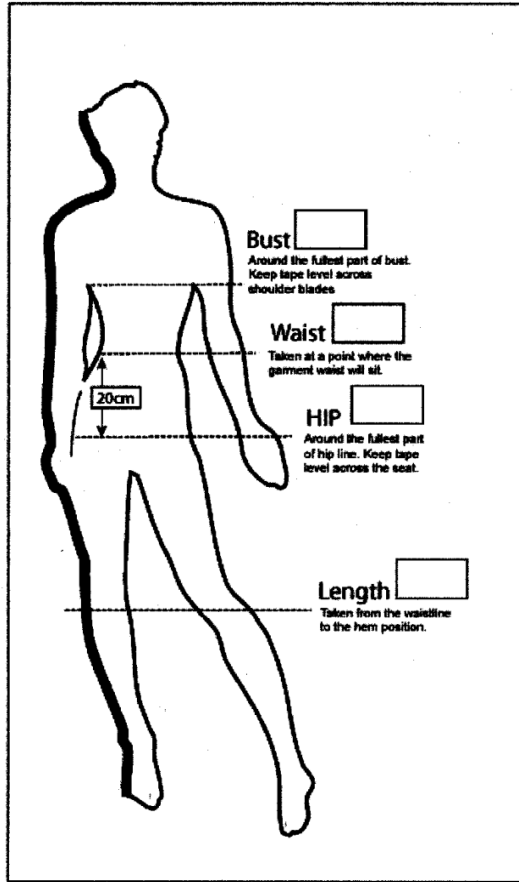
Take measurements over light clothing and as close to the body as possible, without being too tight.

Uniform clothing must be comfortable in its use, therefore please be as accurate as possible when taking your details.

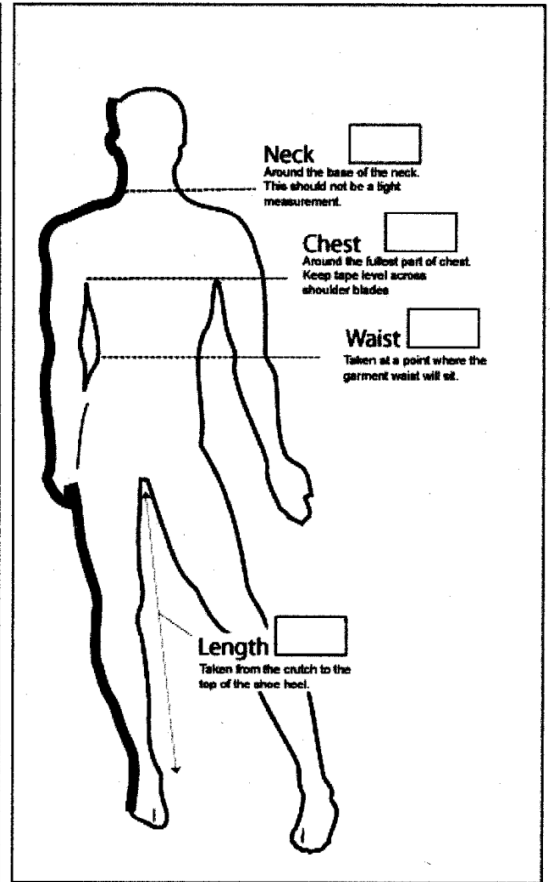
Do not order sizes against anticipated weight loss.

This guide is formulated with the intended fit of your uniform in mind and does not cater for personal preference/style.

Women



Men



Female Size Chart

Size	4/6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36
Polo Shirt	XS		SML		MED		LGE		XL		XXL		3XL		4XL	
Bust In Inches	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60
Bust In Cms	76	81	86	91	97	102	107	112	117	122	127	132	137	142	147	152
Waist In Inches	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52
Waist In Cms	56	61	66	71	76	81	86	92	97	102	107	112	117	122	127	132
Hip In Inches	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60
Hip In Cms	76	81	86	91	97	102	107	112	117	122	127	132	137	142	147	152
Jacket Length Regular- Cms	71.4	72.8	73.4	74	74.6	75.2	75.8	76.4	77	77.6	78.2	78.8	79.4	80	80.6	81.2

Male Size Chart

Size	34	36	38	40	42	44	46	48	50	52	54	56	58	60
Polo Shirt	SML		MED		LGE		XL		2XL		3XL		4XL	
Chest In Inches	34	36	38	40	42	44	46	48	50	52	54	56	58	60
Chest In Cms	86	91	97	102	107	112	117	122	127	132	137	142	147	152
Waist In Inches	28	30	32	34	36	38	40	42	44	46	48	50	52	54
Waist In Cms	71	76	81	86	92	97	102	107	112	117	122	127	132	137
Hip In Inches	36	38	40	42	44	46	48	50	52	54	56	58	60	62
Hip In Cms	92	97	102	107	112	117	122	127	132	137	142	147	152	157
Jacket Length Regular-Cms	76.6	77.2	77.8	78.4	79	79.6	80.2	80.8	81.4	82	82.6	83.2	84	85

These measurements are a guide only. You may find that fit varies from person to person depending upon shape.