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Uniform & Personal Hygiene Policy

The Uniform Policy is in place to ensure that staff attend work in suitable attire which is fit for the purpose and maintains professional standards.

Aims

- To ensure staff maintain a positive professional image.
- To enable easy identification of role.
- To ensure staff wear appropriate clothing at work.
- To ensure that infection control and health and safety issues are addressed.
- To ensure the service users are confident with the policy.

Responsibilities

Homecare Co-ordinator

It is the Homecare Co-ordinators responsibility to ensure:

- Employees are aware of the standards of dress within the policy.
- Policies are implemented, monitored and enforced.

Employee

It is the employee's responsibility to:

- Adhere to the standards of dress and personal appearance appropriate to staff group
- Alert the Myhomecare.ie Homecare Co-ordinator, in a timely manner, should uniforms need replacing.

Staff Groups

Formal Uniform

- Nursing
- Physiotherapy
- Occupational Therapy
- Domestic Staff
- Catering Staff
- Portering Staff

Partial Uniform

- Pharmacists white coats

Own Clothes

- Administration staff
- Clerical staff
- Managers
- Medical staff
- Senior clinical staff group

Standards of Dress

Uniformed Staff

- The uniform provided must be worn and maintained in a clean condition and in good repair.
- Uniform must be changed daily and, if laundered at home, be washed separately on a hot wash, tumbled or line dried.
- The uniforms cannot be worn to and from work as changing facilities are available. Staff are not permitted to wear uniforms to go shopping, go to supermarkets, restaurants, pubs, snack bars, etc.
- Uniform may be worn by clinical staff outside of the community hospitals, where they are on approved duties or moving between sites.

Staff Nurses Uniform

- White Tunic with myhomecare.ie logo.
- Navy trousers
- Navy / black non slip shoes (No trainers)

Healthcare assistant's uniform

- Pale Blue Tunic with dark blue trim
- Navy trousers
- Navy / black non slip shoes (No trainers)

Catering

- Blue with dark blue trim
- Navy trousers
- Navy / black non slip shoes (No trainers)
- Hair net

Porters

- Blue Shirt
- Navy trousers
- Navy / black non slip shoes (No trainers)

- Belts and buckles must not be worn when delivering clinical care for infection control and health and safety reasons. They may be worn at other times.
- For all clinicians, cardigans may not be worn in clinical areas.

Maternity Wear

- All staff should ensure that their tops are loose and comfortable, maternity wear is available.

Uniforms: Male Staff

- Ties may pose a health and safety and infection control risk and should be clipped back or not worn.

White Coats

- For staff wearing a white coat, clothing worn underneath should be appropriate and fit for purpose.

Headwear

- Headwear will not be worn, with the exception of Catering Staff working within kitchen areas where protective caps are required to comply with Food

Facial Hair

- Facial hair must be short, clean and neatly trimmed, or else secured.

Catering Staff

- Plain ring only. Earrings and watches are not permitted.

Footwear

- Staff working in clinical areas must wear low-heeled, black shoes, or plain, clean, white shoes for physiotherapy staff. They must be sturdy, have rubber non-slip soles and not be suede or fabric. They must offer support and moderate protection. Sandals, mules and clogs do not offer this support and protection, and must not be worn, as they do not comply with health and safety regulations, which are not discretionary.

Religious Symbols

- Religious symbols such as kirpans must be considered on an individual basis with reasonably practicable arrangements made along side with patient care and health and safety considerations.

Mobile Phones

- Mobile phones are not to be worn with uniform. Exceptions are medical staff on call.

Specialist Clothing

- Where specialist protective clothing is worn in specific clinical settings, e.g., plastic aprons that are for single patient use only, they should not be worn outside the given clinical environment.
- Certain staff groups, e.g., porters, will be provided with safety shoes and protective clothing for specific duties.

Non-Uniform

- Staff who wear their own clothes should ensure that it is suitable for work purposes, i.e., no miniskirts, jeans, low tops, unsuitable shoes or strongly coloured nail polish or nail art. Staff should look professional at all times.

All Staff**Name Badges**

- All staff must wear either a name badge or ID badge or both.
- Two other badges can be worn, e.g. professional or staff organisations, Charter Mark, but not decorative pins.

Unsuitable Dress

- Staff presenting themselves for duty unsuitably dressed will be asked to rectify this before commencing work. If this involves a member of staff going home, he/she will be expected to make up the time or take unpaid leave.
- Repeated failure to dress correctly will result in disciplinary action, in accordance with the Myhomecare.ie Disciplinary Procedure.

Hair

- Hair must be kept clean and tidy, and uniformed staff should have their hair tied back (male and female staff) if longer than shoulder length. This applies to all hairstyles and types, including extensions, wigs, etc.
- Where hair clips are worn, they must not have the potential to injure staff or patients, and must comply with health and safety and infection control standards. Where hair bands are worn they must be black or navy and be appropriate.

Finger Nails

- Nails must be short and tidy.
- Uniformed staff must not wear nail varnish or nail art. False nails such as gel, silk and acrylic are not permitted, as these do not comply with infection control standards.

Jewellery

Clinical Staff

- May wear a plain ring with no stones and one pair of ear studs (without stones). Other visible body piercing(s) should be removed or kept covered during work time.
- Fob watches or no watches are to be worn when delivering clinical care. Wristwatches are permitted when not delivering patient care.

Portering Staff

- One plain ring may be worn, stud earrings and a wristwatch, which must be removed for clinical duties, such as collecting clinical waste.

Housekeepers/Domestic Staff/Linen Room Staff

- One plain ring may be worn, stud earrings and a wristwatch.

Termination of Employment

Myhomecare.ie uniforms can only be worn when representing Myhomecare.ie.

Badges must also be returned before leaving employment.

Monitoring and Evaluation

Myhomecare.ie Healthcare co-ordinator will enforce and monitor the implementation of the policy.